



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Waste Reduction Analyst	
Position Number	Community	Division/Region
23-15913	Yellowknife	Environmental Protection and Waste Management

PURPOSE OF THE POSITION

The Waste Reduction Analyst (Analyst) is responsible for developing, implementing, and evaluating source reduction and waste diversion strategies, legislation, regulations, policies, programs, and initiatives for the Northwest Territories (NWT) and on developing, implementing, and coordinating policies to facilitate the greening of government operations for the Government of the Northwest Territories (GNWT).

SCOPE

Located in Yellowknife and reporting to the Waste Reduction Advisor (Advisor), the Waste Reduction Analyst is responsible for collaborating with Waste Reduction and Management Section staff to develop, implement and operate waste reduction, reuse, recycling, recovery programs, and to promote and facilitate sound waste disposal practices in the Northwest Territories (NWT). The Analyst supports the development of strategic direction and policies to facilitate the greening of government operations by working collaboratively in both intra- and inter-departmental settings.

The Waste Reduction Analyst supports the Waste Reduction Advisor and the Waste Management Advisor in providing advice and assistance to senior managers, Department of Environment and Climate Change (ECC) staff, and other (Government of Northwest Territories (GNWT) departments on environmental management issues as they pertain to source reduction, waste diversion and disposal. They work as a team with Waste Reduction and Management staff to promote the GNWT's programs and initiatives through the development and delivery of public education and training materials and campaigns addressing source reduction, waste diversion and proper disposal.



The Analyst collaborates on activities that tend to be politically sensitive and highly complex as they may have significant economic impacts on NWT residents, industry, municipalities and other GNWT departments. This position supports the development of programs that impact a wide variety of industry sectors, and materials, and as such generally require unique programs to be developed for each sector or material. Creativity and innovation are required to support the development, implementation, evaluation and adaptation of programs and policies where no precedent exists nationally or internationally, or a unique approach must be taken to meet the emerging needs of our political, social, and economic environments.

RESPONSIBILITIES

1. Develops, implements, and evaluates source reduction, waste diversion and proper waste disposal legislation, regulations, programs, and policies for the NWT.

- Researches and analyzes best practices, trends and regulatory options in waste reduction, reuse, recycling, recovery, and disposal that exist in other Canadian and international jurisdictions.
- Collaborates in the planning, design of new programs and initiatives and coordinates their implementation.
- Engage regularly with partners and key stakeholders to understand their interests, to identify opportunities for partnership and to guide ECC program direction and decisions.
- Promotes, coordinates, and oversees the implementation of the Waste Reduction and Recycling Initiative (WRII).
- Supports prospective applicants to complete application and reporting forms to the required standards.
- Evaluates project proposals, negotiates, prepares, and administers contribution agreements to implement the WRII.
- Analyses and evaluates program data to recommend policy or regulation changes to improve program delivery and outcomes.
- Collaborates with other Waste Reduction and Management staff to prepare submissions to the Executive Council to create or amend existing legislation and/or regulations.
- Reviews and edits documents for quality, consistency, and appropriate language for target audience.
- Negotiates, prepares, and administers contracts for goods and services necessary to implement programs and initiatives.

2. Collaborates in developing and implementing greening government policies and initiatives across the GNWT.

- Leads the ECC Green Team in planning, designing, developing, and implementing greening government policies and initiatives within the Department.



- Liaises with other departmental green teams to share ideas and build grass roots momentum for greening across the GNWT.
- Supports the Waste Reduction Advisor in representing ECC as the lead department in an interdepartmental greening government working group, which has representation from all GNWT departments and agencies.
- Leads intra-departmental teams and manages projects to further the GNWT's understanding of its ecological footprint.
- Reviews and recommends improvements to current policies, programs, and initiatives.
- Researches and analyzes information to support the Waste Reduction Advisor in providing expert technical advice to ECC senior managers and other departments on greening government.
- Prepares background information and supports the development of briefing documents, and cabinet submissions for new policies, programs, and initiatives.

3. Promotes waste prevention, reduction, reuse, and recycling in the NWT.

- Collaborates in the development of education and awareness programs and campaigns to promote GNWT programs and initiatives.
- Delivers presentations to target audiences, including schools, youth, and the public, to educate and promote waste prevention, reduction, reuse, and recovery.
- Drafts content to support the development of print, web, radio, and other media promotional and educational materials.
- Monitors, analyzes, and evaluates the outcomes of education and awareness programs and campaigns, and works with communications staff if adjustments are required.

4. Supports the Waste Reduction Advisor in representing ECC on regional and national committees and working groups related to waste prevention, reduction, reuse, recycling, and greening government.

- Supports Waste Reduction Advisor to develop positions on technical issues and ensure GNWT interests are represented at regional, federal, public, and national meetings and forums.
- Acts as an alternate on various national committees and working groups as assigned to assist in developing national policies and standards (e.g., Canadian Council of Ministers of the Environment working groups and project teams).
- Conducts research and prepares background materials to support the division and department's representative on various technical advisory committees.
- Provides secretariat services to the Minister's Waste Reduction and Recovery Advisory Committee, for the Waste Resource Advisory Panel, and other ad hoc committees, including distribution of information, meeting logistics, and preparing Records of Decisions from meetings.



- 5. Develops and 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 demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience with respect to the development, implementation and evaluation of waste prevention, reduction, reuse and recycling policies, programs, and initiatives, including those in a northern environment and small remote communities.
- Knowledge of principles and policies in extended producer responsibility (EPR), product stewardship, greening government, circular economy, and corporate social responsibility (CSR).
- Knowledge and understanding of principles of integrated solid waste management.
- Knowledge of current and emerging programs, trends, and best practices in EPR, stewardship, greening government, circular economy and CSR in Canada, the United States, and abroad.
- Knowledge and understanding of the Waste Reduction and Recovery Act, the Environmental Protection Act, and their associated regulations.
- Research, 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, Aboriginal organizations and the public.
- Ability to work effectively in a team environment.
- Ability to use software including word processing, spreadsheet, and presentation software (e.g., Microsoft Word, Excel, and PowerPoint).
- 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 in environmental sciences, environmental studies, environmental engineering, or related field, with two (2) years of related experience.

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