



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Cumulative Impacts Funding Advisor	
Position Number	Community	Division/Region
23-17636	Yellowknife	Climate Change, Cumulative Impacts & Knowledge / HQ

## PURPOSE OF THE POSITION

The Cumulative Impacts Funding Advisor (Advisor) is responsible for the development, coordination and administration of the Northwest Territories (NWT) Cumulative Impact Monitoring Program (CIMP) funding calls to support the implementation of the Cumulative Impact Monitoring Framework. The Advisor provides advice and guidance in the areas of funding analysis, budgeting, reporting processes and requirements, funding call development, and implementation. This work is carried out within the context of Government of Canada and Government of the Northwest Territories' (GNWT) legislation and GNWT policies and program guidelines, the mandate of the Department, and the political, socio-economic and environmental priorities of the NWT.

## SCOPE

Located in Yellowknife and reporting to the Manager, NWT Cumulative Impact Monitoring Program (Manager), the Cumulative Impacts Funding Advisor is directly accountable for CIMP funding calls, with an annual Grants and Contributions budget of \$1.8 million. The Advisor oversees the administration of funding program Contribution Agreements to ensure deliverables are tracked, completed on schedule, and align with approved project proposals and fiscal accountability best practices.

The Advisor is responsible for the directed funding call planning and design, often in partnership with other funding bodies. CIMP directed funding calls are specifically aimed at understanding and addressing high priority concerns regarding cumulative impacts. Funding call design includes a collaborative aspect, where multiple project leads are expected to meet, discuss, and ultimately work together to create and develop a synthesis product, facilitated by this position.



The Department of Environment and Climate Change (ECC; Department) works to promote and support the sustainable use and development of natural resources and to protect, conserve and enhance the NWT environment for the social and economic benefit of all residents.

The Climate Change, Cumulative Impact and Knowledge Division (CCCIK; Division) coordinates climate change action in the GNWT, leads the implementation of the GNWT's Knowledge Agenda, and fulfills ECC's regulatory obligations to monitor cumulative impacts and facilitate the NWT Environmental Audit, which assesses the effectiveness of the regulatory regime in the Mackenzie Valley and the quality of environmental information and processes related to monitoring cumulative impacts.

NWT CIMP is statutorily mandated to conduct and fund the collection, analysis and reporting of cumulative impact monitoring and research to understand regional environmental trends. NWT CIMP has established a Cumulative Impact Monitoring Framework and funding programs to ensure the GNWT meets its requirements under Part 6 of the federal *Mackenzie Valley Resource Management Act* (MVRMA), the Gwich'in and Sahtú land claim agreements, and the Tłı̨chǫ Final Agreement. NWT CIMP provides funding for science and Traditional Knowledge studies that increase knowledge of cumulative impacts and the drivers of change to NWT environments, monitors environmental cumulative impacts to understand regional environmental trends, and facilitates the independent audit of the environmental regulatory system. Currently, the NWT CIMP funding program administers over 40 Contribution Agreements annually.

The Advisor provides expertise in the areas of funding analysis, budgeting, funding policies and objectives, reporting processes and requirements, program development, and implementation to the Manager and staff of the NWT CIMP Unit, departmental senior management, and external program partners. The position provides technical guidance to the CIMP Coordinator (Coordinator) to ensure the content of Contribution Agreements the Coordinator drafts reflect program objectives, and the funding program is delivered effectively. The position also maintains the online information management system that includes environmental monitoring and research reports, datasets, project summaries, and contact information.

The Advisor is required to adapt solutions and diplomatically resolve sensitive issues, while still meeting the objectives of the Cumulative Impact Monitoring Framework and the priorities of the Department. The position carries out responsibilities through extensive engagement, which requires building and maintaining professional and collaborative relationships with a diversity of program partners.



## **RESPONSIBILITIES**

### **1. Develops, administers and coordinates NWT CIMP funding calls and monitors the NWT CIMP funding calls' \$1.8 million budget and .**

- Develops directed funding calls to address priority research and key cumulative impact monitoring questions, in collaboration with the NWT CIMP Scientists and Manager and Steering Committee.
- Communicates or meets directly with funded project leads to ensure projects are progressing in accordance with funding approvals and that reporting requirements will be met or commitments to alternatives are recorded.
- Supports regular variance reporting and monitoring expenditures to ensure the budget is fully expended, and tracking contributions against deliverables received and still outstanding.
- Guides the preparation of and facilitates multiple financial contribution agreements, transfer agreements, memorandums of understanding and contracts.
- Oversees and guides the tracking and evaluation of funded project reporting requirements, including interim and final reporting, and project deliverables to ensure work is complete and meets project requirements and fiscal accountability best practices.
- Conducts and oversees progress, interim, and final reporting evaluations to identify deficiencies.
- Reviews project proposals, benchmarks against program criteria, and makes recommendations for approval or denial.
- Evaluates project lead performance.

### **2. Provides strategic analysis, advice and recommendations to support the implementation of the Cumulative Impact Monitoring Framework through NWT CIMP funding calls.**

- Provides recommendations and solutions to improve funding calls and processes.
- Facilitates collaboration across multiple funded projects to ensure that Cumulative Impact Monitoring Framework Analysis and Reporting objectives are possible.
- Carries out strategic analysis and provides recommendations on program implementation and priorities to the Manager, NWT CIMP, departmental senior management, and the NWT CIMP Steering Committee.
- Obtains, clarifies and exchanges information relevant to cumulative impacts monitoring across the Department.
- Presents reports and provides strategic advice during NWT CIMP Steering Committee meetings.
- Develops briefing materials on NWT CIMP funding calls and in support of the Cumulative Impact Monitoring Framework for use by senior management and the Minister.



- Researches, identifies and oversees the implementation of alternative options to meet service strategies, delivery requirements, program objectives, and departmental priorities.
- Analyzes, prepares and coordinates program-related priorities, plans, initiatives and correspondence.

**3. Carries out and guides regular and ongoing engagement with external funding recipients and partners.**

- Initiates communications with funding recipients to ensure that Contribution Agreement outcomes, objectives, and deliverables meet expectations set in approvals by CIMP staff and the NWT CIMP Steering Committee.
- Coordinates regular meetings with funding recipients to ensure projects are progressing as expected and to connect them with resources and collaborators where appropriate.
- Liaises with partner funding agencies to provide any additional reporting, with support from the CIMP Coordinator, including preparing reports, correspondence and briefs on funding program activities.
- Coordinates workshops and synthesis reporting across multiple projects funded through directed funding calls.
- Coordinates and participates in meetings (e.g., annual multi-partner workshop) with internal and external partners.
- Responds to enquiries on funding eligibility, project design, funding options, and reporting requirements.
- Supports the planning, organization, logistics, hosting, and recording of annual results workshops, often held in remote communities.
- Assists in determining information needs of program partners.
- Assists in the completion of field work that supports cumulative impact monitoring and strengthens external partnerships.

**4. Provides technical advice, guidance and mentorship to the CIMP Coordinator.**

- Works with funded project leads and the CIMP Coordinator to ensure details necessary to draft annual Contribution Agreements are clear, meet best practices, support the implementation of the Cumulative Impact Monitoring Framework and departmental priorities.
- Reviews Contribution Agreements drafted by the CIMP Coordinator, makes revisions as necessary, and finalizes agreements for approval.
- Mentors the CIMP Coordinator in engagement and building relations with Indigenous government partners and external partners.
- Advises and works with the CIMP Coordinator to ensure projects are meeting financial reporting requirements.
- Advises the CIMP Coordinator in the financial administration of NWT CIMP funding programs.



- Provides program implementation and financial best practice guidance to the CIMP Coordinator.
- Interprets direction received from senior management and the Manager, NWT CIMP to support the CIMP Coordinator in fully achieving identified objectives and priorities.

**5. Maintains the online information management system.**

- Maintains the online information management system to ensure its continued functionality.
- In collaboration with researchers, gathers information to be uploaded to the online information management system.
- Compiles, organizes, and archives cumulative impact monitoring data collected by the GNWT, partner organizations, researchers, and industry.
- Implements data compilation under the request or direction of the Environmental Monitoring Specialist or Manager, respectively.
- Troubleshoots technical issues.
- Reports information related to the online information management system and project annual reporting to senior management, ECC colleagues and the public.
- Ensures the CIMP Coordinator uploads correct data to the online information management system.

**WORKING CONDITIONS**

**Physical Demands**

The incumbent may be asked occasionally to assist with field work. Physical effort may be required to walk long distances and lift/move equipment. During field work, personal protective equipment such as bear repellent may be required, and the incumbent may work with others carrying firearms.

**Environmental Conditions**

During field work, the incumbent will be exposed to extreme weather conditions, exposure to biting/swarming insects and wild animals (e.g., bears, grizzly and black, and moose), and rough terrain. This occurs once per year for up to one week duration. There is some risk of injury when working in isolated areas.

**Sensory Demands**

During field work, the incumbent must be highly aware of their surroundings at all times to ensure their safety and the safety of their colleagues.



### **Mental Demands**

The incumbent is required to travel to remote communities within and outside the territory 2-3 times per year for up to one week per trip.

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

- Knowledge of funding arrangements and contribution agreement negotiations and implementation procedures.
- Knowledge of program development, implementation and administration best practices.
- Knowledge of program evaluation processes and performance measurement.
- Knowledge of data entry, verification, manipulation, retrieval, electronic file management and software programs used for project and financial management.
- Knowledge of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Knowledge of and respect for traditional and local knowledge and science.
- Project management, financial management, and facilitation skills.
- Client relations and customer service skills.
- Organizational skills and the ability to plan, work to deadlines, prioritize, respond effectively to frequently changing deadlines and manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Interpersonal and communications skills, both written and verbal, including the ability to break down complex/technical issues and be strategic and diplomatic in communications approaches.
- Strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze, synthesize multiple concepts and priorities, make feasible recommendations, and write reports.
- Ability to lead, coordinate, and complete tasks independently or in teams within time and resource constraints while monitoring progress and evaluating results.
- Ability to analyze and respond to complex situations with changing political and economic factors.
- Ability to interpret and provide advice regarding program policies and legislation.
- Ability to represent the organization and its positions accurately and professionally, while developing and maintaining effective relationships with key partners.
- Ability to work with team members and external clients from a variety of backgrounds and cultures in an effective, tactful manner.
- Ability to effectively supervise.
- 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:**

A College Diploma in Business Administration, Financial Management, or Project Management, or other relevant field of discipline, with a minimum of two (2) years of work experience related to contribution agreement, contract, or grant administration, and working with Indigenous governments or organizations.

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