



## IDENTIFICATION

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

## 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 the Departmental objectives for the protection of the environment of the Northwest Territories, in accordance with the NWT *Environmental Protection Act* and regulations and *Pesticide Act* and regulations.

## SCOPE

Located in headquarters in Yellowknife and reporting to the Director, Environmental Protection and Waste Management (Director), the Manager, Environmental Protection is responsible for supervising and directing the environmental protection program to ensure programs, standards and regulations are developed, implemented and delivered in the areas of hazardous substances, hazardous waste management, air quality and environmental impact assessment reviews as well as the coordination and effective delivery in order to achieve departmental objectives and protection of the environment in the Northwest Territories.

The Manager is appointed as an Environmental Protection Inspector and Pesticide Inspector providing advice and assistance to field staff throughout the Northwest Territories regarding administration and enforcement of the *NWT Environmental Protection Act* and *Pesticide Act*, respectively. The Manager provides information and interpretation of departmental environmental legislation to governments, industry, Indigenous organizations, non-governmental organizations (NGOs) and the public.

The Department of Environment and Climate Change (ECC) 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, 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 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 Government of Northwest Territories (GNWT) departments to achieve government-wide objectives.

Under the mandate of *the NWT Environmental Protection Act*, the Environmental Protection Section (Section) provides advice and assistance to departmental field staff, 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 guidelines. Program delivery has a direct impact on the use of public and industry resources. The Manager frequently represents the department or government at industry and public forums.

The Manager is responsible for emergency response on hazardous substance releases (spills) should key sectional staff be unavailable or sick. During Essential 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 (stand-by) for an entire work schedule in the event of an emergency.

The Manager is responsible for supervision and direction of two technical advisors, two technical/regulatory specialists, one program manager and one technologist. The incumbent also assists the Director with management of the divisional O&M budget.

## **RESPONSIBILITIES**

- 1. Manages the development, implementation and delivery of programs and legislation related to hazardous substances, hazardous waste management, air quality and environmental impact assessment.**
  - Supervises and directs Environmental Protection Section advisors, specialists and program manager in the development and implementation of programs, standards, legislation and research activities.
  - Reviews and evaluates initiatives and programs carried out by sectional staff.



- 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 sectional staff and makes decisions on the most effective means of program delivery.
- Provides advice and recommendations to departmental field staff 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, air quality and environmental impact assessment activities ensuring an integrated approach is taken to resolving environmental issues.
- Ensures the coordinated development, implementation and delivery of environmental protection programs between headquarters and regional departmental staff.
- Initiates, reviews, undertakes and assesses development of required legislation, standards, guidelines, directives and codes of practice.
- Ensures that GNWT initiatives and commitments are represented at the territorial and national level by ensuring staff is adequately prepared to represent the government.
- Determines if advice from sectional staff to the Mackenzie Valley Environmental Impact Review Board, regional Land and Water Boards and other resource management boards is technically sound and consistent with departmental objectives, policies and procedures.

**2. Provides support, information, advice and recommendations to the Director and senior departmental staff on programs and initiatives related to hazardous substances, hazardous waste management, air quality and environmental impact assessment.**

- Recommends options, goals and objectives for the management of northern environmental issues.
- Prepares executive documents (i.e. executive briefing notes, option and decision papers, Financial Management Board submissions) for Directorate, Ministerial and Executive Council consideration and approval.
- Recommends and implements as directed, legislative, regulatory and program strategies, policies, goals and objectives for departmental, interdepartmental and intergovernmental initiatives dealing with air quality, hazardous substances, hazardous waste management, environmental protection guideline development and environmental impact assessment.
- Represents the Environmental Protection and Waste Management Division, Department and Government on interdepartmental and intergovernmental committees and working groups as assigned to ensure departmental and governmental objectives and priorities are represented.



**3. Performs the managerial and personnel functions 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.
- Initiates disciplinary actions as required.
- Co-ordinates the preparation of capital and O&M budgets for the hazardous substances, hazardous waste management, air quality and environmental impact assessment programs including Business Plan, Main Estimate and goals and objectives for inclusion in the annual business planning process.
- Reviews, monitors and maintains monthly expenditure forms and variance reports.
- Acting Director as required.
- Ensures 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 hired by developing request for proposals (RFP), assessing proposals, and monitoring on going performance against established contracts.
- Recommends human resources requirements as program and initiatives under the Section expand or change.

**4. Coordinates the provision of information on environmental initiatives and programs with other divisions, departments, government, Indigenous organizations, Non-Governmental Organizations, industry and the public.**

- Provides technical advice to clients within and outside government as required.
- Provides interpretation of departmental legislation to government, industry, 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 government on environmental issues at public and industry meetings, workshops, conferences and with the media.



- 5. Maintains professional qualifications in technical, administrative and managerial areas by successfully completing seminars, courses and other professional development as assigned.**

## **WORKING CONDITIONS**

### **Physical Demands**

Two to four hours per month of inspections/investigations of hazardous material spills and contaminated sites.

### **Environmental Conditions**

Exposure to sites contaminated with hazardous substances including chemicals, petroleum products and wastes, open excavations, vehicular accidents and unknowns monthly for two to four hours.

### **Sensory Demands**

Field inspections and investigations demand an acute sense of observation and judgement to ensure personal safety and that of co-workers monthly for two to four hours.

### **Mental Demands**

During environmental emergencies (two to four hours monthly), must make decisions under circumstances that are often variable, unusual and injurious to life, property and the environment.

Representing the department or government at public forums can be stressful when discussing new policies, strategies or programs with industry, interest groups or the public, particularly technical or politically sensitive matters. This can happen one to three days per month.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Seasoned knowledge and understanding of northern land, water and air management issues.
- 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 Government of the Northwest Territories' financial planning and administration system in order to assist the Director with budgeting and financial management.
- Ability to interpret and apply environmental legislation.



- Ability to assess and make sound decisions regarding environmental protection issues.
- Strong research, analytical skills, and the ability to assess and make sound decisions with respect to environmental protection issues.
- Excellent organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Excellent communications skills (written and oral) and interpersonal skills to effectively interact with other government agencies, industry, municipalities, Indigenous organizations and the public.
- Demonstrated leadership and interpersonal skills to effectively manage teams.
- Strong ability to manage politically sensitive and controversial matters with sensitivity, tact, and diplomacy.
- Strong ability to resolve conflicts and differences of opinion.
- Demonstrated 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.
- Relevant experience with both government and industry is an asset.

**Typically, the above qualifications would be attained by:**

A Bachelor's Degree in environmental or natural resource management or other relevant discipline and at least five (5) years of directly related experience.

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