



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Forest Resources	
Position Number	Community	Division/Region
23-5212	Hay River Reserve	Forest Management

## PURPOSE OF THE POSITION

The Manager, Forest Resources (Manager) is responsible for providing expertise in sustainable forest management programs, policies, and planning, and establishing overall direction and management of programs and policies related to the sustainable management of forest lands in the Northwest Territories (NWT). The position is responsible for ensuring that these programs and policies address departmental issues and priorities, are responsible to the needs of management authorities, are scientifically credible, use Indigenous knowledge and are effective and efficient. The Manager leads and directs a diverse team of professional staff and working collaboratively with a broad range of governments, Indigenous organizations, management authorities, communities, and scientific agencies within the governance framework, and provides advice and direction to five regional Managers of Forests.

## SCOPE

Located in Hay River Reserve and reporting to the Director, Forest Management (Director), the Manager, Forest Resources is responsible for providing overall leadership on programs and processes for the sustainable management of forest lands in the Northwest Territories. The Manager is responsible for ensuring these programs address departmental issues and priorities, are responsible to the needs of management authorities, are scientifically credible, use Indigenous knowledge, and are effective and efficient.

The Forest Management Division (FMD) provides the policy, planning, and regulatory framework for the stewardship, protection, and sustainable management of forest resources on 80 million hectares of forested land in the Northwest Territories. The Forest Resources section is responsible for sustainable forest management, which is ensured through the collection of information on the state of forest resources; forest management planning; monitoring of forest



health and changes to forest landscapes; regulation of forest practices and planning; and compliance and reporting.

The program areas managed by this position cover a broad range of responsibilities and are both diverse and complex, including forest legislation and policy development; forest planning and practices; forest inventories; silviculture, forest health, growth dynamics and ecology; climate change risk assessment and adaptation planning; climate change mitigation; quantification of forest carbon flux; forest industry development; managing forest authorizations; and tracking and reporting on forest harvesting, forest disturbance and renewal. The Manager, Forest Resources, also represents the department on territorial and national committees and participates in national initiatives on forest management. The information and products development enable the Department to ensure sustainability and environmental objectives are being met, assess long term forest trends, improve understanding of climate change impacts, and support economic development interests.

The Manager is required to demonstrate accomplished management and decision-making skills in leading and directing a diverse team of professional staff and working collaboratively with a broad range of governments, Indigenous organizations, management authorities, communities, and scientific agencies. The position provides advice and direction to five regional Managers of Forests.

The Manager is responsible for programs that include a diverse group of professional and technical individuals, regional staff, industry, and communities. A cooperative approach in delivery of many program aspects is important. A significant part of the forested area in the NWT is within Indigenous land claims currently being negotiated or in place. The incumbent works with Department staff, other Government departments, Federal and Indigenous governments, and organizations (IGOs), renewable resources boards (RRBs), communities, regulatory authorities, and others to identify emerging issues and information required for the effective management of forests and forest resources in the NWT. The incumbent is then responsible for developing and implementing partnerships, policies, strategies and plans to meet Departmental objectives with respect to sustainable forest management.

The Manager, Forest Resources, has responsibility for all administrative aspects associated with the Hay River Reserve office. The incumbent provides direction, supervision, and leadership to a team of six with diverse responsibilities and large numbers of files. The incumbent manages a budget of \$2.0 million, with additional third-party funding up to \$12.0 million.



## **RESPONSIBILITIES**

### **1. Provides overall leadership on programs and processes to sustainably manage the forest landscape and forest resources within a collaborative governance framework in the Northwest Territories.**

- Provides scientific and/or technical expertise and advice to Senior Management, Directors, and Managers and to various forestry stakeholders inside and outside of government in support of sustainable forest management programs, policies, and planning.
- Builds partnerships and engages with IGOs, RRBs, communities, resource managers, forest industry, and citizens on forest management issues including sustainable management and forest resource use and development.
- Works with regional and headquarters staff, and external partners to identify forest information, monitoring, research, or programming needs, and develop and implement strategies, programs, and policies to address needs.
- Develops and maintains a long-term dialogue with regional staff (foresters, biologists, fire managers); parks, wildlife, policy, and other divisions; industry, first nations, land use consultation and planning groups, and others involved in program delivery and policy development.
- Ensures programs and policies are developed through holistic and ecosystem-based management approaches that consider a wide range of issues and values including community forest uses and needs, biodiversity and ecosystem integrity, natural disturbance regimes, cumulative landscape impacts, and climate change.
- Represents the Department on national committees and participates in national initiatives including providing input to and coordinating the review and assessment of products created through national initiatives.
- Solicits, identifies, and recognizes critical issues related to implementing an ecological approach to forest management, and leads the development of new techniques, procedures, decision support models and other tools to address these issues.
- Participates in strategic departmental planning to ensure the mandate and role of the division is reflected and supported by the broader strategic planning actions.

### **2. Provides direction specific to the Forest Resources business and programs areas.**

- Participates in the development of legislation and policies. The renewal of the *Forest Act* and Regulations will be a high priority and significant file over the next several years.
- Supports creation and maintenance of ecological, forest health, forest inventory, and monitoring information over 80 million ha of forest lands. Innovative approaches are required due to the vast extent, ecological diversity, and limited financial resources.
- Supports creation of knowledge and information for climate change risk assessment and adaptation planning; and climate change mitigation, including forest carbon



quantification, improving understanding of the natural disturbance regime, and carbon flux.

- Guides and facilitates the development of guidelines, best practices and survey procedures for forest management planning, forest renewal after disturbance, and forest harvest operations. Develop and implement audit processes.
- Supports forest management planning, including accurate quantification of forest resources to establish annual sustainable harvest levels for areas of high commercial opportunity.
- Provides advice and guide development of educational materials on forest management for use in classrooms, as publications, and on the web site.
- Coordinates Forest Resources input into Divisional responses to environmental impact reviews and issues related to the Mackenzie Valley Resource Management Act.
- Reviews scientific literature and maintains a professional level of expertise and contact to keep informed in latest developments and best practices in sustainable forest management.
- Writes and publishes progress reports, briefing materials, file and manuscript reports, and peer-reviewed journal publications.

**3. Implements programs that lead to and support forest industry development initiatives, including development of a tenure system.**

- Provides expertise and advice on innovative solutions for a unique northern market and a fledgling biomass industry.
- Develops management standards for forest industry including environmental standards and education and training materials.
- Provides information to IGO's, communities, and businesses related to location, quantity, and quality of wood supply.
- Provides community support through local and regional engagement, wood marshalling yard development, Forest Management Agreement development, and other community forest development goals.
- Facilitates funding arrangements with federal and other funding partners to support community-based initiatives.
- Analyzes, evaluates, and recommends GNWT positions on Forest Management Agreements with regards to forest sustainability.
- Quantifying and documenting forest industry development impacts towards a lower territorial carbon footprint.

**4. Provides expert advice to other divisions, agencies, regulatory boards, monitoring agencies, co-management partners, and industry on sustainable forest management practices and forest impacts.**



- Reviews and assess documents and proposals associated with proposed forest authorizations or other land use activities causing impact to forests.
- Meets or corresponds with representatives of industry, government agencies, universities, consulting firms, and private individuals to provide advice and guidance on forest practices or other industrial best management practices to ensure forest and ecological integrity is maintained.
- Provides expertise and advice in cross-Departmental land management planning initiatives such as climate change mitigation and adaptation planning, cumulative effects management, land use planning, wildlife, and species-at-risk planning.
- Attends local, regional, and national meetings, workshops, and conferences as required to present research, monitoring, and management information.

**5. Administers and oversees the activities associated with the operation of the Forest Resources Section.**

- Supervises staff including training, time, and leave approvals.
- Develops annual work plans, review program deliverables, and complete performance evaluations with staff.
- Participates in the interview and selection process for candidates for employment.
- Prepares annual and multi-year budget estimates, recommends budget allocations, approves, monitors, and reports on expenditures.
- Seeks external funding partners and collaborators to support Departmental priorities.
- Creates and manages service contracts and contribution agreements.
- Prepares responses to inquiries from the public, other agencies, and interest groups (including preparation of draft letters and documents for Senior Management).
- Oversees that program files are maintained, and electronic correspondence filed.
- Conducts special assignments as either task team leader or member as required by the Director, other program leaders, or regional program managers.
- Aids and supports field projects occasionally.

**WORKING CONDITIONS**

Position is required to participate in field studies 2-3 times per year, and 3-5 days each time. Also, travel requirements include trips to northern communities 8-10 times per year, 2-3 days each time, to Yellowknife 8-10 times per year, 1-3 days each time and to southern centres 1-2 times per year, 3-6 days each time.

**Physical Demands**

Participation in field studies will involve hiking in rough terrain, carrying equipment and may involve operating machinery such as ATVs or snowmobiles.



### **Environmental Conditions**

Travels to northern communities will involve small aircraft and/or travel on winter roads and could involve exposure to extreme environmental conditions.

During field studies, position will travel in small, fixed wing or rotary aircraft for resource assessment purposes, 4-5 times per year, 3-5 hours at a time. Field work may be carried out in inclement weather and requires exposure to biting insects, wet, cold, heat, and wildlife.

### **Sensory Demands**

Leading and facilitating meetings with multiple internal and/or external stakeholders with often differing or opposing views requires focused listening, observation, and recording ability.

A significant amount of technical reading and writing is required covering a broad range of topics and requiring extended concentration.

Field work requires concentration and alertness for safety including wildlife and mechanical issues and for remote navigation. Fieldwork also requires attention to detail in making observations and recording information.

### **Mental Demands**

Area of responsibility is diverse, with subject areas that are complex and at times involve sensitive issues. The incumbent often strives to achieve balance between conservation, sustainability, and meeting community expectations. Requires coaching of staff on resolution of problems.

The position leads and facilitates meetings with multiple stakeholders. Pressure from stakeholders with differing viewpoints can be stressful when there are competing interests, and the position has to facilitate decisions that meet the needs of all parties and the Department. A high degree of sensitivity, tact, flexibility, and patience are required when participating in community meetings, negotiations and public forums. These meetings take place six to eight times per year.

The incumbent will be required to travel regularly, and time away from home and may cause disruption to family life.

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

- Knowledge of legislation, regulations, policies, and procedures pertinent to forest management, sustainability practices and the use of forest lands in the Northwest Territories.





- Knowledge of current and emerging sustainable forest management approaches in other jurisdictions related to ecosystem-based management, forest inventory and planning, forest industry, Indigenous Forest use, and climate change vulnerability.
- Knowledge of strategic planning and policy development.
- Knowledge of public engagement and consultation processes.
- Knowledge of government human resources policies, legislation related to working conditions, occupational health and safety, goal setting, and performance review.
- Knowledge of department business plan, goals and strategies, and an ability to interpret broad territorial direction into program-specific targets.
- Understanding of the principles of partnerships and agreements.
- Knowledge of Indigenous groups, land claim issues, and resource development activities and/or issues throughout the NWT.
- Communications skills for writing, preparing, and presenting reports and presentations to technical and professional staff, the public, Indigenous organizations, and senior management.
- Organizational, project management, risk assessment, and analytical skills.
- Negotiation, mediation, and conflict resolution skills are essential to bring closure to issues and resolve conflict between interest groups and stakeholders and the department.
- Interpersonal and team building skills.
- Financial management skills are required as a major challenge of the position is managing the inventory program and reforestation requirements within current budget limitations while trying to meet the significant expectations of stakeholders.
- Ability to function with limited direction in determining solutions to complex issues where analysis and synthesis of options is required to define government responses, positions, and opportunities for innovation while maintaining the credibility of the Department and accomplishing results. This is essential because the Forest Resource office is in a separate community from the Forest Management Division and other ECC headquarters offices.
- Ability to supervise and motivate professional staff with high levels of expertise in various fields.
- Ability to administer budgets, estimate study costs, and make financial projections.
- Ability to develop positive external and internal relationships and partnerships.
- Ability to communicate effectively with the public, Indigenous governments and organizations, renewable resources boards, regulatory agencies and boards, industry, non-government organizations, and the media.
- Ability to travel regularly to attend meetings in NWT communities and nationally to represent the Department.
- Ability to use word processing, database, and spreadsheet applications. Knowledge of databases, GIS concepts, and applications is an asset.
- Management and decision-making skills.
- Knowledge of forest resource management areas such as inventory, planning, forest renewal, forest ecology, and forest legislation and policy.



- 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 Science degree in Forestry, Natural Resource Management, Geography, or other relevant discipline, plus five (5) years' relevant experience in forest resource management, policy, and planning, along with one (1) year supervisory experience is required.

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