



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Climate Change Analyst	
Position Number	Community	Division/Region
23-16494	Yellowknife	Climate Change, Cumulative Impacts and Knowledge/HQ

PURPOSE OF THE POSITION

The Climate Change Analyst (Analyst) is accountable to implement the Government of the Northwest Territories' (GNWT) climate change commitments.

SCOPE

Located in Yellowknife and reporting to the Senior Climate Program Advisor (Senior Advisor), the Climate Change Analyst advises on climate policy development, supports Departments with the inclusion of climate change considerations in the Government of Northwest Territories (GNWT) decision making, and supports the development, implementation, engagement, reporting and evaluation related to the 2030 Northwest Territories (NWT) Climate Change Strategic Framework (CCSF) and associated action plans.

The Department of Environment and Climate Change (ECC) works to promote and support the sustainable use and development of natural resources and to protect, conserve and enhance the NWT environment for the social and economic benefit of all residents.

The Climate Change, Cumulative Impacts and Knowledge Division (Division) coordinates climate change action for the Government of the Northwest Territories, leads the implementation of the government's Knowledge Agenda, and fulfills ECC's regulatory obligation to monitor and report on cumulative environmental impacts.

The Analyst is responsible for providing advice and recommendations to meet climate change commitments identified through territorial, national and international agreements. The Analyst is responsible for contributing to the development of overarching plans to inform GNWT efforts on climate change policy and legislation, and will draft, develop and recommend legislation, regulation, policies, programs and initiatives to respond to climate change commitments and emerging issues. The Analyst initiates updates on climate change issues, policies, regulations, and information by conducting e-scanning and developing briefing

materials.

The Analyst supports the GNWT priority to strengthen its leadership and authority on climate change through leading the development of advice to GNWT program areas mandated to incorporate climate change considerations into GNWT decision making instruments. The Analyst will develop advice to the Cabinet Secretariat, Management Board Secretariat, or the Legislative Coordinator on the accuracy and thoroughness of climate change considerations that have been submitted. The analyst will lead the development of tools and expert review processes to enhance efficiency in developing considerations while enhancing the value of the considerations to decision makers.

The Analyst provides support to internal and external partners to ensure the successful implementation of the CCSF. The Analyst supports the Senior Advisor in identifying gaps in GNWT capacity and funding and informing strategies and funding requests to obtain the required resources to address climate change priorities.

The Analyst will at times be responsible for supporting and coordinating engagement and consultation sessions and activities; collaborating with various departments and agencies.

The Analyst must manage a myriad of diverse projects and people to collaborate on simultaneous initiatives. Each of multiple projects is at different stages of development, approval, review or evaluation, and requires considerable project management expertise.

The Analyst demonstrates intrapersonal skills and diplomacy and develops respectful working relationships with representatives from other GNWT departments, Indigenous governments and Indigenous organizations, community governments, the federal government and other external partners. The Analyst will participate in territorial or national committees and conferences promoting the GNWT's position and challenges.

Work is performed under the general direction of the Senior Climate Program Advisor.

RESPONSIBILITIES

1. Leads the development and implementation of legislation, regulation, policies, and guidance documents.

- Reviews government actions or proposals to determine whether they are consistent with legal obligations under legislation, regulation or agreements.
- Advises on the substance of new and amended legislation and develops recommendations for the consideration of Cabinet and the Legislative Assembly.
- Oversees the review of existing legislation, regulations, policies, framework strategies to determine cohesion amongst these policy instruments.
- Develops options and makes recommendations to senior management to address inconsistencies amongst legislation, regulation, policies, strategies, and guidance documents.

- Develops briefing materials to assist in decision-making related to administration of securities.
- Develops performance indicators for legislation, regulation, policies, strategies, and guidance documents.
- Oversees the implementation of approved changes to legislation, regulation, policies, strategies, and guidance documents.

2. Provides coordination, support and organization in the development, implementation and evaluation of the CCSF and associated action plans.

- Monitors and reports on CCSF goal progress, actions and decision-points, and makes recommendations on strategic realignment, revisions and enhancements to the CCSF action items.
- Analyzes and summarizes CCSF action items, initiatives and activities from various departments, agencies and partners and supports internal, federal, and public reporting.
- Provides coordination and support to internal and external partners to implement the CCSF and associated action plans.
- Develops materials to support relevant departmental working groups and committees to realize CCSF goals.
- Assists the Sr. Advisor with the evaluation of the effectiveness of action plans and supports the development of future action plans.
- Coordinates cross departmental work to request, coordinate, implement and report on necessary funding request to advance CCSF and other climate change priorities.

3. Provides advice on the development and implementation of GNWT wide climate change policies.

- Monitors climate trends, emerging issues, and conducts jurisdictional scans.
- Develops briefing notes, position papers, presentations and documents to enhance senior and political leadership's understanding of the issues, challenges and threats and relevant recommendations for GNWT policies and programs.
- Supports the coordination of GNWT input into territorial, national, and international climate change initiatives.
- Tracks and supports the GNWT to meet its territorial, national and international obligations and commitments through a collaborative and coordinated approach.
- Supports and coordinates internal and external partner, stakeholder and public consultation and engagement processes for the review of new policies, strategies, legislation, standards and guidelines linked to climate change.
- Provide advice and support for GNWT representatives on national and international strategy and policy initiatives such as Canadian Council of Ministers of the Environment Climate Change committees.

4. Supports the inclusion of climate change considerations in GNWT decision making and in submissions to regulatory boards.

- Coordinates a one-window approach to intake and review climate change considerations in GNWT decision-making.

- Drafts advice to program areas and decision makers to support accurate and thorough climate change consideration for decision makers.
- Support the development of tools, policy, processes, training and supports to enable GNWT departments to meaningfully include climate change considerations in decision making.
- Advise on climate change considerations for inclusion in new/revised territorial legislation and policies.
- Coordinates a one-window approach to broadly include climate change considerations on resource development or other projects inclusive of land, water, natural resources, legislation and policies in submissions to regulatory boards.
- Collaborate internally and with regulatory boards on policy development, information requirements and tools to integrate climate change considerations into submissions to regulatory boards.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

The Analyst is subject to periods of concentrated focus while developing policies, programs and analyzing information. The Analyst will spend a significant amount of time using a computer and viewing a computer screen.

Mental Demands

The Analyst may be periodically required to travel to communities and southern Canada to attend meetings and conference, approximately three times a year for 2-3 days at a time.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of northern climate change adaptation resilience and mitigation issues, concerns and risks including the potential impacts on the northern environment, economy, social cohesion, infrastructure and traditional lifestyles.
- Knowledge of territorial, national and international climate change legislation and agreements including Canadian and NWT obligations and commitments.
- Knowledge of territorial, provincial, national and international climate change policies and programs and their application in the NWT.
- Knowledge of NWT regulatory co-management systems and land claims structures.

- Knowledge of policy/program evaluation, preferably in relation to climate change programs and policy.
- Written and oral communications skills, including the ability to translate complex concepts into plain language for non-technical audiences.
- Project management and organizational skills.
- Critical thinking skills and the ability to establish priorities and critical paths for goal completion.
- Interpersonal skills to effectively interact with other government agencies, Indigenous governments and organizations, community governments, stakeholders and the public.
- Computer skills including word processing, database, spreadsheet, graphics, internet and electronic mail.
- Ability to effectively facilitate discussions with various Indigenous governments and organizations, partners and stakeholders.
- Ability to represent the interests of the Department and the Department at territorial, and national forums.
- Ability to articulate, present, and defend visions, plans and policies.
- Ability to engage key partners and stakeholders in the development and review of legislation, policies and programs.
- Ability to identify and track emerging issues considering project goals, resources and partner/stakeholder interests.
- Ability to present analysis and reports, support discussions and make recommendations leading to approval.
- Ability to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to self-direct own work.
- 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:

Completion of a bachelor's degree in social sciences, environmental sciences (chemistry, biology, or general environmental studies), public administration and planning or a related field, with a minimum of three (3) years of relevant work experience, preferably in both government, private industry, Indigenous and community governments, and/or non-government organizations. Project management (PMP) certification is an asset

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