



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Waste Management Advisor	
Position Number	Community	Division/Region
23-15279	Yellowknife	Environmental Protection & Waste Management

PURPOSE OF THE POSITION

The Waste Management Advisor (Advisor) is responsible for providing technical and policy expertise in the development, implementation and evaluation of regulated and non-regulated policies and standards to ensure a progressive, effective, and consistent approach to managing residual waste in the Northwest Territories (NWT).

SCOPE

Located in Yellowknife and reporting to the Manager, Waste Reduction and Management (Manager), the Waste Management Advisor provides the department with waste management technical expertise to understand and manage cumulative effects associated with waste management by the residential and industrial, commercial, and institutional (ICI) sectors. This work is done from a technical perspective, ensuring that policy decisions are supported by scientifically sound analysis.

The Waste Management Advisor has a particular focus on dealing with effects of residual waste management approaches such as landfills, which is the most common waste disposal method in the Northwest Territories (NWT). The policies and standards developed by the position have direct financial impacts on communities and industries operating in the NWT. Therefore, it is important that the Advisor engages regularly with other Government of the Northwest Territories (GNWT) departments, Indigenous Governments and Organizations, communities, and industry to ensure that various perspectives are considered in the development of regulated and non-regulated policies.

Where data gaps exist, the Advisor is responsible for identifying research needs and priorities in order to meet departmental and GNWT needs and support department policies, priorities and legislative requirements. The Advisor works with a team of advisors on the policy



development side of the Waste Reduction and Management Section (Section) as well as other technical experts in the Environmental Protection & Waste Management Division to advance waste management in the NWT.

The Advisor will also evaluate waste management information from various stakeholders to ensure a consistent and effective approach to managing waste in the NWT. This is done by reviewing waste disposal options proposed by proponents for adherence to best management practices, design criteria and specifications, and for determining environmental impacts and/or contaminant migration and assessment of such options. He/she will lead funding reviews to further understand and manage waste to improve waste management practices in the NWT.

The Advisor is a technical expert in residual waste management and is expected to represent the Department of Environment and Climate Change (ECC) and the GNWT in industry, public or intergovernmental forums. The incumbent provides advice and assistance to senior managers, ECC staff, other GNWT departments and communities on environmental management issues as they pertain to waste management. Although the Advisor does not have direct reports, he/she will supervise casual and term staff as well as mentor junior staff within the Section.

RESPONSIBILITIES

1. Develops progressive, scientifically credible, and defensible waste management strategies, legislation, regulations, standards, codes of practices, guidelines, and other policy instruments for proper management of waste in the NWT.

- Researches and analyzes best practices, trends, and regulatory options in waste management.
- Evaluates approaches to achieving desired environmental outcomes (e.g., regulatory versus voluntary, and use of economic incentives).
- Compiles and reviews environmental, social, and economic data related to waste management objectives.
- Identifies barriers to environmental objectives in existing legislation and regulations.
- Develops strategic direction and frameworks, regulations, standards, and guidelines to support waste management objectives.
- Establishes collaborative partnerships and works with expert committees, ECC, MACA, land and water boards, communities, Indigenous Governments and Organizations, and industry groups to support waste management objectives to ensure integrated approach to waste management regulations, policies and standards.
- Develops legislative proposals, drafts legislative instructions, and prepares background information, briefing documents, and cabinet submissions to support new strategies, regulations, policies, programs, and initiatives.



- Conducts engagement and/consultation with Indigenous Governments and Organizations and key stakeholders (communities, NWT Association of Communities, land and water boards and industry) on proposed programs and initiatives.
- Develops, monitors, and updates performance measures to track program performance and ensures continuous improvement.
- Reports on program performances in business plans, main estimates, and annual reports.

2. Identifies research needs and priorities in the areas of design and best management practices for residual waste management; initiates, coordinates, and manages research programs and contracts that are designed to meet departmental and GNWT needs; and ensures research and funding initiatives supports departmental and GNWT priorities.

- Identifies areas where there is an information gap or a need for greater research in waste management.
- Works with other GNWT departments to identify projects of collective interest to advance waste management in the NWT.
- Works with partners to support additional research studies related to waste management.
- Seeks funding partnerships with other government agencies, industries, and industrial associations for research projects to support research and academic study.
- Works with ECC staff to identify opportunities for research to support waste management policy development.
- Assists community governments, Indigenous Governments and Organizations, industry businesses and the public with solid waste management programs and projects that lead to the prevention of waste and waste reduction, reuse, recycling, and residual waste management.
- Reviews and evaluates applications for funding and issues contribution agreements and/or contracts.
- Prepares and manages contracts and contribution agreements including managing project budgets, timelines, and deliverables.

3. Evaluates waste management information from various sources.

- Reviews, analyzes, and evaluates scientific information and rationale in documents submitted to land and water boards that deal with waste management issues.
- Provides technical advice to land and water boards, municipal, industrial, commercial, and institutional sectors to ensure consistency with current technical and scientific best management practices, policies, strategies, legislation, standards, guidelines, directives, and codes of practices as they relate to waste management.
- Represents the department at working groups, public meetings, technical sessions, and public hearings to advance the NWT's interests in proper waste management.



- Evaluates and identifies emerging issues that the NWT should prepare to address.
- Provides advice to senior managers and technical staff on waste management issues to ensure consistent and progressive approaches to environmental protection across the NWT.

4. Develops and maintains partnerships internally to the GNWT and externally to create a common understanding and integrated approach to addressing waste management objectives.

- Provides scientific expertise to ECC headquarters and regional staff on waste management issues.
- Engages regularly with Indigenous Governments and Organizations, communities, and industry to understand their interests, to identify opportunities for partnerships and to guide ECC and GNWT program direction and decisions.
- Conducts community site visits to gain a better understanding of local issues related to waste management.
- Conducts engagement and/or consultation with affected groups on the impact of proposed programs and initiatives.
- Represents ECC or the GNWT in local, territorial/provincial, and national working groups in the areas of waste management.

5. Maintains qualifications in professional, technical, and administrative areas by attending and/or completing seminars, meetings, formal courses, and other training as assigned.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

This is primarily an office-based position. However, the incumbent is required to visit landfill sites approximately four to six times a year. These site visits may expose the employee to unknown hazardous substances, physical hazards, and wildlife encounters. Proper measures need to be taken to reduce the risk of contamination of skin, clothing, eyes, lungs, and wildlife encounters.

Sensory Demands

No unusual sensory demands.

Mental Demands



Public presentations and consultations can be stressful when discussing territorial strategies, legislation, policies or programs with industry, municipalities, interest groups or the public, particularly technical or politically sensitive matters. This will occur four to six times per year for approximately two to four hours.

During program implementation period (i.e., four to six months prior to implementation and three months after implementation), communications with stakeholders (i.e., distributors, retailers, etc.) to ensure compliance with new regulations can be very stressful, particularly when they do not agree with the program. The employee may experience very argumentative, upset, and/or hostile individuals. This will occur on a weekly basis for approximately two to four hours.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current and emerging residual waste management policies, principles, trends, technologies and best management practices in Canada, the United States and abroad.
- Knowledge of scientific principles in soil science, geology, hydrogeology, ecology, biochemistry, toxicology, and microbiology and how they impact the technologies used to manage waste.
- Knowledge of integrated waste management.
- Knowledge and experience with respect to the development, implementation and evaluation of waste management policies, programs, and initiatives, including those in a northern environment and small remote communities.
- Knowledge and understanding of departmental acts and regulations, especially those that pertain to environmental protection and waste management issues.
- Knowledge and understanding of the Environmental Protection Act and the Waste Reduction and Recovery Act.
- Knowledge of legislative processes including the creation of new acts, regulations, and policies.
- Research and analytical skills, and the ability to assess and make sound decisions with respect to environmental protection issues.
- Oral and written skills to effectively convey a message and add clarity and meaning to communications.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Interpersonal skills in order to interact effectively with industry, municipalities, other government agencies, Indigenous organizations and the public.
- Ability to effectively lead departmental, interdepartmental, and inter-jurisdictional working groups.



- Ability to interpret existing scientific information and integrate new data and information as it arises, using the latest scientific methods, and present the information in terms understandable to scientific experts, non-scientific stakeholders, and members of the public.
- Ability to work effectively in a team environment.
- Proficiency in the use of word processing and spreadsheet software (e.g., Microsoft Word and Excel).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A bachelor's degree from an accredited university in an applicable engineering, geology, geoscience, science, or related discipline with a minimum of four (4) years of progressively responsible related experience in the areas of waste management.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Eligibility for membership in a professional association such as the NWT and Nunavut Association of Professional Engineers and Geoscientists (NAPEG) or equivalent membership for other related disciplines.

Possession of a valid NWT Class 5 driver's license.

Position Security (check one)

No criminal records check required.
 Position of Trust – criminal records check required.
 Highly sensitive position – requires verification of identity and a criminal records check.

French language (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)



WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)
 French preferred

Indigenous language: Select language

Required
 Preferred