



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Prevention and Mitigation	
Position Number	Community	Division/Region
23-17469	Yellowknife	Forest Management

## PURPOSE OF THE POSITION

The Manager, Prevention and Mitigation (Manager) provides leadership and direction for the effective development and delivery of the Northwest Territories' (NWT) wildfire prevention and wildfire mitigation programs (i.e., FireSmart, community wildfire risk reduction). This position is further responsible for the management of strategic communications, public information, and community outreach and engagement programs to support the Government of the Northwest Territories' (GNWT) emergency management, wildfire prevention, wildfire mitigation, and wildfire response priorities.

## SCOPE

Located in Yellowknife and reporting to the Director, Forest Management (Director), the Manager, Prevention and Mitigation ensures the effective delivery of territorial prevention and mitigation activities under the general supervision of the Director. The position collaborates closely with the Manager, Fire Operations, Manager, Logistics and Manager, Program Support Services. There is a significant requirement for coordination and collaboration with the five Regions through which the program is delivered at the field level.

The Forest Management Division (FMD) provides the policy, planning, and regulatory framework for the stewardship, protection, and sustainable management of forest resources on 80 million hectares of land in NWT. The wildfire management program and associated prevention and mitigation activities are a key area of responsibility. The recognition and application of risk management principles is mission critical for the program. All Division initiatives have implications for NWT communities – including in matters of public safety – and therefore require strategic planning, decisive and timely action, and collaboration within government and beyond.

The Manager directly supervises 2 full-time staff year-round, the Wildfire Risk Management Coordinator and the Wildland Fire Prevention Coordinator, and up to four (4) additional part-



time, rostered staff members for public information activities during the wildfire season, and seasonal regional wildfire prevention coordinators. The Manager has fiscal responsibility of an operations budget and contribution agreements ranging from \$1 million to \$3 million annually.

The position manages all wildfire prevention and mitigation activities across the territory – including FireSmart promotion and implementation, fuel management programs, and industry, community, and Indigenous engagement. They will be expected to work across governments of all levels – Indigenous, community, territorial, and federal - and communities to implement a whole-of-society approach to wildfire prevention and mitigation.

The Manager further manages strategic communications activities and wildfire public information functions and provides expert advice and leadership for public and community engagement activities of wildfire managers at the territorial and regional level. This often involves making key decisions.

The position is expected to provide senior managers, regional managers, and emergency management teams spanning across the territorial government and, at times, including industry, community, and Indigenous governments, with expert strategic advice on risk and crisis communications as they relate to wildfire management and response – often with broad cross-departmental, community, and public safety implications.

The incumbent will be expected to serve as a Duty Officer and be available for deployment on Incident Management Teams during the wildfire season (May 1 – September 30) for between 7 and 19 consecutive days.

## **RESPONSIBILITIES**

### **1. Leads and manages the territories FireSmart program including its seven disciplines:**

- Education - Leads at all levels of public education to ensure communities and residents are aware of FireSmart practices and how to put them in place.
- Vegetation management - Promotes and engages in the management of wildland fuels within interface areas and on the landscape through effective treatments using the best available Indigenous knowledge, local knowledge, science, research and development. This includes activities such as prescribed fire, cultural burning, and other fuel reduction activities.
- Legislation - Provides subject matter expertise to support policy and legislation related to wildfire management and forest and range management practices, investigations, and compliance.
- Development considerations - Promotes best available science and technology to foster effective community development and land use planning that supports community wildfire resiliency and infrastructure survivability.
- Interagency cooperation - Promotes intra-department and inter-agency collaboration to



better support wildfire mitigation and recovery.

- Cross Training - Participates in cooperative training opportunities that support awareness and capacity in terms of wildfire risk reduction.
- Emergency planning - Participates in and encourages emergency planning by combining Territorial and local knowledge with GNWT expertise in wildfire management.

**2. Responsible for overall strategic management and decision-making regarding wildfire risk reduction initiatives across the territory.**

- Approves fuel reduction proposals and Territorial priorities for funding of projects ensuring costs are appropriate for project prescription.
- Approves project budget requirements and supporting rationale based on techniques, goals, and objectives for individual projects.
- Approves recommendations into the methodology and format to be followed to document all fuel management projects that are carried out and assists field staff setting up sample plots and photo points for long term documentation.
- Approves monitoring and maintenance procedures for all completed fuel management projects and accountable to their implementation.
- Assesses and evaluates long-term effectiveness of fuel management initiatives to provide for future improvements to program.

**3. Leads inter-governmental collaboration regarding wildfire prevention and mitigation.**

- Designs and implements wildfire mitigation governance strategies in close collaboration with Indigenous governments, Indigenous organizations, community governments, and stakeholders.
- Collaborates closely with federal government counterparts on wildfire prevention and mitigation priorities.
- Manages implementation of regional FireSmart committees and oversees territorial FireSmart committee.
- Builds consensus among inter and intra-governmental parties with diverse, sometimes opposing, views and interests.

**4. Leads activities and provides expert advice regarding wildfire strategic communications planning, community engagement, risk and crisis communications, issues management, and public affairs to regional Managers of Forestry Operations, Director, Forest Management Division, Director, Policy, Legislation, Evaluation, and Communications, Assistant Deputy Ministers, and Deputy Minister**

- Researches, develops, and implements nimble and adaptable annual strategic communications and marketing strategies to encourage behavioral change in audiences related to wildfire mitigation, prevention, and preparedness; and promotes government programs and services.



- Provides timely expert strategic advice to Senior Managers, Directorate, and regional wildfire staff on communications, public affairs, web content management.
- Collaborates with departmental communications staff, executive communications, and cabinet communications to ensure planning and implementation are completed in-line with broad government strategic priorities.
- Collects and develops analytical and other research material to support advice provided.
- Completes periodic briefings with senior leadership and political officials on public affairs as they relate to wildfire management and response.
- Provides expert advice and direction to regional leadership on community and public engagement programming.

**5. Ensures systematic management and leadership of the GNWT's wildfire information unit.**

- Develops, implements, schedules, and participates on annual roster for Information Officers serving with Duty Officers and on-call schedule for deployment to Incident Management Teams.
- Ensures strong direction of information unit by developing and implementing manuals, guidelines, and job aids for information officers serving within wildfire operations in-line with national qualification standards and industry best practices.
- Ensures sound management of a public information phone line during fire season – including managing equipment, developing scripts, and training information officers.
- Works with partners across government departments and with local governments with responsibility for emergency management to develop and implement joint information systems benefitting a whole-of-government approach to emergency management.
- Leads annual and ongoing training for public information officers who will work on wildfire teams.
- Analyzes performance of communications and community engagement efforts and prepares recommendations on program improvements working closely with region and division linkages.

**6. Manages communications and community engagement product development.**

- In line with strategic plans and the Government of the Northwest Territories (GNWT) government communications processes, management the proactive development and distribution of audio, visual, digital, oral, and written products to support strategic communications, community engagement, and audience behavioural change.
- Ensures best practices and requirements are adhered to regarding the use of official languages.
- Ensures projects are managed effectively to meet government priorities under tight deadlines.

**7. Identifies, assesses and, where appropriate, introduces new concepts and technology**



**for public information, community engagement, and wildfire prevention and mitigation that contribute to more effective achievement of program objectives, in collaboration with other sections, departments, and agencies.**

- Ensures new technologies and approaches for wildfire prevention, mitigation, and public information are evaluated and, where appropriate, makes recommendations to integrate results and introduce new technologies into programs to ensure that program delivery is and remains effective.
- Works on national committees via the Canadian Interagency Forest Fire Centre as a delegate for Environment and Climate Change for matters related to wildfire prevention, wildfire mitigation, and public information.
- Collaborates on web solutions for public information and community engagement activities before and during emergencies.
- Identifies and implements technology solutions for enhancing community engagement activities year-round.
- Identifies and informs territorial fire management leadership of emerging trends and issues in wildfire prevention, mitigation, and public information.

#### **8. Program administration and monitoring**

- Annual budget – Develops annual work plan and budget submissions, tracks and manages assigned in-year budget as required, approves expenditures for assigned budget control officer authority as needed, and reports in-year expenditures as required.
- Long term planning - Develops long term budget projections as required for multi-year planning purposes.
- Analyzes and summarizes year-end expenditures and participate in a team environment for the analysis of territorial program work plans by comparing work plans to assigned targets, adequacy of work plan, and summarization of planned expenditures, and review, analyzes and recommends revisions or additions.
- Sets and reviews, jointly with staff, annual goals, and individual work plans.
- Formally appraises performance of staff.
- Supervises professional, technical and support staff of the section and approves leave.
- Defines a Learning and Development Plan for staff and approves training requests.
- Prepares responses to inquiries from the public, other agencies, and interest groups, this includes preparing draft letters, Briefing Notes, and documents for executives.
- Ensures program files are maintained up to date, including electronic files. Information received electronically must be appropriately filed.
- Monitors programs within Prevention & Mitigation and works collaboratively with headquarters and regional managers to develop and apply analytical techniques in determining the most suitable ways to measure the efficiency and effectiveness of territorial prevention and mitigation activities.
- Analyzes performance within Prevention & Mitigation and prepares recommendations on program improvements working closely with region and division linkages.



- Facilitates and mentors a team environment for the delivery of the section's programs.
- Fosters and promotes teamwork within the section ensuring good communication with counterparts, program leaders, and other staff on the status of program activities, emerging issues, or trends, potential requirements, and program management needs.
- Functions as a team member in other program management activities within the division.
- Conducts special assignments as either task team leader or member as required by the Director, other program leaders or regional program managers.

### **WORKING CONDITIONS**

Working conditions in which this position works outside fire season have no unusual demands. During fire season, from May 1 to September 30 or extended as needed, this position gets deployed to Incident Management Teams or serves as Duty Officer.

### **Physical Demands**

During deployments to Incident Management Teams, light-to-moderate exertion outdoors in variable terrain and weather conditions may be required to complete field duties. When serving as Duty Officer, the incumbent spends long hours sitting without breaks and doing long hours of work.

### **Environmental Conditions**

Deployments to Incident Management Teams for may involve exposure to wildfire smoke and other hazards related to wildfire. The position may be required to travel via, or staging nearby, helicopters and exposure to noxious smells from fuel and loud noises.

### **Sensory Demands**

A high level of continuous attention under at-times significant stress to synthesize and communicate complex information is required to assess and address incident, community, organization, partner department and agency, senior management and decision-maker, and public needs in terms of strategic communication, and strategic community engagement with significant consequences to communities and people. And, managing others serving these roles requires similar attention.

### **Mental Demands**

The position may be exposed to agitated clients is common both in-person and through virtual and telecommunication interactions as a member of an Incident Management Team, playing roles on Duty Officer team, during community meetings/visits, or via social media/email. Frequent public speaking and media engagements in environments with diverse points of view may cause mental stress.

Travel may be required for this position during deployments during busy fire seasons.





Deployments on incident management teams and work on Duty Officer desk may result in disruption to home routines and significant mental stress due to long working hours over evenings and weekends.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Skills in strategic communications planning and implementation.
- Ability to strategically manage media relations, public relations, and public information during complex and rapidly developing situations.
- Skills in web and social media content management.
- Interpersonal, written, and oral communication skills.
- Knowledge of risk and crisis communication principles and practices.
- Ability to work under pressure, in emotionally charged environments, and during emergency situations.
- Knowledge of, and ability to, manage web and social media properties.
- Ability to collaborate among intra/inter-governmental teams tactfully and diplomatically.
- Skills in evaluating communications and community relations efforts with an eye to implementing programs, policies, and processes supporting continuous improvement.
- Ability to evaluate complex policies, operational strategies, and program outcomes and set priorities for supporting through communications, public information, and community engagement strategies and tactics.
- Skills in community engagement, collaboration, and consensus-building.
- Management skills with an ability to maintain positive and productive working relationships.
- Computer and software skills including word processing, spreadsheets, databases, and use of basic GIS software to attain information.
- Knowledge of Indigenous governments, Indigenous organizations, institutions, government systems, and communities.
- Knowledge of the Government of the Northwest Territories' Forest Fire Management Policy.
- Knowledge of the Government of the Northwest Territories' Communications Policy.
- Knowledge of the Government of the Northwest Territories' Open Government Policy and its principles, and the Government of the Northwest Territories' Public Engagement Guidelines.
- Knowledge of the Northwest Territories Emergency Plan.
- Ability to attain professional qualifications in emergency management via Incident Command System and wildfire prevention and mitigation training.
- Ability to identify, analyze and solve complex, difficult and at times politically sensitive problems related to public affairs, community engagement and emergency public information.



- Critical thinking skills on an on-going basis often during complex, high stress scenarios. Those potentially impacted by communications approaches and actions include Incident Management Teams, Regions, MACA, other Departments, communities, land-users, companies, and individuals in the NWT.
- Proficient in managing multiple projects with strict deadlines, ensuring effective communications and efficient use of financial and human resources.
- Ability to maintain base level of physical fitness to support field activities.
- Skills in program and/or project management.
- Knowledge of land and resource management issues.
- 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 university degree in natural resources, communications, community engagement, political science, public administration, or related fields, plus five (5) years of related experience such as communications, community relations, public engagement, wildfire prevention, or other related fields including a minimum of one (1) year experience in a supervisory role.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Annual physical fitness testing required to maintain currency and eligibility for key job functions.

**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