



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Senior Water Resource Officer	
Position Number	Community	Division/Region
23-16987	Fort Smith	Compliance and Officer Services

## PURPOSE OF THE POSITION

The Senior Water Resource Officer (SWRO) works at the Territorial level and is responsible for the oversight of the Department's water resource inspection, compliance, and enforcement services. The incumbent acts as a technical advisor to middle and senior managers and provides a mentorship role to the six regional water resource officers (WRO's). In addition to providing technical expertise internally, the SWRO also provides those services to other government departments, non-government organizations, communities, clients, and other stakeholders in the Northwest Territories (NWT).

The SWRO acts as a team lead, coordinator and provides functional direction to the regional WRO's in the delivery of Territorial wide regulatory inspection programs that are consistent with the Department's strategic objectives, business plan and statutory regulations while ensuring water resource management responsibilities are fulfilled.

## SCOPE

The Senior Water Resource Officer is located in Fort Smith and reports to the Manager, Compliance and Officer Services. The SWRO is responsible for supporting and mentoring the six regional WRO's by facilitating specialized training; developing and implementing Standard Operating Procedures (SOPs)/Field Operational Directives (FODs); oversight of water resource compliance planning and out of compliance files; the coordination of regional input into environmental assessments and the permitting/licensing process. The regional WRO's will report directly to a regional Manager but will also have a functional/technical reporting relationship with the Senior Water Resource Officer.

This position will also act as a support role for Regional Superintendents and Managers, ensuring they are informed and aware of regional concerns related to water resource management and compliance (i.e., problematic water license files, or poor file oversight). In



addition, where needed and availability allows (i.e., vacancies and new hires) the SWRO will be required to provide inspection and enforcement services directly to the various regions as well as assist with recruitment, training, and retention activities.

The SWRO liaises with Departmental policy decision makers and the five regional offices and fosters a positive working relationship with ECC Superintendents and managers. Frequent consultation and liaison with other departments, communities, boards, similar agencies in other jurisdictions are required to maintain policy and procedural processes and ensure a high standard of service delivery.

The incumbent will be called upon to provide advice and develop strategies to assist decision making by the senior management team and the Minister regarding compliance and legal issues for matters that have a high public profile and for which recommendations could have a significant impact on the way the Department delivers programs in addition to significant financial implications.

The Senior Water Resource Officer is a critical position that is responsible for maintaining a broad understanding of the Departments water resource management and operational programs, development, and delivery; legislative and policy framework; and political and governance matters related to sustainable development of water resources at the Territorial level. These duties are carried out in accordance with ECC policy and procedures as well as under the authority of Territorial and Federal Statutes and associated Regulations including but not limited to the *Waters Act*, *Northwest Territories Lands Act*, *Environmental Protection Act*, *Mackenzie Valley Resource Management Act*, *Canadian Environmental Assessment Act*, *Canadian Environmental Protection Act*, *the Fisheries Act*, and *the Transportation of Dangerous Goods Act*.

## **RESPONSIBILITIES**

### **1. Manages effective communication of water license compliance-related input to support decision making within and outside the Department.**

- Participates on Departmental and interdepartmental committees dealing with issues related to water resource compliance and regional operations as appropriate.
- Researches, prepares, and contributes to briefing materials and casework replies as they relate to compliance for use by senior management, the Minister, Cabinet, and other stakeholders involved in decision making.
- Ensures that all case management correspondence is completed accurately and in a timely manner and that all administration procedures are followed in accordance with Departmental standards.
- Creates or refers requests for legal opinions as required.



- Manages relationships with subject matter experts such as other Officers, Water Board specialists and professionals from other compliance agencies and disseminates information as necessary to address overlapping responsibilities.
- 2. Mentors and/or supervises the six regional Water Resource Officers.**
- Coordinates workloads in consultation with regional WRO supervisors/managers.
  - Provides technical guidance for water license regulatory review and issuance processes and associated compliance activities.
  - Regularly reviews WRO training records and conducts training needs assessment specific to WRO roles in conjunction with supervisors.
  - Facilitates specialized training for all regional WRO's in coordination with the Safety and Training Coordinator.
  - Researches and recommends to regions the needs for specialized equipment and assists in the procurement process.
  - Supports regional managers in the development of performance incentive plans, individual performance appraisals and the duty to accommodate process as appropriate.
- 3. Oversees regional involvement for the review, analysis, and evaluation of technical environmental plans, reports, and proposals and provides expert advice within various forums and settings.**
- Reviews various management plans associated with water licenses including but not limited to resource development proposals, water license applications, spill contingency plans, closure and reclamation plans, and waste management plans relevant to terms and conditions of a water license.
  - Serves as a technical advisor to Water Boards in the NWT (the Inuvialuit Water Board, Mackenzie Valley Land and Water Board, Wek'eezhii Land and Water Board, Gwich'in Land and Water Board and Sahtu Land and Water Board).
  - Provides professional expertise and guidance concerning water management policies and practices to clients and the public while participating in public forums facilitating community and other organizations' participation in what can be emotionally charged and adversarial settings.
- 4. Possesses expert knowledge and experience and provides legislative interpretation in matters pertaining to the Waters Act and Regulations, Territorial Lands Act and Regulations, departmental policies, and procedures (SOPs), and agreements or memoranda of understanding.**
- Provides technical support to program managers, other government departments, non-government organizations, boards, indigenous organizations, industry, and public.
  - Provides legislative advice to boards, indigenous organizations, industry, and the public and may coordinate or provide analysis for ECC and the GNWT input in the review and



creation of Territorial and Federal legislation, protocols, procedures, and/or guidelines pertaining to water resource and environmental management.

- Assists in development and maintenance of reference materials and guidance documents (Operations Manuals) for Inspectors that include Standard Operating Procedures (SOPs) and Field Operation Directives (FODs) for inspection related activities.
- Will recommend application of regulatory processes and legislation as related to protection of water, lands, and environment resources.
- Recommends levels of cross-jurisdictional appointments for Water and Land legislation.
- Identifies the need for regulatory changes.

**5. Directs and supports regional WROs with inspections and acts of non-compliance and when required investigates acts of non-compliance under the Waters Act, Territorial Lands Act, Environmental Protection Act, Mackenzie Valley Resource Management Act, Canadian Environmental Assessment and Environmental Protection Acts, Fisheries Act, and Transportation of Dangerous Goods Act; gathers evidence for preparation of court briefs; and gives evidence in a court of law or at public hearings.**

- Schedules, conducts, and documents site inspections for water licenses (including municipal, industrial) as required and by virtue of appointments, enforces compliance provisions as appropriate.
- Prepares and presents comprehensive compliance reports for licensed undertakings on an annual basis, and in the case of a license renewal, over the license term.
- Responsible for scheduling or conducting legal sampling which includes preparing a chain-of-custody for soil, water and effluent samples gathered during investigations. The incumbent will from time to time also conduct general project monitoring and collection of baseline data.
- Ensures the custody and protection of highly sensitive evidence (documents, photos, environmental samples, and video/audio tape) gathered during investigations for the Crown for use in prosecutions.
- Responds to emergencies and spills relating to water resources within the districts.
- Represents the Crown as a witness in a court of law and public hearings and represents the Department as an Inspector under the Waters Act and Territorial Lands Act.
- May be assigned by the Superintendent to other duties within the mandate of the department, where qualified, dependent upon operational requirements, including fire management, forestry, wildlife, compliance, and emergency response.

**6. Manages/Administers the Inspection, Reporting and Risk Assessment database system (Waters).**

- Will work directly with programmers and the Department of Environment and Climate Change personnel as the ECC administrator to facilitate program reviews, revisions, testing, and implementation.



- Will provide training to all WRO's to ensure competencies with inspection planning, scheduling, costing and documentation.
- Will provide training to other program users as appropriate (i.e., WRO supervisors) for purposes of tracking and compliance reporting outputs.
- Will audit regional WRO usage of the database for purposes of inspection planning, tracking of license compliance and/or deficiencies and general file maintenance while ensuring the integrity and security of the information.

## **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 policy and legislation development and implementation principles and processes.
- Knowledge of NWT and other relevant environmental and natural resource management practices, policies, and legislation.
- Knowledge of compliance theory and principles and the ability to apply them in a diverse, multi-use environment to sustain resources while recognizing inherent or negotiated resource rights.
- Experience in conducting license inspections and investigations, including auditing, negotiating skills and prosecution proceedings to support effective administration of water licenses and land use permits (includes both municipal and industrial type permits).
- Expertise related to environmental sampling for compliance monitoring (including legal sampling), spill management, remediation, and investigation.
- Knowledge of the use, calibration, set up, and maintenance of laboratory and field sampling equipment and specialized computer software.
- Ability to analyze and interpret laboratory results and communicate to lay and technical audiences.



- Ability to mediate among competing interests, deal effectively with confrontation and provide recommendations/solutions to complex problems.
- Demonstrate a high standard of personal and professional integrity with the ability to display tact and diplomacy when dealing with staff, stakeholders, and other partners.
- Ability to lead teams and work effectively in teams, will be reliable, adaptable, self-motivated and show attention to detail.
- Knowledge of theory and practices of water resource and watershed management and environmental protection in the Northwest Territories including environmental assessment processes.
- Project management and coordination skills with the ability to organize, prioritize and work under pressure and with deadlines.
- Knowledge of financial, management and supervisory theory and principles and their application in a cross-cultural setting.
- Proficiency in the design, implementation, and auditing of monitoring programs in support of license compliance and avoidance of potential adverse environmental impacts.
- Human relations skills to build and sustain relationships with stakeholders, lead teams and carry out negotiations.
- Analytical, research, writing and communication skills to exchange information and explain technical issues for both lay and technical audiences.
- Presentation skills, both oral and written to support interactions with other staff, the public, political organizations, and industry on complex issues in both formal and informal settings.
- Computer skills with experience in various software programs such as databases, presentation, and web-based tools i.e., Microsoft Office Suite.
- Knowledge of the Northern political, cultural, and social landscape including land claims agreements.
- Ability to communicate in cross-cultural situations and environments.
- Experience living and working on the land in isolated conditions and travelling in all seasons and conditions.
- Knowledge of wilderness survival theory and practices, including navigation, emergency communications, first aid, aircraft safety, firearm use and safety, and basic mechanical repairs.
- 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 Master of Science degree in a related discipline such as environmental science, or hydrology with three (3) years of directly related experience in a water resource management sector which includes regulatory, compliance and administration responsibilities.

A combination of education and work experience that includes a Bachelor of Science Degree with five (5) years of directly related water management, regulatory, compliance enforcement and environmental assessment experience will be considered. Relevant experience with government or private industry related to mining and milling or the oil and gas sector is an asset.

**Other Requirements:**

- This position has Law Enforcement duties and as such a uniform is required while conducting compliance activities.
- Must hold and maintain a valid Firearms License (PAL) and legal ability to possess and use firearms.
- Must hold and maintain a valid Class 5 driver's license.

A bona fide requirement of the job is passing the annual work simulation fitness standards.

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