



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Conservation Technician	
Position Number	Community	Division/Region
23-16543	Yellowknife	Conservation and Sustainable Livelihoods /HQ

PURPOSE OF THE POSITION

The Conservation Technician (Technician) provides assistance to the Conservation Area Biologist to conduct studies to monitor the biodiversity, ecological integrity, and cultural continuity of territorial protected areas under the *Protected Areas Act*, including collecting data and assisting in both data analysis and writing internal reports and technical publications.

SCOPE

Located in Yellowknife and reporting directly to the Conservation Area Biologist (Biologist), the Conservation Technician works with direction from the Conservation Area Biologist and in cooperation with other staff in the Conservation Planning Unit, department biologists, protected area management boards, and Indigenous government and organization partners to conduct programs to monitor the biodiversity, ecological integrity, and cultural continuity of territorial protected areas.

The Conservation and Sustainable Livelihoods Division bears the primary Government of Northwest Territories (GNWT) roles and responsibilities related to conservation planning in the Northwest Territories (NWT). Conservation and protection of key culturally and ecologically significant areas that are representative areas of each eco-region for the long-term is important. All Division initiatives have NWT or national implications and therefore require timely and effective analyses to enhance GNWT and partner decision-making and actions.

The Technician assists with the administration of program budget comprised of both internal and external funding, including writing grant applications.



The information provided by this program is required by the department to ensure that territorial protected areas continue to meet the purpose of the *Protected Areas Act* and to help monitor and mitigate the effects of climate change.

RESPONSIBILITIES

- 1. Assists in research and monitoring of biodiversity, ecological integrity, and cultural continuity in territorial protected areas.**
 - Working with the Conservation Area Biologist, develops field programs to monitor or research components of the biodiversity, ecological integrity, or cultural continuity of territorial protected areas.
 - Coordinates logistic planning including securing aircrafts and accommodations.
 - Prepares relevant research permits and/or license.
 - Creates, edits, and loads GPS points.
 - Develops and follows safety plan for all field studies.
 - Records notes, photos, and other necessary records of fieldwork.
 - Provides training to field staff and contractors as required.
 - Works collaboratively with departmental staff, Indigenous governments and organizations, Guardians programs, and protected areas management boards.
- 2. Maintains equipment required for research and monitoring programs.**
 - Ensures adequate warehouse space for field and safety equipment.
 - Keeps warehouse clean and sorted.
 - Orders equipment and supplies.
 - Maintains inventories of field and safety equipment.
 - Maintains in good order field and safety equipment, including any equipment borrowed from other divisions, departments and outside the GNWT.
 - Facilitates professional assessment and repairs of equipment as and when needed.
 - Ships equipment to remote northern locations.
 - Ensures necessary equipment is ready for scheduled field programs.
 - Programs field equipment, as needed.
- 3. Communicates results of field programs to various audiences.**
 - Compiles, tabulates, and summarizes field data in databases.
 - Maintains and cleans datasets, including metadata.
 - Prepares maps, figures, tables, graphs, maps, and visual display materials for various audiences.
 - Conducts basic data analysis.
 - Researches in scientific literature and maintains a library of relevant reports and publications.



- Presents research information to a variety of audiences including protected area management boards, Indigenous governments and organizations, schools, public groups, and departmental staff.
- Attends conferences, short courses, and meetings that will upgrade the skills, abilities, and professional capabilities.

WORKING CONDITIONS

Physical Demands

Occasional moderate physical demands. Conducts fieldwork 3 to 4 times a year for a duration of 1 to 10 days at a time. Fieldwork may require hiking long stretches over rough terrain while carrying a heavy backpack. Travel may be on foot or by snow machine, aircraft, or boat, often under arduous conditions.

Environmental Conditions

Occasional low to moderate environmental demands. While conducting fieldwork, the Incumbent may also be required to spend up to 12 hours per day in remote field sites with varying weather conditions, cold, darkness, and insects, with no immediate medical aid. Frequency: 3 to 4 times a year for a duration of 1 to 10 days.

Sensory Demands

Occasional moderate to high sensory demands. A full range of senses are used for safety in fieldwork. Bad decisions can endanger the safety of incumbent, colleagues, and support staff. Frequency: 3 to 4 times a year for a duration of 1 to 10 days.

Mental Demands

Careful attention to detail and accuracy. Occasional moderate to high mental demands. Incumbent may travel away from home for up to 10 days for fieldwork at a time, 3 to 4 times a year. During these periods there is an expectation of longer work hours or working on weekends and holidays. Heightened awareness is required during fieldwork.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in ecological monitoring, both aquatic and terrestrial, ecosystem studies, and conservation ecology.
- Experience in navigation, including the ability to use and program a GPS.
- Ability to bushwhack up to 1km of various terrain including wetlands, forested, mountainous and tundra.



- Experience using various modes of transportation including helicopter, snowmachine, small planes and boats.
- Understanding of and experience in the collection, maintenance, and management of ecological data, including QA/QC principles and data integrity including how to resolve issues.
- Proficiency of standard computer software including Microsoft products (Word, Excel, PowerPoint, Outlook, Teams) and other basic computer and network functions.
- Ability to manage multiple projects concurrently, on time and within budget.
- Interpersonal skills to participate effectively in multi-disciplinary teams and multi-partner work groups.
- Ability to present technical information in plain language so that audiences with varying levels of science expertise may understand.
- Experience working with Indigenous governments and Indigenous organizations, elders, and school groups.
- 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:

Bachelor of Science in conservation biology or ecology, plus a minimum of one (1) years of progressive and current fieldwork experience.

An equivalent combination of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Experience using GIS is considered an asset.

A Valid 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