



## IDENTIFICATION

| Department                     | Position Title                    |  |
|--------------------------------|-----------------------------------|--|
| Environment and Climate Change | Manager, Environmental Protection |  |
| Position Number                | Community                         | Division/Region                                |
| 23-1769                        | Yellowknife                       | Environmental Protection & Waste Management/HQ |

## PURPOSE OF THE POSITION

The Manager, Environmental Protection (Manager) manages the provision of environmental protection services across the Northwest Territories (NWT), ensuring program development, implementation, coordination, and delivery is consistent with departmental objectives, policies and procedures for the protection of the environment of the NWT, in accordance with the NWT *Environmental Protection Act* and regulations, and the *Environmental Rights Act*.

## SCOPE

Located in Yellowknife and reporting to the Director of the Environmental Protection and Waste Management Division (Director), the Manager, Environmental Protection is responsible and accountable for a wide variety of programs including the management of spills, hazardous waste management, contaminated sites regulatory, and air quality programs. The Manager is responsible and accountable to ensure that these programs are developed, implemented and delivered effectively and efficiently, and that environmental protection measures adequately protect the land, air and water resources of the NWT.

The Department of Environment and Climate Change (ECC; Department) is mandated 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 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, water, and 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 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.

Under the mandate of the NWT *Environmental Protection Act* (EPA), the Environmental Protection Section (Section) provides advice and assistance to regional staff in the department, other departments, outside agencies, industry and the public and has a direct effect on the department and government's ability to deliver effective environmental protection programs and maintain its credibility. The section is also the lead for developing environmental protection legislation, standards, guidelines, programs and policies. Program delivery has a direct impact on the use of public and industry resources.

The Manager is responsible and accountable for a broad range of program areas in the Section including spills management, hazardous waste management, contaminated sites regulatory, and air quality. These programs directly impact all residents, and they must be implemented in a manner that adequately protects the land, air and water of the NWT. Decisions made by the incumbent on how these programs are designed and implemented have direct financial implications to all GNWT departments and agencies, NWT residents and proponents/responsible parties. As such, the Manager must be able to make technically sound, practical and defensible decisions based on a solid understanding of the subject matter. The incumbent's decision related to the issuance of site closure letters for a contaminated site must not be made lightly as these will have significant financial and long-term liability for both the proponents/responsible parties and the department.

The Manager is responsible for emergency response on hazardous substance releases (spills) should key sectional staff be unavailable. During Essential and Emergency Service negotiations, this position is deemed as Emergency in the event of a strike and is expected to be available, ready, and able to work (standby) for an entire work schedule in the event of an emergency. The incumbent is appointed as an Inspector pursuant to the EPA and provides advice and assistance to senior managers, regional and field staff throughout the NWT regarding administration and enforcement of the EPA.

The Manager frequently represents ECC or the GNWT at industry and public forums. The position is responsible for fostering and maintaining positive stakeholder relationships working with GNWT Departments, other provincial/ territorial departments, federal government departments, Indigenous Governments and Indigenous Organizations, communities, academic institutions and regulatory authorities. The manager must be able to manage and resolve conflict, and establish effective partnerships in order to minimize political feedback and maintain positive relations with these stakeholders. Sound judgement, diplomacy and tact are required in interactions with partners and stakeholders and when speaking on behalf of the GNWT.

The Manager is required to work concurrently on many projects and initiatives of varying sizes



and complexity with competing deadlines. This includes a wide variety of activities that can involve conflicting interests and may be politically sensitive.

The Manager supervises three (3) direct reports and one (1) indirect report, and other term and casual positions, as required. The position manages the financial functions of the Environmental Protection Section, and also assists the Director with the management of the divisional O&M budget.

## **RESPONSIBILITIES**

- 1. Manages the development, implementation, and delivery of programs and initiatives related to the *Environmental Protection Act* and the *Environmental Rights Act*, including the hazardous substances, hazardous waste management, contaminated sites regulatory and air quality programs.**
  - Manages the development and implementation of programs, standards, legislation, and research activities related to hazardous substances, hazardous waste management, contaminated sites regulatory and air quality programs.
  - Reviews and evaluates initiatives and programs carried out by the section.
  - Makes program delivery decisions that directly affect environmental protection activities undertaken by other government departments, industry, and the public, often involving substantial funds and resources.
  - Reviews recommendations of section staff and makes decisions on the most effective means of program delivery.
  - Provides advice and recommendations to regional staff within the department on administration and enforcement of the EPA that directly affects the staff's ability to ensure government, industry, and the public's compliance with departmental legislation.
  - Co-ordinates hazardous substances, hazardous waste management, contaminated sites regulatory and air quality activities ensuring an integrated approach is taken to resolving environmental issues.
  - Oversees the operation of the NWT/Nunavut 24-Hour Spill Report Line on behalf of the GNWT.
  - Oversees the NWT Hazardous Materials Spill Database to ensure that it is accurate and up to date.
  - Works to coordinate the development, implementation, and delivery of environmental protection programs between headquarters and regional departmental staff.
  - Working with other divisions in the department, coordinates investigations under the *Environmental Rights Act*.
  - Initiates, reviews, undertakes, and assesses the development of required legislation, standards, guidelines, directives, and codes of practice.



- Ensures that GNWT programs and initiatives are represented at the territorial and national level by ensuring staff are adequately prepared to represent the government.
- Provides emergency services for an entire work schedule during Essential and Emergency Service negotiations when the Hazardous Materials Specialist is not available.
- As an appointed Inspector pursuant to the EPA, provides advice and assistance to senior managers, regional and field staff throughout the NWT regarding administration and enforcement of the EPA.

**2. Manages the contaminated sites regulatory program under the *Environmental Protection Act*.**

- Manages contaminated sites regulatory processes on behalf of the department to support implementation of the Contaminated Sites Guideline.
- Reviews and confirms staff recommendations about whether a contaminated site which has undergone remediation requires further work or if the site has met conditions to be issued a site closure letter.
- Works with the Contaminated Sites Specialist and inspector to determine whether a site can be closed.
- Works with an inspector and Contaminated Sites Specialist to conduct site inspections as needed to determine whether a site can be closed.
- Issues a site closure letter for a remediated site on behalf of the Chief Environmental Protection Officer, if appropriate, or provides a comprehensive recommendation to the Director to issue a site closure letter for more complex sites.
- Oversees the ECC Contaminated Sites Database to track the contaminated sites management process from initial notification of a contaminated site through to assessment, remedial action planning, implementation and to final site closure.

**3. Provides support, information, advice, and recommendations to the Director, regional staff and senior departmental staff on programs and initiatives related to the *Environmental Protection Act* and the *Environmental Rights Act*, including hazardous substances, hazardous waste management, contaminated sites regulatory, and air quality.**

- Recommends options, goals, and objectives for the management of northern environmental issues.
- Provides timely and accurate advice and recommendations to the Director, Assistant Deputy Minister, Deputy Minister, Minister, Standing Committees, and Committees of Cabinet as required.
- Provides support to appointed inspectors and superintendents as required, by responding in-person to major spills, conducting inspections, investigations, and ensuring acceptable response actions are taken by responsible parties.



- Recommends and implements legislative, regulatory, policies, goals, and objectives for departmental, interdepartmental and intergovernmental initiatives dealing with hazardous substances, hazardous waste management, contaminated sites regulatory, and air quality under the *Environmental Protection Act*.
- Leads the development of executive documents (i.e., executive briefing notes, option and decision papers, Financial Management Board submissions) for Directorate, Ministerial, and Executive Council consideration and approval.
- Represents the Division, Department, and the GNWT on interdepartmental and intergovernmental committees and working groups as assigned to ensure departmental and governmental objectives and priorities are represented.
- Completes and submits briefs and briefing notes in a timely manner.
- Keeps the Director apprised of key issues as they emerge.

**4. Provides information and advice on programs and environmental initiatives related to the *Environmental Protection Act* and the *Environmental Rights Act* with other divisions, departments, governments, Indigenous Governments and Indigenous Organizations, Non-Governmental Organizations, industry, and the public.**

- Provides advice and information to proponents, their representatives (e.g., environmental consultants), and other interested groups including Indigenous Governments and Indigenous Organizations, GNWT departments, and other government agencies regarding technical and legal requirements which must be complied with.
- Provides interpretation of departmental legislation to government, industry, Indigenous Governments and Indigenous Organizations, Non-Governmental Organizations, other agencies, and the public to ensure understanding and compliance.
- Represents and speaks on behalf of the department and the GNWT on environmental issues related to the *Environmental Protection Act* and the *Environmental Rights Act* at public and industry meetings, workshops, conferences, and with the media.
- Leads the engagement and/or consultation with affected groups on the impact of proposed legislative and non-legislative initiatives under the *Environmental Protection Act*.

**5. Manages the human and financial resources of the Environmental Protection Section.**

- Develops and implements short and long-term work plans, goals, and objectives for the Section.
- Co-ordinates, directs, and supervises the day-to-day performance of staff.
- Evaluates on-going staff workloads, adjusting priorities to ensure section is meeting departmental objectives under heavy internal and external demands for services.
- Establishes annual sectional objectives and is accountable for their completion.
- Prepares job descriptions and initiates and completes staffing actions and annual staff performance evaluations.



- Provides staff with ongoing and regular feedback including holding regular sectional and one-on-one meetings.
- Initiates disciplinary actions as required.
- Co-ordinates the preparation of capital and O&M budgets for the hazardous substances, hazardous waste management, contaminated sites regulatory and air quality programs including Business Plan, Main Estimates, and goals and objectives for inclusion in the annual business planning process.
- Reviews reconciles and completes monthly variance reports.
- Encourages that Section staff have the training and professional development needed to complete their jobs and to keep apprised of new technologies and approaches to environmental protection.
- Approves or recommends employee entitlements using approved policies and procedures (e.g., PeopleSoft).
- Manages consultants by developing requests for proposals (RFP), requests for tenders (RFT), assessing proposals, and monitoring ongoing performance against established contracts.
- Recommends human resources requirements as program and initiatives under the Section expand or change.
- Acts as Director as required.

**6. Maintains professional qualifications in technical, administrative and managerial areas by successfully completing seminars, courses, and other professional development.**

## **WORKING CONDITIONS**

### **Physical Demands**

This is primarily an office-based position. However, inspections and site visits of spill sites, hazardous waste sites and contaminated sites requires the incumbent to walk over uneven ground and perform some lifting and carrying of soil and/or water samples (up to 50 pounds). Site visits will account for approximately 20% of the incumbent's time.

### **Environmental Conditions**

In the field, the work environment varies. Travel to and from sites may involve trucks, boats and small aircraft. At spill sites, hazardous waste sites and contaminated sites, the incumbent may be exposed to hazardous materials and chemicals, including toxic and corrosive chemicals that present acute and chronic hazards (such as carcinogens, teratogens, flammable, noxious odours, etc.), open excavations, and confined spaces.



The incumbent will be required to wear applicable special personal protective equipment and clothing and may be required to obtain and maintain confined space and H2S Alive certification and training.

### **Sensory Demands**

The incumbent uses sight, smell and touch simultaneously when performing inspections and conducting site visits. In the field, the incumbent needs to maintain a heightened level of awareness of their surroundings to reduce the risks associated with physical and chemical hazards.

### **Mental Demands**

During environmental emergencies the incumbent must make decisions under circumstances that are often variable, unusual and injurious to life, property, and the environment.

Travel is required to conduct site inspections and performing site visits. When traveling to communities for field work, the incumbent often travels away from Yellowknife and will account for approximately 20% of the incumbent's work time.

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

- Knowledge of scientific and engineering principles in soil science, chemistry, geology, hydrogeology, biochemistry, toxicology, and microbiology.
- Knowledge of contaminated sites management policies, principles, and processes including Phase I/II/III environmental site assessment and risk assessments, remediation, treatment, and monitoring.
- Knowledge of hazardous substances emergency response issues, legal investigation, and law enforcement techniques to ensure compliance with NWT environmental acts, regulations, or policies.
- Knowledge of chemical classification, hazards of chemical classes and the ability to monitor and evaluate environmental consequences of exposure to various chemicals.
- Knowledge of air quality, atmospheric chemistry, assessment and modeling standards and techniques, monitoring and sampling technologies, industrial and sector-specific emissions issues, inventory and abatement strategies and technologies, air quality management practices, and northern air quality issues.
- Knowledge of the political, social, economic, and cultural context of the North.
- Knowledge of the various government departments and agencies, specifically those with mandates and responsibilities relating to environmental protection in the NWT.
- Knowledge of territorial, provincial, and federal environmental legislation, standards/practices, inspection and enforcement programs, environmental impact review and assessment processes, and applicable mandates within and applicable to the NWT.



- Knowledge and understanding of the financial planning and administration principles to assist the Director with budgeting and financial management.
- Knowledge of theories, principles, methods, techniques, and practices related to legislative, policy and guideline development.
- Ability to interpret and apply environmental legislation.
- Ability to assess and make sound decisions regarding environmental protection issues.
- Research, analytical skills.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Communications skills (written and oral) and interpersonal skills to effectively interact internally and with other government agencies, industry, communities, Indigenous Governments and Indigenous Organizations, non-government organizations, and the public.
- Leadership and interpersonal skills to effectively manage teams.
- Ability to manage politically sensitive and controversial matters with tact and diplomacy.
- Ability to resolve conflicts and differences of opinion.
- Proficiency in use of word processing and spreadsheet software (e.g., Microsoft Word and Excel).
- 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:**

An undergraduate degree from an accredited university in a relevant engineering, geology, or geoscience field, environmental science, or relevant science discipline with at least five (5) years of related experience in spills and hazardous waste management, contaminated sites, and air quality including two (2) years of supervisory experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- Eligibility for membership with the Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG), or other relevant professional designation as applicable.
- A valid driver's license.
- Ability to obtain and maintain H2S Alive certification.

**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