



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Assistant Deputy Minister, Regional Operations	
Position Number	Community	Division/Region
23-17059	Fort Smith	Regional Operations

PURPOSE OF THE POSITION

The Assistant Deputy Minister, Regional Operations (ADM) is responsible and accountable at an executive management level to the Deputy Minister for leading the regional and territorial delivery of Departmental programs and services in the Northwest Territories' (NWT's) including: land management and administration; management of wildlife, forest and wildfire; environmental protection, compliance and enforcement and the management of the Department's traditional knowledge, traditional economy and on the land programming. This includes providing executive management and executive level decisions within the existing policy, regulations and legislative frameworks.

The position provides professional and comprehensive advice and recommendations to the Deputy Minister and the Minister, as well as collaborating with third parties, boards and agencies, Indigenous governments and Indigenous organizations, communities and other levels of government, industry, and non-government organizations and the public regarding compliance and enforcement within the NWT.

SCOPE

The ADM is located in Fort Smith and reports to the Deputy Minister of Environment and Climate Change (DM).

The Department of Environment and Climate Change (ECC) is mandated to promote and support the sustainable use and development of land and natural resources and to protect, conserve and enhance the NWT environment for the social and economic benefit of all NWT residents. Natural resources include both renewable and non-renewable resources.

To achieve this mandate, ECC promotes sustainable development of renewable resources in a diverse environment, and the sustainable use and conscientious protection of NWT land, air,



water, wildlife, forests and natural resources, as they are integral to the economic, cultural and social fabric of life in the NWT. ECC is committed to ensuring an inheritance of a healthy environment for future generations and works to balance traditional lifestyles with a modern economy.

The Department as a whole is decentralized. Regional offices, lead by Regional Superintendents are responsible for developing regional approaches to implement departmental programs and priorities, managing and administering public lands, providing compliance and enforcement under governing legislation, delivering programs, participating in resource allocation, providing advice and support to clients, communities, proponents and harvesters. This position is responsible for oversight of regional and local ECC offices and staff and for monitoring and evaluating program delivery at the community level.

The Department promotes management that recognizes the interconnectedness of activities. Collaboration, coordination, cooperation and communication are expected to occur at all levels in the organization. The Department is committed to working in partnership with other GNWT departments to achieve government-wide objectives.

To fulfill its mandate effectively the Department must collaborate with a variety of interested parties, including all levels of Government (Indigenous, federal, provincial/territorial and municipal) in order to establish effective partnerships.

The ADM is responsible to provide strategic advice to the Minister and DM on matters related to compliance and enforcement matters associated with wildlife, forestry, public land, water, and air. The position is responsible for ensuring effective implementation of departmental programs related to environmental protection and those related to traditional activities and sustainable livelihoods. The position works closely with other ADM's in ECC responsible for each of these topic areas to ensure a coordinated approach to delivering departmental programs and priorities. The ADM works closely with Indigenous governments and Indigenous organizations, renewable resource boards and other co-management partners and communities.

The ADM must build support and advance the Department's and the GNWT's agenda at the community and regional level among GNWT departments and agencies, federal, provincial and territorial governments, Indigenous governments and Indigenous organizations, non-governmental organizations, Institutions of Public Government (e.g., Renewable Resource Boards) and the private sector.

A major challenge for the ADM is integrating the delivery of the Department's programs and priorities at the regional and community level and ensuring consistency with Departmental approaches. There is a continuing need to seek and maintain a balance between conservation, environmental protection and sustainable development. The incumbent must participate in the



development of comprehensive strategies encouraging responsible and sustainable resource development, supporting the traditional economy, and the maximization of northern employment, economic and social benefits. The ADM is also responsible for the effective integration of land claim management regimes within existing departmental structure and framework at the regional level.

The ADM has the direct responsibility for the field administration and ensuring compliance with the following NWT and Federal Acts and associated regulations:

- Area Development Act
- Commissioner's Lands Act
- Northwest Territories' Lands Act
- Public Land Act (when brought into force)
- Species at Risk (NWT) Act
- Pesticide Act
- Wildlife Act
- Reindeer Act
- Migratory Birds Convention Act
- Forest Management Act
- Forest Protection Act
- Environmental Protection Act
- Waters Act
- Protected Areas Act

The ADM is a member of the Department's senior management team and has a direct impact on the development, implementation and success of the Department's policies, plans and strategies. The position's advice significantly affects interdepartmental and intergovernmental relations. The position has primary responsibility for providing authoritative advice and recommendations to the DM and providing guidance and leadership to other members of the senior management team in dealing with particularly sensitive or cross cutting issues that may affect the achievement of the department's overall initiatives and mandate.

The ADM speaks authoritatively on behalf of the DM and exercises significant latitude in committing the Department and the GNWT to course of action that potentially have legal, environmental, social, reputational and financial risk for the GNWT.

The ADM is responsible to create a workplace culture that is consistent with and emphasizes the identified mandate, vision, guiding principles and values of the GNWT, and is respectful of Indigenous governments and Indigenous organizations, other co-management partners and communities.



The ADM's leadership and management responsibilities demand a collaborative, progressive and creative leadership approach, including the ability to clearly articulate plans, priorities and projects results for the department and what is expected of managers and staff in achieving those results.

Statutory Delegations of Authority:

Responsible for the following delegated authorities:

Wildlife Act – Superintendent

Forest Management Act – Forest Management Supervisor

Forest Protection Act – Forest Supervisor

Environmental Protection Act – Chief Environmental Protection Officer

Mackenzie Valley Resource Management Act – Inspector

Board Appointments:

Appointed to: Natural Resources Conservation Trust Act Board

DIMENSIONS

The position is responsible for 10 direct and 194 indirect reports (indeterminate, term and seasonal).

- Compensation & Benefits \$30.6 M
- Operations & Maintenance \$7.0 M
- Grants and Contributions \$1.7 M

RESPONSIBILITIES

1. Uphold and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Represents the GNWT and the Department at the most senior levels across government, with Indigenous governments and Indigenous organizations, co-management and regulatory boards, communities, other levels of government, industry and non-governmental organizations, and speaks authoritatively on behalf of the Deputy Minister in committing the Department to particular courses of action affecting public funds.
3. Provides leadership, oversight, strategic direction and advice with respect to the delivery of compliance and enforcement programs and functions of the Department. This includes assessing how best to allocate resources (human, financial, equipment, etc.) to minimize the significant financial and environmental risks associated with various regional activities.



4. Provides advice and strategic direction related to community outreach, public education and traditional knowledge initiatives ensuring that these remain current and reflect the needs of the residents of the NWT.
5. Provides strategic advice to the Minister and the Deputy Minister and briefs the Minister, Cabinet and Committees of Cabinet, on issues related to NWT lands administration and regional services including policy, legislation and regulation, and recommends approaches to the management on politically sensitive issues.
6. Supports the DM in providing guidance and leadership to the senior management team on community- and regional level sensitive or cross-cutting issues that may affect the achievement of the Department's overall initiatives and mandate.
7. Directs the development, delivery, evaluation and continuous improvement of programs and services to ensure responsive management of resources and maintenance of environmental quality which are consistent with government objectives.
8. Contributes to the development, planning and implementation of policies that promote the use of land based programming, traditional economy and the use of Indigenous knowledge in order that northerners have increased employment opportunities with a commitment to the sustainable development of NWT natural resources. Working closely with ECC ADMs, provide expert advice, support and leadership to regional offices and provide for consistency in delivery and application of departmental programs and policies.
9. Participates in and in some cases leads consultations on relevant matters with other levels of government and directs the analyses and reconciliation of the views and concerns of those consulted within GNWT policy on areas within the ADM's responsibilities.
10. Contributes to the overall management of the Department's human and financial resources in an effective manner consistent with the operational policies and procedures and the stated values and principles of the Departments.
11. Plans and manages the branches resources in keeping with corporate policy, participates as a member of the Departments and the GNWT's Management Committees and acts for the DM as needed. Represents the NWT in all matters related to regional responsibilities regarding land, natural resources and the environment.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

This position requires frequent changes in priorities with conflicting deadlines. The nature of the position requires the incumbent to frequently meet very short timelines in preparing briefing materials for the Minister and Deputy Minister, Cabinet and FMB submissions, providing updates for business plans and main estimate documents. Including, responding to requests for information from the Minister, Members of the Legislative Assembly, the Deputy Minister, and Assistant Deputy Ministers.

The incumbent is required to regularly travel to a number of communities within the NWT and to other jurisdictions in Canada. Travel will be approximately 1-2 trips per month each year: approximately 3 to 5 days at a time within the NWT and 2 to 3 days at a time to southern locations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Departmental Acts and Regulations, agreements, frameworks, strategies and policies as they relate to wildlife and forest management.
- Knowledge of Federal Acts and regulations, agreements, frameworks, strategies and policies as they relate to wildlife and forest management.
- Knowledge of land claims and treaty land entitlements and negotiations for the settlements of land claims and treaty land entitlements throughout the NWT.
- Knowledge of the operating environment of wildlife and forest management in the NWT.
- Knowledge of principles and practices related to public sector management, scientific research and analysis, strategic analysis, policy development, evaluation and negotiation in an environment of substantially diverse activities.
- Knowledge of key partners and stakeholders including industry, NGOs, Aboriginal governments, municipal governments, and federal departments, their interests and key contacts among them.



- Knowledge about diverse practices, processes and issues relating to the Department's mandates, roles and objectives and those of co-development partners and agencies.
- Knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners.
- Written and verbal communication skills, including maintain professional communication in difficult circumstances.
- Ability to work to deadline and respond effectively to frequently changing deadlines.
- Ability to manage a diverse team of individuals.
- Ability to work in a highly politicized environment with competing interests.
- Ability to work effectively within a larger Senior Management team.
- Ability to influence and persuade internal and external stakeholders.
- Ability to represent the interests of the Department before Cabinet, Cabinet Committees, Standing Committees, OM Committees and other jurisdictions.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for an effective delivery of the department's programs.
- Ability to guide subordinate managers and Senior managers in translating and applying policy to operations.
- Ability to manage time, priorities, and stress.
- 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.
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Typically, the above qualifications would be attained by:

The above noted knowledge, skills and abilities would typically be attained through completion of an undergraduate degree in a related field and a minimum of twelve (12) years of directly related experience including (5) years in a management role.

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