



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Consultation and Engagement Intern	
Position Number	Community	Division/Region
23-16622	Yellowknife	Land Management and Administration/HQ

## PURPOSE OF THE POSITION

The consultation and Engagement Intern is responsible for assisting with specialist advice related to the management and administration of Public Lands under the *Public Lands Act and Regulations*, to the Division, Department, other GNWT departments, and other levels of government, Indigenous Governments, and the public.

## SCOPE

The Consultation and Engagement Intern position is located in Yellowknife and reports to the Manager, Policy and Program Implementation.

The mandate of the Department of Environment and Climate Change is to support, manage and administer the sustainable use of public land in the NWT. Land and Resource Management and Administration is considered core public goods and critical infrastructure that needs to be effectively and efficiently managed. The importance of land as a core public good is articulated through the Land Use and Sustainability Framework and Northern Lands – Northern Leadership. Land provides for ecological, spiritual, cultural, recreational and economic goods and services as well as being a predominant and key driver of the NWT GDP.

The Consultation and Engagement Intern works within the legislative framework which includes the *Northwest Territories Lands Act and Regulations*; *The Commissioner's Land Act and Regulations*; *Planning Act and Regulations*; *the Area Development Act and Regulations*; and *the Mackenzie Valley Resource Management Act and Regulations*; *Mining Regulations*; as well as the settled Lands, Resources and Self-government Agreements within the NWT; Interim Measures Agreements; and the Devolution Final Agreement. The position also works within a cabinet approved policy framework including the Land Pricing Policy; the Land Lease Only Policy; the



Land Use and Sustainability Framework; Northern Lands-Northern Leadership; Sustainable Development Policy and Recreational Leasing Policy.

## **RESPONSIBILITIES**

- 1. Assists the Consultation and Engagement Specialist in coordinating consultation and communication processes for all land administration decisions.**
- 2. Assists with exchanging information regarding land GNWT departments, other levels of government, the Land Titles Office, Indigenous Governments, industry, and the public to answer enquiries and requests.**
- 3. Provides explanations regarding the preparation, drafting and execution of legal and land tenure documents to staff from GNWT departments and agencies, other levels of government, Indigenous Governments, industry, lawyers, and the public in response to their enquiries.**
- 4. Provides assistance to Land Management and Administration staff on issues related to Land and Resource Self Government Agreements. Ensures that Divisional guidelines and procedures comply with various settled Land and Resource Self Government Agreements.**
- 5. Assists the Consultation and Engagement specialist in providing advice on legislative, regulatory and policy requirements and considerations regarding the management and administration of Public Lands in relation to settled and unsettled Land and Resource Self Government Agreements.**
- 6. Completes planning and research and prepares recommendations for Manager, Policy and Program Implementation and senior management to implement.**
- 7. Establishes and maintains a network of contacts and working relationships with GNWT departments, all levels of government, Indigenous governments, clients and partners by having a thorough knowledge of their plans, activities and aspirations.**
- 8. Assists with supporting the Division with respect to land issues and exchanges related to Land Resources and Self-Government Agreements and Negotiations including the withdrawal and selection of land.**
- 9. Participates in committees and on project teams as a participant on research projects, special studies, analysis of specific policy research and strategic planning issues with involve input from all departmental sectors; and provides recommendations to senior management.**
- 10. Researches and investigates records to establish and identify legal issues relating to the administration and management of public lands and Resources.**
- 11. Compiles, organizes, synthesizes and disseminates information regarding the management and administration of public Lands (i.e., Departmental policies, document requirements and operational issues) for the purposes of providing general information, advice/direction and liaison services to Departmental staff, other GNWT departments, lawyers, consultants, clients and our partners.**



12. Prepares the documents for management to acquire or dispose of land and buildings pursuant to specific settled Land and Resource Self Government Agreements.
13. Assists in the amalgamation of Territorial and Commissioner's Land administration functions including the integration of systems, processes, policies, and legislation where applicable.

## **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 of the geography of the NWT, topographic map reading and interpretation skills, the Universal Transverse Mercator map grid system, latitude and longitude co-ordinates and the National Topographic Map System to ensure there are no overlaps or duplication of dispositions when land applications are submitted by clients, industry, or government agencies.
- Knowledge, training, aptitude and experience in the principles and practices of Property Management and Contract Law to be able to research and investigate records in order to set out pertinent facts and background information to establish and identify legal issues relating to the administrations and management of Territorial Lands and provide it to the Department of Justice in order for them to prepare a legal opinion.
- Knowledge of analysis and research techniques and practices, both electronic and traditional; problem solving and interpretation techniques for preparation of options and recommendations in reports and briefing documents, as well as to clients and partners.
- Knowledge of office administration, record keeping, distribution and control procedures, to train subordinate staff and ensure the efficient operation of the work unit.
- 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:**

The completion of a degree in Natural or Renewable Resource Management, Environmental Sciences, Indigenous Studies, Policy, Law, or relevant field.

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