



## IDENTIFICATION

Department	Position Title	
Environment & Climate Change	Manager, Policy & Program Implementation	
Position Number	Community	Division/Region
23-17754	Fort Smith	Land Management & Administration

## PURPOSE OF THE POSITION

The Manager, Policy and Program Implementation (Manager) is responsible and accountable for providing management and general oversight in the development, review and advice on the implementation of legislation, regulation, policies, and program guidelines, standards and procedures associated with the management and administration of public land.

## SCOPE

Located in Fort Smith and reporting to the Director, Land Management and Administration (Director), the Manager, Policy and Program Implementation has a territory-wide scope and the means through which the Government of the Northwest Territories (GNWT) seeks to assert its legislative, regulatory and political mandates on land administration matters in the Northwest Territories (NWT).

The Manager's primary responsibility is to support the administration of NWT public land by ensuring that appropriate legislative, regulatory and policy approaches are developed and implemented. The Manager achieves this through evidence-based decision-making processes founded in research, analysis, the development of options and the provision of recommendations to senior management. In developing the work product, the Manager must ensure that historical data relating to land files is current. The advice and recommendations of the Manager strongly influence the decisions by senior management on a wide range of land management issues, as well as sustainable development and conservation planning activities.

The Manager is required to have technical and policy expertise in understanding legal tenure instruments, contract law, environmental policy and law, Aboriginal Rights Agreements and negotiations, consultation policy and law, and a range of legislation and regulation. It is accountable for solving long standing policy and legal issues, which may result in legal risk if the development of policies is short-sided, not comprehensive, or do not consider the most up-to-date case law. It is also responsible for identifying and resolving challenges presented from



the interconnectedness of land management and administration policy and practices with other Divisions and Departments of the GNWT. This position is a key contact for interdepartmental work in this regard.

The mandate of the Department of Environment and Climate Change (ECC) is to manage, administer, and plan for the sustainable use of public land in the Northwest Territories in a fair and transparent manner that reflects the interests of the people of the Northwest Territories. The Department of Environment and Climate Change operates within the central belief that land management and administration is a core public good and critical asset that needs to be effectively and efficiently managed.

The management and administration of land in the NWT occurs in a unique context and is influenced by distinct social, economic and cultural factors and complex regulatory considerations. The NWT land management system features a unique land ownership structure that includes public lands, Indigenous-owned settlement lands, federal lands, and private lands; a complex regulatory regime governing the use of land, water, and resources; Lands, Resources, and Self-government Negotiations and Agreements; and Indigenous Rights and Consultation requirements.

The Land Management and Administration Division provides overall leadership, management, expertise, and technical advice on the development of operational policies and procedures for the administration of public land with respect to land tenure. Responsibilities include managing and administering land dispositions and grants, land valuation and pricing, securities, regulatory coordination, consultation and engagement, survey applications, record keeping, maintaining land tenure databases, revenue collection, and unauthorized use and occupancy processes.

The Manager must possess an in-depth understanding of this distinctly northern environment within which the Government of the Northwest Territories' (GNWT's) land and resource management and administration obligations are carried out and demonstrate the ability to provide strategic direction and leadership that is reflective of departmental goals, objectives, and priorities.

The Manager works within a legislative framework which includes the *Public Land Act, Commissioner's Land Act and Regulations; Northwest Territories Lands Act and Regulations; Community Planning and Development Act and Regulations; the Area Development Act and Regulations; and the Mackenzie Valley Resource Management Act and Mackenzie Valley Land Use Regulations*; as well as the settled Lands, Resources and Self-government Agreements within the NWT; Interim Measures Agreements; and the Devolution Final Agreement. The position also works within a Cabinet approved policy framework including the Land Pricing Policy; the Land Lease Only Policy; the Land Use and Sustainability Framework; Northern Lands-Northern Leadership; and the Recreational Leasing Policy.



A key aspect of this position is the provision of advice and assistance to the Department, the 5 Regional Offices, other Government of the Northwest Territories (GNWT) departments; other levels of government, and Indigenous governments, industry, and the public in matters related to the interpretation of legislation, regulation and policy. This advice also informs the negotiation and implementation of comprehensive land claim agreements and treaty land entitlements.

The Manager is also responsible to provide guidance, specialized knowledge and expert advice to the Division and the Department to ensure Indigenous perspectives are heard and considered during the development, implementation and monitoring of land management policies, programs, services and initiatives, and supports engagement with Indigenous communities. This work will fulfill the Division's legal obligations to consult and, where appropriate, accommodate Indigenous interests and concerns. The Manager works with Indigenous Governments and Indigenous organizations to build respectful relationships, increase understanding of policy and guidelines, facilitate dialogue, and manages emerging issues.

The position also contributes to the amalgamation of the former Commissioner and Territorial land management and administration functions including the integration of systems, processes, policies, guidelines, procedures, and legislation where applicable.

The Manager works with a broad range of colleagues to develop work product, including colleagues within the Department, other Departments in the GNWT, other levels of government (Federal, Municipal and Indigenous), private sector companies (junior mining companies, operating mines, businesses) and individuals (e.g., cabin lease holders). Sound judgment, diplomacy and tact are required in interactions with partners and stakeholders and when speaking on behalf of the GNWT.

The work of the Manager is performed under the general direction of the Director. The Manager has a significant amount of latitude provided that the policies, guidelines and interests of the GNWT and the Department are upheld.

## **RESPONSIBILITIES**

### **1. Oversees the day-to-day operations of the Policy and Program Implementation Unit.**

- Plans, coordinates and oversees the development of operational plans, procedures and guidelines.
- Allocates resources to ensure the efficient flow of work and the effective provision of services within stated client service standards.
- Provides strategic advice on various issues related to the intersection of the management and administration of public land and departmental policies and programs.



- Coordinates the Division's and Unit's input into the development, review and evaluation of Departmental legislation, regulations, policies and operational guidelines and standards.
- Develops, implements and adheres to client service standards that are public facing.
- Ensures that files and records that support the policy and program implementation are managed consistent with established GNWT legislation, regulation and policies.
- Develops and manages performance indicators and related processes and oversees the development of new policies, procedures, guidelines, directives and manuals to meet numerous changing requirements and responsibilities.
- Oversees the management of contracts for goods and services related to Divisional policies and program implementation.

**2. Oversees the development and implementation of legislation, regulations, program policies, guidelines, standards and procedures for the Division and Department.**

- Provides advice and guidance to Departmental staff and in the interpretation of acts, regulations, policies, and operational guidelines.
- Provides advice to internal/external clients, stakeholders and colleagues on Departmental/Divisional programs and matters related to the management, sustainable use, and administration of public land.
- Monitors and analyzes the nature and substance of project-specific regulatory/policy issues on land management and develops short-term solutions while working closely with the Manager, Land Administration to propose intermediate and long-term improvements to GNWT's legislative and policy base for managing and administering land.
- Contributes to the Department's objectives by promoting capacity development and collaboration to ensure that Land Administration and Regional Operations staff are integrated in their program delivery and have the required skills to manage and administer public land in an effective manner and in accordance with legal requirements and GNWT policies and strategic initiatives.

**3. Oversees the development and provision of advice related to land policies and programs across the GNWT.**

- Manages the development of research and provision of advice to GNWT Departments on land claim negotiations.
- Provides advice to senior management with respect to ensuring that the management of public land is consistent with Indigenous rights common law.
- Represents the Department and the Land Administration Division on matters related to the management and administration of public land at senior levels across the GNWT, with Indigenous governments and stakeholders.
- Ensures establishment and maintenance of strategic linkages, communication, and information channels within the Department, the GNWT, Indigenous Governments and



stakeholders.

- Oversees the provision of information and advice on legislative and regulatory requirements to the Department, other GNWT departments, other levels of government, industry, and the public.

#### **4. Supports the fulfillment of the Division's Indigenous consultation requirements.**

- Develops consultation strategies and plans, adhering to GNWT guidelines and directions.
- Designs and implements information sessions, open houses, advisory committee meetings and other events required to fulfill consultation obligations.
- Exchanges information with GNWT departments, other levels of government, Indigenous Governments, industry, and the public to answer inquiries and requests.
- Oversees the management and maintenance of the Division's consultation records.
- Manages the review of Divisional activities for consistency with Indigenous rights common law.
- Leads committees and teams on research projects, special studies, analysis of specific policy research and strategic planning issues related to consultation.
- Brokers the development and implementation of responses/resolutions to issues/opportunities identified through consultation.
- Monitors court cases for impact on Divisional activities and updates the processes and/or procedures based on the outcome of judicial review.
- Researches, analyzes and identifies required changes to legislation, regulations, program policies, guidelines, standards and procedures related to consultation.

#### **5. Manages the human resources of the Unit to provide effective and efficient services.**

- Manages a group of three staff with diverse education and experience.
- Develops and implements short and long-term work plans, goals and objectives and continuously monitors to ensure objectives are being met. Takes corrective action where goals and objectives are not being met.
- Evaluates on-going staff workloads to ensure the section is meeting Departmental objectives.
- Ensures that staff have the training and professional development to do their jobs and to keep apprised of innovative technologies and approaches.
- Updates job descriptions and initiates and completes staffing actions and annual performance evaluations.
- Initiates and follows through to completion, progressive disciplinary actions, as required.
- Approves or recommends approval of employee leave entitlement consistent with approved policies and procedures.
- Conducts employee performance evaluations.
- Supports objectives of succession planning within the Unit and the Division.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

This position is subject to high levels of stress related to multi-tasking, dealing with confidential and politically sensitive information, and working to tight deadlines on a daily basis.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive and detailed knowledge of legislation, agreements, frameworks, strategies and policies that govern the management of public lands.
- Knowledge of key partners and stakeholders including industry, non-government organizations, Indigenous governments, municipal governments and federal departments.
- Knowledge of court decisions dealing with environmental protection and land claims.
- Knowledge of Aboriginal case law.
- Knowledge of the theories, principles and practices related to the management and administration of land and resources including, but not limited to, contract law, real property law, law and the public manager, real estate practices, environmental law, and environmental assessment, to effectively assess and make decisions in the management and administration of public lands.
- Knowledge of existing and proposed Land Claim Legislation, Land Claim Negotiations and Self-Government Agreements.
- Knowledge of Indigenous governments and Indigenous organizations including social, economic, political, cultural aspirations, needs, structures and mandates.
- Knowledge of public administration and general management concepts as well as methods and techniques utilized in the planning and management of financial and human resources.
- Knowledge of the administrative systems and procedures regarding land applications, registries and records systems.
- Knowledge of the principles of legal surveying and of real property management, inventory and plan management, program mapping and environmental studies to make recommendations and decisions related to land disposal.



- Knowledge of cultural differences and how they influence communication, consultation, and decision making.
- Ability to use analysis and interpretation methods and techniques.
- Ability to use analysis and research methods in order to make decisions and determinations on complex files and political issues.
- Ability to use negotiating and problem-solving techniques.
- Ability to make timely and effective decisions.
- Ability to plan, direct and evaluate research and special project/programs.
- Ability to manage and supervise personnel, guide and evaluate staff, resolve conflict and mediate disputes.
- 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 degree in in a discipline or subdiscipline of social sciences, geography, environmental science, resource management, law, or related fields of study and five (5) years of relevant experience, including one (1) year of supervisory experience and project management, experience in planning or legislative and policy analysis and development, and/or strategic planning 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