



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Director, Forest Management	
Position Number	Community	Division/Region
23-4836	Fort Smith	Forest Management/HQ

## PURPOSE OF THE POSITION

The Director, Forest Management (Director) is responsible for providing overall leadership and strategic advice on all legislation, regulations, policies, programs and services in relation to forest management for the Department within the context of Government of the Northwest Territories (GNWT) legislation, regulation and policies and the political, social and economic context of the Northwest Territories (NWT) 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.

The position is responsible for the development of policies, plans and standards that support sustainable management of forest resources and provide for forest fire management.

## SCOPE

The Director is located in Fort Smith and reports to the Assistant Deputy Minister (ADM), Wildlife and Forest Management. This position provides leadership and direction in the development and implementation of programs for stewardship of the forest resources of the NWT.

The geographic location of this headquarters function outside of Yellowknife and separation of staff in two locations provide challenges in ensuring program delivery is integrated and coordinated across the Division and that there is effective, ongoing collaboration with other Divisions of the Department. Coordination is required on a daily basis between the office in Fort Smith and Hay River, the five regions and with Departmental offices in Yellowknife

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 GNWT departments to achieve government-wide objectives.

The position works within a legislative and policy framework and carries out duties in accordance with NWT legislation such as *the Forest Management Act and Regulations*, *Forest Protection Act and Regulation*, the NWT Forest Fire Management Policy, Sustainable Development Policy, Climate Change Strategic Framework and Traditional Knowledge Policy.

The Director is accountable for policy analysis and development, including the provision of expert financial, socio-economic and environmental impact analysis of existing or proposed forest management initiatives in the NWT. The position leads research, development and evaluation efforts with respect to policy related to forest management, including the transformative changes to legislation and regulation.

The Director is accountable to lead the transformative changes to the strategic and operational policy and regulatory environment that will facilitate forest management. The incumbent directs a broad-based consultation and collaboration process designed to facilitate Indigenous communities, non-government organizations, the GNWT and the Federal Government working together at all stages of the forest science and management process, with a focus on growing Indigenous involvement.

The Director is frequently called on to represent the interests and position of the GNWT and the Department in federal/provincial/territorial forums among other levels of government, Indigenous governments, special interest groups and industry representatives on matters related to forest management and wildfire.

Partnerships are fundamental to the initiatives under this Division and the position must nurture interagency and multi-party collaborative relationships routinely. The incumbent works closely with GNWT departments, federal government departments, Indigenous governments, regional and national organizations, academia and non-government organizations. The Director must consider broad GNWT interests in relation to forest management, wildfire and planning initiatives.



The Director's leadership and management responsibilities demand a progressive and creative leadership approach, including the clear articulation and reiteration of the Department's plans, priorities and projected results and what is expected of managers and staff in achieving those results.

The Director is expected to manage the resources of the Division with economy, probity, and prudence, consistent with departmental and government objectives; and provides exemplary leadership in demonstrating the corporate values and ethics of the GNWT. The Director participates as a member of the Department's Senior Management Committee, leads and contributes to decision making and to the identification, review and formulation of plans, strategies, policies, frameworks, objectives, standards and processes governing the programs falling within the Department's mandate.

### **DIMENSIONS**

- Reporting Positions (6 direct, and 49 indirect – Total 50)
- Compensation & Benefits \$10M
- Operations & Maintenance \$30M
- Grants & Contributions \$600K
- Capital \$1.5M

### **RESPONSIBILITIES**

1. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Represents the GNWT and the Department at the most senior levels across government, with Indigenous governments and community representatives, other levels of government, industry CEOs and cooperative boards.
3. Provides strategic advice to the Minister, the Deputy Minister and the Assistant Deputy Minister and briefs the Minister, Cabinet committees, and Executive on issues related to areas of the Director's responsibilities.
4. Directs the development, delivery, evaluation and continuous improvement of transformative legislation, regulation, policies, programs and services in the areas of the Director's responsibilities to ensure responsive management of resources and maintenance of environmental quality which are consistent with government objectives.
5. Provides expert advice on the GNWT's procedural and decision-making responsibilities in relation to areas of the Directors responsibilities.



6. Oversees consultations on areas within the Directors responsibilities with other levels of government and directs the analyses and reconciliation of the views and concerns of those consulted with GNWT policy on areas.
7. Represents the GNWT at the territorial, inter-jurisdictional, national and international levels.
8. Collaborates and maintain strong partnerships and intergovernmental relationships with Indigenous Federal, Provincial, Territorial, and Municipal Governments, co-management boards, and community leadership on matters of common interest with respect to areas of the ADM's responsibilities. This collaboration includes taking into account accumulated historical information and Traditional Knowledge
9. Provides executive support and expertise in the overall management of the department through involvement in the development of business plans, main estimates, transition planning and program and service development and delivery.
10. Develops recovery strategies for species listed nationally or territorially as endangered or threatened and management plans for species listed nationally or territorially as special concern.
11. Serves as the Departmental Link to territorial and national agriculture, trapping and fisheries government forums in the design, development and implementation of policies and programs.
12. Consults with and supports the activities of forest management boards established by land claim settlements on Division activities and programs.
13. Promotes forest research and management partnerships with other governments, Indigenous governments and Indigenous organizations, non-government organizations, academic institutions and the private sector.
14. Promotes the exchange of local and scientific knowledge and the integration of Traditional Knowledge and science in forest research and management programs.
15. Provides strategic direction and support to facilitate development of commercial opportunities in the forestry sector.
16. Guides the development of plans, processes and systems to effectively manage financial resources, personnel and assets. Management of financial resources includes preparation of budget forecasts, estimates, expenditure control and delivery of programs within budget. There is also extensive use of contracts in program delivery. Human resource requirements



include establishing objectives, evaluating performance, training and development, and disciplinary action. Assets management requires the appropriate acquisition, allocation and use of resources and maintenance of assets.

17. Participates as a Director of the Canadian Interagency Forest Fire Center (CIFFC) and facilitates the NWT's successful participation in the Mutual Aid Resources Sharing Agreement (MARS), the Canada/United States reciprocal Forest Fire Fighting Agreement and Northwest Wildland Fire Compact and represents the NWT on several working groups under the Canadian Council of Forest Ministers operating framework.
18. Reviews and approves forest research and management studies to inform decision making, including the sustainable harvesting of forest resources and or products in the NWT.
19. Identifies and pursues opportunities to leverage existing funding and secure third party/external support for Divisional initiatives.
20. Fosters and maintains positive, meaningful and respectful partnerships and collaboration to advance, promote, and develop the Division's initiatives.
21. Oversees and identifies opportunities for training and capacity building within the department and with external clients, with respect to Divisional initiatives.
22. Oversees the development and implementation of a multi-media communications strategy and its dissemination across the geographically dispersed stakeholder community.
23. Plans and directs the work of the Division to ensure that approved objectives and budgets are met in an effective manner consistent with the operational policies and procedures of the Department and GNWT.
24. Participates constructively in the senior management team of the Department and for contributes to the senior leadership of the Department.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.



### **Sensory Demands**

No unusual demands.

### **Mental Demands**

This position encounters shifting priorities and tight deadlines, working with confidential and politically sensitive information.

The incumbent is required to travel approximately 6 to 8 days per month: approximately 3 to 4 days at a time to southern locations, and 3 to 4 days at a time within the NWT.

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

- Current knowledge of natural resource management principles, practices and concepts and integrated resources management principles.
- Knowledge of legislation, regulation and policies for forest management.
- Knowledge of fire science and management concepts to guide program development.
- Knowledge/understanding of business planning and performance management processes.
- Extensive knowledge of financial management related to budgeting, expenditure control, accounting and revenue forecasting; human resource policies and legislation; principles and practices of performance measurement.
- Knowledge of quantitative methods needed to develop and implement resource inventory and analysis program.
- Knowledge/understanding of change processes and the ability to identify issues challenging the Department and government will enhance program delivery.
- Knowledge/understanding of information technology and management concepts and processes.
- Written and verbal communication skills, including the ability to maintain professional communications under difficult circumstances.
- Problem-solving skills are required on an ongoing basis often during complex, high stress, large or multi-fire situations. Client concerns are often those requiring strong problem-solving skills. As each situation is different due to the nature of fire management, creative approaches and unique solutions to problems are needed.
- Conflict resolution skills and skill to negotiate in circumstances where the focus is to obtain cooperation and commitment of others and resolving situations that have organization wide impact or are controversial in nature
- Organizational and planning skills
- Effective listening skills including the ability to discern non-verbal communication cues.
- Effective team building skills to promote an environment of cooperation, innovation and teamwork. Work with others as a team member and interact with diverse cross section of clients and colleagues.





- Ability to effectively plan, organize, direct, co-ordinate, and administer program activities through subordinate staff.
- Ability to exercise initiative, ingenuity and good judgment in decision-making and in solving administrative, professional and technical problems.
- Ability to persuasively present and explain proposed plans, approaches and practices.
- Ability to work within a collaborative framework. Collaborate with other agencies/organizations by developing and cultivating relationships and partnerships.
- Ability to integrate new ideas, processes, and applied science into the practice of forest management.
- Ability to interpret broad Departmental direction into sector specific targets.
- Ability to interpret, comprehend and analyze technical data and policy information on forest management.
- Ability to work in a cross-cultural environment.
- Ability to effectively use desktop software including Word, Excel and PowerPoint.
- 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 an undergraduate degree in Forestry or Natural Resource Management and a minimum of fifteen (15) years of progressively responsible experience that includes at a minimum five (5) years progressively responsible management 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