



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Range Planning Biologist	
Position Number	Community	Division/Region
23-15309	Yellowknife	Wildlife and Forest Management

PURPOSE OF THE POSITION

The Range Planning Biologist will assist with developing, drafting and implementing boreal caribou and other species at risk range plan frameworks and range plans for the Northwest Territories (NWT). The incumbent will provide expert and technical information along with support services to Divisional, Departmental, Interdepartmental, Regional stakeholders, Indigenous governments and organizations, regulatory agencies, and renewable resource co-management boards related to the development, implementation and presentation of range plans in accordance with requirements under the *Species at Risk (NWT) Act* and the federal *Species at Risk Act*.

The incumbent works in collaboration with other Departmental staff, staff from other GNWT departments, environmental agencies, regulatory agencies, industry, renewable resource co-management boards, and communities.

SCOPE

The Range Planning Biologist is located in Yellowknife and reports to the Manager, Habitat and Environmental Assessment in the Wildlife Division.

This position will be required to work independently and without direct supervision. The position will work closely with the Wildlife Biologist (Environmental Assessment/Habitat), the Wildlife Biologist (Species at Risk), departmental staff, co-management boards, communities, and federal counterparts with responsibility for species at risk program implementation.



These activities include leading the collaborative development of range plan frameworks and range plans and drafting, editing, and reviewing meeting materials, briefing materials and decision papers; and coordinating five to eight major interagency meetings per year along with coordinating section 35 consultation, public engagement and GNWT inter-departmental engagement.

The quality and quantity of information provided by the incumbent will be critical to the success of management of boreal caribou in the NWT which will, in turn, have a significant impact on effective boreal caribou co-management in the NWT and the recovery of the species.

RESPONSIBILITIES

1. Implement territorial responsibilities under the federal Species at Risk Act so that the GNWT can fulfill its role as a leader in conserving boreal caribou and other species at risk in the NWT.

- Provide expert advice on NWT responsibilities related to recovery actions required under the federal *Species at Risk Act*.
- With ECC Regions and NWT wildlife co-management partners periodically review and provide expert advice on the development and implementation of NWT range plans or action plans for boreal caribou and other federally listed species.
- Assess the potential problems to boreal caribou and other species at risk and species at risk habitat during the development, consultation, and eventual implementation of NWT range plans or action plans.
- Recommend resolving implementation problems related to NWT range plans or action plans for boreal caribou or other federally listed species.
- Evaluate and interpret studies and other information and determine the applicability of action plan, recovery strategy, management plan, and range plan implementation in all regions of the Northwest Territories.
- Collaborate with federal partners on consultation processes for species at risk.
- Liaise with divisional and departmental colleagues, and co-management partners, on policy matters to ensure requirements and approaches for consultation and engagement are fulfilled.

2. Assist with the development, revision and completion of boreal caribou or other range plans required under the *Species at Risk (NWT) Act* and federal *Species at Risk Act*.

- Prepare consultation plans, communications plans and consultation engagement materials for the completion of range plans. Ensure that consultation requirements



under legislation and land claim agreements are met. Organize and facilitate meetings as needed.

- Prepare and inform senior Departmental management and co-management partners of range plan requirements. Prepare necessary materials and debrief senior management after required meetings.
- Coordinate development, revision and completeness of range plans including meeting the requirement of addressing all consultation input, and input from all stakeholders and co-management partners, and facilitate the completion of these documents.
- Coordinate the preparation of any meeting required for the development, revision and completeness of range plans. This includes coordinating meeting logistics, developing and distributing meeting materials, and preparing a formal record of meeting proceedings and results.
- Prepare Departmental responses and work plans with respect to the development, preparation and consultation of range plans consistent with the requirements of the *Species at Risk Act* and the *Species at Risk (NWT) Act*.
- Compile results of consultations and develop recommendations with respect to range plan development, preparation and consultation for listed and prelisted species and their habitat.
- Create, compile, analyze, and maintain spatial data and maps related to range plan development.
- Provide expert technical advice in determining the impact and appropriateness of range plans, and the impact of their eventual implementation.
- Act as a main point of contact to Indigenous governments and organizations, relevant Management Authorities for species at risk, and local harvesting committees.
- Liaise with divisional and departmental colleagues, and co-management partners, on policy matters to ensure requirements and approaches for consultation and engagement are fulfilled.

3. Provide expert advice to other divisions, agencies, regulatory boards, monitoring boards, wildlife co-management boards, and industry on the implementation of range plans required under the *Species at Risk (NWT) Act* and federal *Species at Risk Act*.

- Coordinate the finalization of range plans for eventual implementation.
- Advise all stakeholders for species at risk on land use implementation requirements for range plans where required.
- Prepare Departmental responses and work plans with respect to the implementation of range plans consistent with the requirements of the *Species at Risk Act* and the *Species at Risk (NWT) Act*.



- Compile results of consultations and develop recommendations with respect to range plan implementation for listed and prelisted species and their habitat.
- Make recommendations to other Departments, Indigenous governments and organizations, and all relevant Management Authorities on the implementation requirements on range plans for species at risk where required.
- Develop public communication and outreach products related to range plans.

WORKING CONDITIONS

Physical Demands

No unusual conditions.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual conditions.

Mental Demands

The incumbent will be required to work under tight deadlines and stressful situations to prepare for major meetings and ensure follow up is done by appropriate parties.

Public presentations may be stressful as the incumbent will be required to explain or defend government positions to a wide range of audiences, that may range from local Hunters' and Trappers' Committees to land claim organizations, Management Authorities, and the Minister and Members of the Legislative Assembly.

The incumbent will have a disruption to family life due to long travel for meetings in or outside the NWT six to eight times annually for one to two weeks at a time. There is an expectation to work irregular or long hours, when meeting activities or meetings and deadlines require it.

There will be numerous, highly stressful situations as the incumbent will have to deal with high profile and sometimes emotional issues and meet tight deadlines. There will be many requests for Briefing Notes and Decision Papers for the Minister.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven experience working cooperatively and diplomatically with multi-stakeholder groups, industry, other agencies, Indigenous governments and organizations, communities and other resource users.



- Knowledge of wildlife management and species at risk recovery theory and practice, in particular conservation biology, to evaluate and make recommendations to the Conference of Management Authorities regarding the impact and appropriateness of species at risk recovery or management goals, objectives and actions, and their eventual implementation.
- Knowledge of applicable territorial legislation related to species at risk in the NWT.
- Knowledge of applicable federal legislation related to species at risk and critical habitat protection in the NWT.
- Knowledge of federal land claim legislation that applies to the NWT.
- Ability to communicate this knowledge in an understandable manner through written and oral presentations to a wide variety of audiences, to clearly explain and discuss species-at-risk issues.
- Exceptional written and oral communication skills and attention to detail.
- Ability to work without direct supervision, take initiative, and manage time.
- Strong organizational skills and knowledge of office procedures.
- Strong computer processing skills (proficiency in Microsoft Word, Excel and PowerPoint).
- Experience with the use of geographic information systems (e.g. ESRI ArcGIS)
- Ability to work with technical material.
- Ability to understand, appreciate and act upon cross-cultural differences, especially as they relate to the management of species at risk.
- 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 graduate degree (MSc) in one of the natural science disciplines - Biology, Wildlife Management, Environmental Studies, Environmental Sciences or Resource Management, supplemented with two years of directly related experience in resource management. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

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