



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Renewable Resource Officer II	
Position Number	Community	Division/Region
23-4871	Fort Providence	South Slave

## PURPOSE OF THE POSITION

The Renewable Resource Officer II (RROII) is involved with the delivery, coordination and administration of departmental wildlife, environment and forest management initiatives and activities within the Region to ensure effective delivery of programs at the district level.

## SCOPE

Located in Fort Providence and reporting to the Renewable Resource Officer III, the RROII is responsible for implementing strategies for effective promotion, administration and enforcement of departmental program delivery through an assigned district area. This includes delivery of resource development programs, undertaking wildlife management and enforcement activities, environmental monitoring, protection and integration initiatives, forest harvesting and fire management projects, and the associated supervision of seasonal and casual personnel and management of fixed assets.

The RROII must work closely with the resource-harvesting community to implement departmental goals and objectives. In the context of this position, the resource-harvesting community includes individual harvesters, community-based resource organizations, commercial enterprises, municipalities, and aboriginal governments, many of whom have opposing views on resource use. The incumbent must think creatively, be respectful of different opinions and provide leadership in establishing mutually beneficial and on-going relationships. The position also maintains accountability to the public through effective and efficient communication of information and results on programs and services.

The position participates in the recruitment and selection of subordinate casual and seasonal staff. This will require that the incumbent show judgment when contracting or hiring casual support to undertake tasks including forest management and wildlife research projects.



Although procurement guidelines are available, the outcome of initiatives rests with the incumbent.

## **RESPONSIBILITIES**

### **1. Directs administration of renewable resource legislation at the district level.**

- Enforces *the Wildlife Act, Forest Management Act, Environmental Protection Act, Parks Act, Wild Animal and Plant Protection Act* and all other associated and relevant territorial and federal legislation and regulations.
- Coordinates and conducts investigations, inspections and monitoring of wildlife, forestry and environmental activities according to the department's compliance model.
- Ensures enforcement responsibilities are carried out with integrity and confidentiality and in a manner that is consistent with the intent of the legislation.
- Ensures all enforcement reports, court documents and forms are completed in a professional manner.
- Coordinates inspections and investigations with other jurisdictions.
- Identifies and arranges for specialized enforcement training for subordinate staff.
- Lays information and assists with the prosecution of persons charged with offences, including providing testimony in court and other similar hearings.
- Provides problem wildlife control to ensure safety of the public within communities, parks and remote camps.
- Responds to contaminant and hazardous waste spills and oversees the cleanup process on Commissioner's Lands (e.g., rolled fuel truck on highway), including informing the spill line of progress, coordination of personnel, collection of evidence and enforcement of the Environmental Protection Act up to and including the issuance of Clean-up Orders.

### **2. Administers forest management activities, including the fire management program in the district.**

- Acts as District Duty Officer as required, thereby: 1) arranging for logistics in support of the deployment of resources according to prevailing fire risk and danger conditions; 2) directing the activities of forest fire suppression crews; and 3) participating in the development of community protection preparedness in the district.
- Involved with the development of and participates in forest fire management programs (e.g., firefighting training).
- Supports the development of and participates in forest research initiatives (e.g., fire weather experiments).
- Participates in the development of and implements community forest fire protection initiatives.



- Carries out the Forest Management Act responsibilities including issuance of timber cutting/transportation permits, site inspections of commercial operators and other enforcement activities.
- Coordinates the collection of information for the values-at-risk system.

**3. Coordinates and delivers Divisional operations at the regional level.**

- Directs and supervises seasonal and casual staff activities including administration personnel and seasonal fire personnel.
- Participates in the development of annual operational plans that
- provide clear rationale for allocation of human and financial resources by identifying opportunities and needs identified through the planning process.
- Assists with defining personnel roles, responsibilities and work-plans, training plans for subordinate staff members, communication plans, partnership opportunities, and performance measurement and monitoring indicators.
- Participates in recruitment and orientation, support, training and staff evaluation processes.
- Implements staff relations activities in accordance with progressive discipline guidelines and procedures.
- Ensures departmental facilities and assets throughout the district are properly secured and maintained.
- Provides administrative and financial control of all programs and activities that are consistent with GNWT guidelines.
- Represents the department by attending community and stakeholder meetings on a regular basis.

**4. Participates in the planning and organizes delivery of departmental resource development programs and services at the district level.**

- Provides recommendations on renewable and non-renewable resource development initiatives in the region through the department environmental assessment process.
- Coordinates implementation and administration through liaison with key funding agencies.
- Provides advice and recommendations to senior staff on ways to improve program design and criteria to meet client needs.
- Identifies gaps in resource development programs and proposes solutions.
- Communicates program delivery results using methods to gain broad stakeholder support for programs and services delivery.
- Leads the implementation of approved resource development activities (e.g., scarification, tree planting projects, commercial wildlife harvests, demonstration projects).



**5. Promotes public communication and participation in renewable resource research and management in the region.**

- Involved with developing and providing stakeholders with relevant, easy to read information on renewable resource issues.
- Involved in the organization and development of community-based resource organizations as required.
- Identifies and delivers public education courses in resource-based activities including trapping, forest management, fire suppression, etc.
- Advises the public of potential environmental risks such as fire or problem wildlife and providing mitigating recommendations.
- Initiates meetings, conferences and workshops to advance coordination of Departmental activities.
- Provides information to the general public and tourists through a variety of means including media interviews and presentations.
- Provides logistical support for community-based research projects including systematic surveys, mark and recapture projects, data collection and report writing.
- Consults with user groups including community-based resource organizations, aboriginal organizations, and individuals on management issues including allocation of resources and harvesting practices.

**WORKING CONDITIONS**

**Physical Demands**

The incumbent is required to stand or walk in outside situations including deep snow or bush conditions, collar animals, handle or relocate animals, collect carcasses, move heavy equipment such as snowmobiles, carry equipment, travel on snowmobiles or other ATVs. This is physically demanding. Physical demands are for varying periods of duration (wildlife operations) and occasional periods of lengthy duration (e.g. fire suppression).

**Environmental Conditions**

The incumbent is exposed to hazardous substances including aviation fuels, other petroleum products, liquid nitrogen, lethal drugs, communicable diseases, risk of accident on ATV and highway patrol vehicles, travel in small aircraft with exposure to loud noise, and inclement weather and disruptions caused by travel requirements. The job requires exposure to adverse environmental conditions for almost continuous periods of short duration (e.g. patrols), or frequent periods of lengthy duration (e.g. wildlife surveys, fire suppression).

**Sensory Demands**

Sensory attention while removing wildlife from communities, tracking wildlife, and concentrated focus during enforcement activities using sight and hearing. The job requires



sensory demands for frequent periods of short duration (e.g., aiming a firearm) or occasional periods of lengthy duration (e.g., enforcement activities).

### **Mental Demands**

Mental demands include frequent meetings with harvesters and community organizations where strong opposing views on resource management, allocation and use can lead to exercises in conflict resolution. Appearance and giving testimony at court hearings adds extra stress and burden on the incumbent. Activities involving firefighting, problem wildlife and enforcement are stressful, and require caution and quick thinking. Always being on guard when on patrol, constantly alert, defensive mode, sense of caution, cause heightened stress. Disruption of lifestyle caused by work schedules (e.g., long patrols). Lack of control of work pace caused by unscheduled wildlife incidents.

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

- Seasoned technical writing skills (English) and a high level of verbal skills (English) are necessary to communicate departmental positions on resource management issues and regulatory matters to stakeholders (e.g., harvesters and community- based resource organizations) and other agencies and to fulfill departmental requirements (e.g., enforcement reports, proposals).
- Ability to speak and write in an applicable aboriginal language are considered assets.
- Extensive management experience and skills to plan, organize and coordinate multiple and divergent activities with other government and non-government organizations within the region.
- Considerable human resource management and supervision skills are required to oversee casual and seasonal staff.
- Detailed knowledge of resource harvesting techniques and activities in the region.
- Detailed knowledge of wildlife populations in the region including seasonal movements, habitat, reproduction cycles and community use of key species.
- Specialized in resource management practices and resource development techniques.
- Knowledge of a variety of resource sectors including minerals, oil and gas, forestry, land claim developments, and aboriginal traditional activities.
- Knowledge of forest and fire management techniques.
- Knowledge of skills required to live on the land including navigation skills for intercommunity and trap line travel.
- Experience in applying legislation, monitoring and enforcement techniques.
- Knowledge of computer software including word processing, database and spreadsheet programs.
- Working in renewable resource management, environmental protection, and conservation education requires knowledge of basic renewable resource management philosophy and techniques.



- 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:**

Graduation from a recognized 2-year College Diploma program (i.e., Renewable Resource Management Technology) or similar advanced vocational program and progressively more responsible experience in the renewable resource sector with related resource management and administration experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Living and working on the land in isolated conditions with experienced people to provide training and experience necessary for living and traveling in all seasons and conditions.

A Firearms Acquisition Certificate and a valid driver's license are also required.

A bona fide requirement of the job is passing the annual work simulation fitness standard.

**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