



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Wildlife and Environment	
Position Number	Community	Division/Region
23-5109	Norman Wells	Sahtu

## PURPOSE OF THE POSITION

The Manager, Wildlife and Environment is responsible for the regional delivery and management of conservation education, resource development, enforcement, environmental protection, and wildlife programs and functions in accordance with territorial and federal legislation while adhering to GNWT policy and procedures to promote and preserve healthy sustainable renewable resources in the region. This includes the effective and efficient management of human and financial resources to coordinate the administration and delivery of programs and services. These functions will assist the department in the orderly development of sustainable renewable and non-renewable resource-based industries, involving forests, wildlife, oil and gas, mining, tourism, and related business opportunities.

## SCOPE

Located in Norman Wells and reporting to the Superintendent – Wildlife and Forest Management, Sahtu Region, the incumbent is responsible for the management and delivery of departmental wildlife and environmental initiatives and assisting with forest management initiatives at the regional level. This includes resource development programs delivery; wildlife management and enforcement; environmental monitoring, protection and integration initiatives; conservation education; forest and fire management; and the associated supervision of personnel and management of assets.

The incumbent must work closely with the resource harvesting community and leadership to successfully implement departmental goals and objectives in the face of divergent views on resource management and enforcement. The resource harvesting community includes individuals, local and regional wildlife organizations or other community-based resource organizations, commercial enterprises and views on resource use. The incumbent must think creatively and provide leadership in accomplishing these relationships.



The incumbent must have a high level of understanding of resource-based activities in region in order to effectively provide quality advice on resource management issues. The ability to provide advice and support to the department and stakeholders requires the integration of knowledge in a variety of resource sectors including minerals, oil and gas, forestry, tourism, parks, land claim developments and aboriginal traditional activities.

The incumbent must work closely with staff to oversee delivery of programs and allocation of personnel and financial resources directed towards resource management, protection, compliance and development activities in the region. In carrying out this responsibility the incumbent must work in a coordination and facilitation role while also maintaining the ability to make the final decision to achieve results (e.g., response to oil spills, response to wildlife - human conflicts, etc.).

The incumbent must be able to show judgment in 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. The incumbent also participates in the recruitment and selection of subordinate permanent staff.

The incumbent must monitor and evaluate delivered programs and services to demonstrate to the regional managers that goals and objectives of the region are being met. The challenge for the incumbent will be to ensure proper planning, program implementation and communication have occurred so there is no question as to ongoing support of aboriginal organizations, renewable resource committees and individual resource harvesters.

## **RESPONSIBILITIES**

### **1. Maintains the administrative systems of the area offices to comply with the requirements of the department and the GNWT.**

- Completing reports on projects and activities within the jurisdiction as required.
- Setting performance standards, goals and objectives for officers.
- Ensuring regular performance reviews are conducted for all officers within the region.
- Conducting regular inspections of all area offices.
- Ensure compliance with all firearm regulations including storage, etc.
- Directing field staff with respect to compliance with established departmental and GNWT administrative policies and procedures.
- Providing appropriate training opportunities for all officers within the region.
- Dealing with appropriate personnel related matters (e.g. employee discipline).

### **2. Coordinates delivery of departmental resource development programs in the region to ensure effectiveness.**



- Assigning specific resource development targets to all officers.
- Reviewing all resource development assistance applications that originate in the region.
- Coordinating those resource development proposals which involve more than one community.
- Allocating departmental assistance program funding within the region.

**3. Directs the enforcement activities in the district.**

- Providing direction and advice as appropriate and required to field staff on enforcement matters within the region.
- Maintaining the regional enforcement files.
- Preparing legislative change proposals.
- Coordinating and planning patrols.
- Liaising and coordinating compliance activities with the Policy, Legislation and Communications and Compliance divisions.

**4. Participates in regional fire suppression progress.**

- In cooperation with the Manager, Forests, assigning field staff for specific fire suppression duties.
- Acting as Duty Officer as required.
- Directs staff input into renewable resource management projects by:
- Assigning staff to departmental and outside agency fish and wildlife species management projects.
- Liaising between field staff, departmental and other agency species management personnel.
- In cooperation with Manager, Forests, assigning staff to departmental and outside agency timber management projects.

**5. Directs staff input into renewable resource management projects.**

- Assigning staff to departmental and outside agency fish and wildlife species management projects.
- Liaising between field staff, departmental and other agency species management personnel.
- In cooperation with Manager, Forests, assigning staff to departmental and outside agency timber management projects.

**6. Directs and supervises the delivery of conservation education programs to maintain program standards.**

- Providing specific targets for firearm safety/conservation education program delivery to all officers.



- Assisting departmental conservation education staff with program development as required.
- Coordinates firearm safety courses in the region.

**7. Directs environmental protection activities in the region.**

- Providing instruction and advice as required to staff in matters relating to environmental protection procedures.
- Identifying the need for and supplying appropriate safety equipment to all officers.
- Advising officers on proper procedures for handling hazardous materials.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

No unusual demands.

**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 organizations within the region.
- Considerable human resource management and supervision skills are required to oversee casual staff.
- Detailed knowledge of resource harvesting techniques in the region.
- Detailed knowledge of wildlife in the region including seasonal movements, habitats, reproduction cycles and community use of key species.



- Specialized of resource management practices and resource development techniques.
- Knowledge of forest and fire management techniques.
- Knowledge of skills required to live on the land including navigation skills for inter-community and trap line travel.
- Extensive experience in resource harvesting activities in the region.
- Experience in applying legislation, monitoring and enforcement techniques.
- Knowledge of computer software including word processing, database and spreadsheet programs.
- 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), 5 years' experience in the renewable resource sector with related management and administration experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

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

**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