



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Senior Advisor, Policy	
Position Number	Community	Division/Region
23-4415	Yellowknife	Policy, Legislation, Evaluation and Communications

## PURPOSE OF THE POSITION

The Senior Advisor, Policy (Senior Advisor) provides staff leadership and offers expert policy and planning advice and related professional services to multiple clients in the areas of sustainable resources and environmental management (SREM) and integrated resource management (IRM). Departmental clients include Senior Management of the Department, Environment and Climate Change (ECC), policy colleagues in other Government of the Northwest Territories (GNWT) departments, as well as Federal and Indigenous governments and agencies. The Senior Advisor brings specific knowledge and expertise in the areas of environmental and natural resource planning and management systems, including cumulative effects to the Department.

This position provides a vital role in establishing Departmental relationships in areas where a breadth of expertise is required in order to accomplish Departmental objectives. To do so, the incumbent leads or manages departmental or interdepartmental teams to develop: effective policy and planning instruments; comprehensive interdivisional and interdepartmental submissions to central agencies, including Executive Council and the Financial Management Board (FMB); and protocols, standards and guidelines for central Departmental functions. As well, the incumbent's analysis and advice contribute to Departmental planning and strategic decision-making so that a strategic planning framework ties policy, legislation and program development and evaluation with respect to Departmental goals and objectives. This helps to ensure that the Department's broad mandate can be achieved in a consistent and integrated manner.

The Senior Advisor provides advice and oversight as appropriate to other Policy staff in the preparation of items related to government business, including matters for the Legislative Assembly, Executive and Indigenous Affairs, and the Financial Management Board. This position routinely liaises and provides strategic advice to divisions, regions, other departments in the GNWT, federal-provincial-territorial committees, and Northwest Territories (NWT)'s agencies in the areas of SREM and IRM. The incumbent guides and

coordinates Departmental and interdepartmental teams.

## **SCOPE**

Located in Yellowknife and reporting to the Manager, Corporate Policy (Manager), the Senior Advisor, Policy provides guidance to, and works closely with, the Senior Policy Analysts, the Senior Advisors, Legislation and Legal Affairs, and the Senior Advisor, Indigenous Relations. The Senior Advisor provides staff leadership, leads or manages special initiative and task teams, coordinates departmental activities within other interdepartmental, intergovernmental or interagency initiatives, and supervises interns, summer students and casual staff.

The Department of Environment and Climate Change (ECC)'s environmental and sustainable resource development mandate requires an integration of the protection of ecological integrity of environmental and human health in a context of sustainable development. The legislation and policy framework associated with the Departmental mandate is very complex. The Department is responsible for administering legislation that must be effective within a comprehensive Indigenous claims and governance framework that continues to evolve. As well, the Department leads Government-wide policy related to sustainable development and traditional knowledge, and is the lead agency for cooperative and collaborative initiatives under federal legislation and policy within the fields of environmental and natural resource management.

Departmental policies and legislation cover a broad spectrum of subject areas related to sustainable resources and environmental management, as well as integrated resource management. The development of policies and corporate plans occurs within rapidly evolving governance and corporate structures in the face of a growing population and industry base. Further, the natural resource and environmental regime is intricately shared with federal and Indigenous governments and co-management agencies. As a result, there are few precedents available to guide policy and legislative proposals so innovative and adaptive solutions are often required. Considerable analysis, including that of risk to GNWT (Government of the Northwest Territories), is required to ensure departmental priorities, protocols, policy, and legislation reflect current approaches and best practices. New policy and legislation are developed accordingly.

The Senior Advisor, Policy must have extensive understanding of the Government's and Department's strategic and policy framework, and political and governance matters related to environment and natural resources at both national and territorial levels. This enables the incumbent to play a leadership role in the review and development of a wide range of strategic planning initiatives.

The majority of work undertaken by the Senior Advisor requires independent project and task management in order to achieve Departmental objectives approved by the Deputy Minister in a timely and effective manner. The multiple initiatives undertaken by the Department are prioritized through applying principles of risk management in the public

service. Often the incumbent must juggle multiple initiatives. To undertake most initiatives, the incumbent must lead, manage or participate within a team of coworkers, many of whom may be in regions or other governments and agencies. In doing so, the incumbent works closely with colleagues, both internal and external to the Department, often through such means as standing or ad hoc committees, struck for specific or ongoing initiatives related to the Departmental and GNWT business.

The Senior Advisor communicates regularly with other GNWT departments such as Executive and Indigenous Affairs (EIA), Management Board Secretariat, Industry, Tourism and Investment (ITI), Health and Social Services (HSS), Municipal and Community Affairs (MACA), and Infrastructure (INF) to ensure joint and coordinated GNWT positions on strategic planning and policy issues related to environmental and natural resource management. The position engages with senior policy and technical officials within these departments on an as needed, often frequent, basis. Routinely, the incumbent will liaise with employees of other Indigenous, provincial, territorial and federal governments, as well as co-management and public agencies. Most frequently routine contacts are with Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), Environment and Climate Change Canada (ECCC), Fisheries and Oceans Canada (DFO) and the Canadian Coast Guard, and various committees and sub-committees of the Canadian Council of Ministers of the Environment. The position exchanges information and expertise and collaborates with others to ensure coordinated and complementary efforts in environmental and natural resource management, most specifically as related to strategy and policy development. The incumbent must often lead teams or, at a minimum, lead GNWT involvement in initiatives.

The Senior Advisor, Policy must achieve results such as new policies, strategic and corporate plans, comprehensive reviews of existing policies, and Ministerial briefings, correspondence, and decision papers that support the operations of the Department through use of limited resources. Advice from the incumbent may impact profoundly on GNWT policy and public support.

## **RESPONSIBILITIES**

### **1. Leads, manages, or participates in GNWT interdepartmental and Departmental policy or strategic teams related to environmental and resource management systems and cumulative effects. These initiatives may relate to:**

- Water resources planning and management;
- Environmental management and protection;
- Forest management;
- Wildlife management;
- Land use planning;
- Cumulative effects;
- Sustainable development;
- Partner capacity-building.

- 2. Leads, manages, coordinates or provides analysis for departmental input into federal or GNWT legislation and policy initiatives related to environment and natural resource management to optimize policy and operational effectiveness.**
- 3. Leads, manages, coordinates or supports departmental participation in Regional Studies, Regional Environmental Assessment and/or other multi-stakeholder integrated resource management related initiatives:**
  - Provides expertise and makes recommendations on technical policy matters on behalf of the GNWT or the Department;
  - Conducts appropriate research, environmental scans, policy review and evaluations to support new or revised planning and policy decision-making on these initiatives;
  - Recommends strategic positions or advise policy related to GNWT or northern matters;
  - Prepares informing and advisory documents to support planning and policy decision making;
  - Manages, leads, coordinates or participates in work teams related to the development of strategic-and-policy-documents-related-to-these-initiatives including developing terms of references for teams and associated work plans;
  - Advises senior management, oversight committees or Minister(s) as appropriate through briefings, information items, decision papers or other communications;
  - Serves as an alternate on oversight committees related to these matters as required;
  - Represents the Department and the GNWT on regional, territorial and national committees in order to communicate policies and objectives concerning environmental and natural resource management issues;
  - Initiates, coordinates or participates in interdivisional, interdepartmental and intergovernmental projects and processes as appropriate.
- 4. Provides advice on policy approaches to build capacity within governments or partnership organizations, through such means as contribution agreements or training.**
- 5. Prepares Ministerial briefings, decision papers, submissions and Ministerial correspondence on specific Departmental matters related to environmental and natural resources management systems, including cumulative effects, and review and analyze those items prepared by others as appropriate, including submissions regarding environmental assessment:**
  - Prepares Departmental submissions for Cabinet and FMB;
  - Ensures appropriate communication and follow-up regarding Government decisions;
  - Oversees and advises on the preparation of briefing materials for the Minister and Deputy Minister, providing advice as appropriate. This includes those materials prepared for sessions of the Legislative Assembly, Standing Committees and Cabinet meetings, other intergovernmental meetings, and Ministerial briefing books on policy and legislation;
  - Assists in the preparation of Ministerial briefing books on policy and legislation

introduced by the Department.

**6. Leads, coordinates or supports Departmental and GNWT strategic and business planning processes as required, working closely with Directorate and senior management, and integrating:**

- Advises on and oversees the coordination and preparation of the introductory and core business text in the Departmental corporate business plan and results report documents;
- Conducts appropriate research, environmental scans, policy review and evaluations to support new or revised planning and policy frameworks, including the evaluation of alternatives with respect to political, financial and organizational implications for meeting new objectives for policy and legislation;
- Advises on appropriate updating, revision, and follow-up to Departmental and GNWT action plans, Cabinet and Financial Management Board submissions, including models for tracking progress on Departmental initiatives for planning and reporting;
- Leads strategic evaluation and revision of goals and measures for the annual business plan, working closely with senior management;
- Provides technical expertise on the development and revisions of strategic planning initiatives;
- Advises on and assists in the development of the business plan and Departmental strategic plan, including reviewing submitted briefings;
- Advises on and assists in the preparation of the Department's annual results report;
- Develops models to integrate strategic planning results into the business planning process;
- Develops advisory and strategic planning documents, such as long-term operational plans, FMB Submissions and annual reports;
- Manages and coordinates policy initiatives, including recommending objectives and committee structures to address these initiatives and managing or coordinating work teams through developing terms of references and work plans, ensuring actions taken, and appropriately communicating progress to senior management;
- Facilitates the development of department action plans and other planning documents.

**7. Develops new or evaluate and revises policies, programs and processes to ensure support to Departmental and government goals, objectives and priorities, especially on matters related to environmental and natural resource management, including cumulative effects:**

- Provide technical expertise on the development and revisions of policy, programs and processes;
- Identifies and recommends Executive Council, Ministerial, and Legislative Assembly priorities for the development of policies, legislation and programs affecting the sustainable development of natural resources and environmental management;
- Prepares informing and advisory documents to support policy decision-making related to these recommendations;
- Manages and coordinates interdivisional and interdepartmental policy initiatives,

including recommending objectives and committee structures to address these initiatives and managing or coordinating work teams through developing terms of references and work plans, ensuring actions taken, and appropriately communicating progress to senior management;

- Provides coordination and leadership in utilizing the expertise of headquarters and regional staff in policy development;
- Reviews, analyzes, evaluates and revises technical documents in the context of a changing operating environment that is consistent with Executive Council direction.

**8. Performs other duties:**

- Supervises and manages contract and casual support staff, consultants, etc. associated with policy and program development and evaluation;
- Maintains a positive working relationship with provincial, territorial, federal and Indigenous government officials, and co-management agency representatives, especially in areas of policy development regarding SREM, IRM and water management;
- Provides guidance and mentorship to Divisional staff;
- Acts as the liaison with regional and field staff on relevant issues;
- Acts as the Manager or Director, as or when requested;
- Undertakes the duties of the Senior Policy Analyst as required on urgent matters in the absence of the Analysts.

**WORKING CONDITIONS**

**Physical Demands**

The job holder may experience long or extended hours during public consultations, sessions of the Legislative Assembly and Standing Committees, and to meet project deadlines.

**Environmental Conditions**

Occasionally there will be travel to communities or remote project sites by road or small aircraft in all weather conditions.

**Sensory Demands**

Concentration will be required to capture important subtleties during difficult and often emotionally charged meetings.

**Mental Demands**

The incumbent will be involved in undertaking multiple projects and tasks, often to tight deadlines, in a setting where there are frequently changing priorities, conflicting interests and differing perspectives. This position involves frequent collaboration with senior officials including politicians.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of regulatory legislation and processes related to the SREM and IRM;
- Formal education in multi-disciplinary aspects of SREM and IRM, as well as systems or corporate management;
- Excellent interpersonal, oral, written, and listening communication skills as well as a demonstrated ability to express ideas, negotiate and communicate effectively;
- Skilled in strategic planning and government policy and program analysis and development related to the fields of environmental management and natural resource development; two years of northern Canada experience preferred;
- Knowledge of northern institutions, corporations, government systems and communities, as well as the ability to interact with federal and GNWT departments, Indigenous organizations, community organizations and the primary industry community;
- Knowledge of current events, political factors and issues of the day affecting the Northwest Territories;
- Knowledge of computer software including word processing, database, and electronic mail and communications programs;
- Strong organizational, project management, risk assessment, analytical and critical thinking skills to enable good judgment and priority setting;
- Supervisory skills for the management of contract and casual support staff, consultants and departmental working groups, etc. associated with policy and program development and evaluation. The coordination and management of interdivisional working groups often involves diverse and competing interests requiring the incumbent to devise innovative, consensus-building solutions.
- 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 master's degree in environmental sciences or engineering, geography, or natural resource management and planning as well as a minimum of three (3) years of broad professional experience in environmental and natural resource management.

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