



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Habitat and Environmental Assessment	
Position Number	Community	Division/Region
23-15672	Yellowknife	Wildlife and Forest Management

PURPOSE OF THE POSITION

The Manager, Habitat and Environmental Assessment is responsible for establishing overall direction for the Division's role and programs in ensuring that impacts on wildlife and wildlife habitat from land use activities are minimized so that wildlife populations remain sustainable.

The incumbent is responsible for ensuring that these programs address Departmental issues and priorities, are responsive to the needs of management authorities, are scientifically credible, use traditional knowledge, and are effective and efficient. The incumbent is required to demonstrate accomplished management and decision-making skills in leading and directing a team of professional staff and working collaboratively with a broad range of governments, Indigenous organizations, management authorities, boards, communities and interested parties.

SCOPE

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

The incumbent works with Department staff, other Government departments, Federal and Indigenous governments and organizations, wildlife management boards, communities, regulatory authorities and others to identify information required for the effective management of wildlife and wildlife habitat in the NWT. The incumbent then consults with Senior Departmental staff including Directors and Regional Superintendents to set departmental priorities for wildlife and wildlife habitat research, monitoring and management programs.



The incumbent manages a total budget of up to \$1.0 million including third party funds.

The position provides direction, supervision and leadership to 4 headquarters staff and indirect regional reports for 3 regional wildlife-related environmental assessment positions: the Wildlife Biologist (Environmental Assessment/Habitat), 3 Range Planning Biologist positions, Environmental Assessment Biologist (Tlicho All-Season Road), Environmental Assessment Biologist (Mackenzie Valley Highway), and Environmental Assessment Biologist (Inuvik Tuktoyaktuk Highway)

RESPONSIBILITIES

1. Provide overall direction to the Habitat and Environmental Assessment Section on programs and processes to prevent or minimize impacts of natural and anthropogenic activities on wildlife and wildlife habitat.

- Participate in environmental assessment and review process (i.e. review assessments; attend public technical and public hearings, participate in working groups, etc.).
- Participate in land use planning processes and forums.
- Participate in and inform the process for submission, review, approval, implementation and compliance with Wildlife Management and Monitoring Plans.
- Work with departmental staff to ensure a consistent message is communicated to industry and regulators by the GNWT regarding potential effects on wildlife and habitat.
- Work with developers to ensure appropriate monitoring and reporting is conducted.
- Identify and monitor important wildlife habitat using the best scientific, traditional and local knowledge.
- Initiate, coordinate and implement habitat management initiatives, including boreal and barren-ground caribou range planning and habitat protection initiatives.

2. Develop partnerships with other agencies, universities, industry, co-management boards and others to conduct research and monitoring programs to support and inform management advice, policies and recommendations on environmental impacts of wildlife and wildlife habitat.

- Work with local and regional staff, other agencies, universities and industry to design and conduct professional credible surveys to define wildlife populations and determine their size, trend, distributions, demographic parameters and behavior using humane techniques.
- Undertake ecological and habitat research and monitoring programs necessary to answer management questions.
- Design techniques, sampling protocols and approaches to meet program needs.



- Initiate reviews, research and monitoring to inform the best approaches to protect wildlife and wildlife habitat from natural and anthropogenic disturbance.
 - Review scientific literature and maintain a professional level of expertise and contact to keep informed in latest developments and best practices to protect wildlife and wildlife habitat.
 - Attend local, regional and national meetings, workshops and conferences as required to present research, monitoring and management information.
 - Write and publish progress reports, briefing materials, file and manuscript reports, and peer-reviewed journal publications.
- 3. Advise government, regulators, boards, industry and others on wildlife and habitat research, monitoring and management initiative for anthropogenic and natural land disturbance activities are technically sound, consistent and effective across the Northwest Territories.**
- Develop standard terms and conditions for land use permits and applications or closure plans to reduce impacts of land use activities on wildlife or wildlife habitat.
 - Develop best management practices to minimize impacts of land use activities on wildlife or wildlife habitat.
 - Develop best management practices for habitat reclamation plans to minimize impacts of land use activities on wildlife or wildlife habitat.
 - Review wildlife management and monitoring plans (WMMPs) for land use activities, and make recommendations on approvals and conditions.
 - Facilitate review of wildlife habitat impacts from land use activities that occur in multiple regions in the NWT.
 - Assess potential impacts and mitigation measures on wildlife and wildlife habitat for land use activities new to the NWT.
- 4. Provide expert advice to other divisions, agencies, regulatory boards, monitoring agencies, wildlife co-management boards, and industry on project related to environmental assessments and minimizing the impacts of land use activities on wildlife and habitat.**
- Review and assess documents and proposals associated with proposed development projects, land use planning and other land use activities.
 - Make recommendations on proposed specifications and design considerations for human activities and facilities, and ensure that any wildlife and habitat concerns are dealt with in the environmental assessment, regulatory and land use planning processes.
 - Provide advice on best management practices to minimize impacts of human and anthropogenic disturbance on wildlife or wildlife habitat.
 - Participate in the development and review of land use plans.



- Provide advice on species at risk management and recovery when land use activities and disturbance pose a threat to their habitat requires for persistence of the species.
- Evaluate and interpret results of studies by industry and other agencies, and determine the applicability of information, techniques and practices.
- Meet with regulatory monitoring or wildlife co-management boards on technical issues, submission and briefings.
- Meet or correspond with representatives of industry, government agencies, universities, consulting firms and private individuals to discuss problems and proposed monitoring, research or management actions.

5. Administer and oversee the activities associated with operation of the Habitat and Environmental Assessment Section.

- Develop annual section work plan, and review program deliverables.
- Prepare Section budget estimates, recommend budget allocations, and monitor and report on budget expenditures.
- Seek external funding partners and collaborators to support Departmental priorities.
- Promote a team approach to achieving goals and objectives for the Section and the Division.
- Identify training needs and opportunities to encourage professional develop and career advancement of staff.
- Participate in the interview and selection process for candidates for employment within the Section.
- Provide assistance and support to field projects, if requires.

WORKING CONDITIONS

Physical Demands

The incumbent will travel regularly to meet in northern communities, field research facilities and southern centers. The incumbent will be subject to physical fatigue caused by long or extended hours during periods of high work volume under critical deadlines. Some fieldwork will be required for the implementation of environmental assessment, habitat management and range planning programs.

Environmental Conditions

The incumbent will travel to remote northern communities and field research facilities on a regular basis. Travel will involve flights in small aircraft and/or travel on winter roads and could involve exposure to extreme environmental conditions. The incumbent will also



be involved in some field studies will often involve exposure to extreme environmental conditions.

Sensory Demands

No unusual demands.

Mental Demands

Participation in community meetings, negotiations and regulatory forums requires a high degree of sensitivity, tact, flexibility and patience. Public and staff presentations and participation in public hearings held by regulatory agencies can be stressful when explaining government positions or decisions, or making difficult recommendations. Especially when representing the Division or Departmental interests with audiences that can range from community meetings, scientific experts, media to the Deputy Minister.

The number and variety of work assignments combined with tight deadlines, extra hours and frequent interruptions requires motivation and an ability to manage high levels of stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of conservation biology, wildlife population dynamics, habitat conservation, environmental assessment, environmental monitoring, wildlife health and climate change issues, including field and statistical techniques.
- Knowledge of legislation, regulations, policies and procedures pertinent to habitat management and environmental assessment in the NWT and Canada.
- Knowledge of public engagement and consultation processes.
- Demonstrated ability to administer budgets, estimate study costs, and make financial projections.
- Demonstrated ability to make and implement long term work plans
- Demonstrated ability to supervise and motivate professional staff with high levels of expertise in various fields.
- Ability to present information to both public and scientific audiences
- Demonstrated ability to communicate effectively with the public, Indigenous governments and organizations, renewable resources boards, regulatory agencies and boards, industry, non-governmental organizations, and the media.
- Ability to regularly travel to attend meetings in NWT communities, nationally and internationally to represent the Department.
- 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:

Masters of Science degree in wildlife biology, wildlife management, environmental studies or related fields, plus 5 years of progressive experience in wildlife or resource management, environmental assistance and/or wildlife habitat 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