



## IDENTIFICATION

| Department                     | Position Title             |   |
|--------------------------------|----------------------------|---|
| Environment and Climate Change | Project Assessment Analyst |   |
| Position Number                | Community                  | Division/Region                           |
| 23-5286                        | Yellowknife                | Impact Assessment and Security Management |

## PURPOSE OF THE POSITION

The Project Assessment Analyst contributes to the delivery of the Department's mandate to represent the Government of the Northwest Territories and coordinate its involvement in territorial, national, and international matters related to environmental assessment processes.

The Analyst is responsible for researching, recommending, and supporting implementation of policies, systems, and processes necessary for the Government of the Northwest Territories (GNWT) plan and undertakes environmental assessments in a proactive, strategic, coordinated, timely, consistent, and effective manner.

## SCOPE

The Project Assessment Analyst is located in Yellowknife and reports to the Manager of Project Assessment.

The position works within an evolving legislative and policy framework comprising land and resource legislation, land claims and case law pertaining to development and protection of lands and resources and the management of impacts on people and cultures.

The Department of Environment and Climate Change (ECC or the Department) is mandated to lead an interdepartmental and intergovernmental role with respect to environmental assessment (EA). ECC represents the GNWT and coordinates its involvement in territorial, national, and international matters related to public land including EA processes. The Commissioner has designated the Minister of ECC to receive delegated "federal minister" authorities under the federal *Mackenzie Valley Resource Management Act* (MVRMA). As such, the Minister of ECC, leads territorial and federal ministerial decision-making on EAs in the Mackenzie Valley, which comprises approximately 76% of the land mass of the NWT and the



locus for virtually all resource development activity since Devolution. The Manager provides support to senior management and the Minister in ensuring the Minister of ECC appropriately exercises his/her delegated federal authorities.

Due to unique land ownership dynamics and associated regulatory regimes in the NWT, flowing from legislation and land claim agreements, within and beyond the borders of the NWT there are three distinct and different EA regimes within the territory, as well two additional EA regimes in adjacent territories. The GNWT participates in all EAs for projects that may impact NWT lands, resources, and residents, whether the project is within the territory or external to the territory but with transboundary impacts.

The Analyst provides cross-cutting expert advice and analysis related to the environmental assessment of NWT and transboundary resource development projects as well as operational policies and procedures for management of the GNWT's role in environmental assessments. The Manager relies on the Analysts' advice to ensure that across departments, the GNWT has undertaken sufficiently rigorous evidence-based approaches across departments in carrying out EAs and generating reports and recommendations in support of final decisions for federal and territorial Ministers' approvals of EAs.

The Analyst is accountable for identifying and filling in any gaps in the GNWT's environmental assessment approach so as to ensure that all factors that have been scoped into an assessment have been considered. The Analyst plays a significant role in the consultation assessment for individual project EA decisions. The Analyst also supports tracking of legally binding post-EA measures and recommendations that government must follow, usually for the life of the project through project closure and remediation. Although the Analyst has no direct HR responsibilities, the Analyst is the team lead for EA working groups and is accountable for the effective operation and productivity of the group.

## **RESPONSIBILITIES**

### **1. Conduct in-depth analysis throughout environmental assessments to ensure potential project impacts have been assessed, effectiveness of proposed mitigation measures have been considered, and to make recommendations concerning additional mitigations required to prevent or minimize anticipated impacts.**

- Conduct rigorous and in-depth research and analysis as required, to augment input from departmental scientists, proponent analyses, submissions of interest groups and content experts and own source expertise to fill any information gaps.
- Identify potential direct and indirect impacts, cumulative effects and mitigative measures of development activities using best practices and current concepts in impact assessment analysis.
- Prepare recommendations on proposed and additional financial, environmental, and social mitigation measures for each project.



- Prepare Briefing Notes, decision papers, and other documents relating to the assessment of proposed projects in support of final recommendations for the Minister's setting of terms and conditions and approval of all significant projects.
  - Prepare support materials for GNWT and departmental decision-makers (e.g., Responsible Minister Decision Papers, Cabinet Information Items, ministerial briefing notes, correspondence, etc.).
- 2. Facilitates GNWT and Federal Government information sharing and consensus building on complex regulatory and project assessment requirements to ensure a consistent and coordinated approach to EA decision-making process at the highest political levels.**
- Promotes communication among GNWT Departmental staff involved in reviews of regulatory applications and project impact assessments.
  - Provide advice on best project impact assessment and socio-economic impact assessment practices.
  - Facilitates communication between the Department of ECC and other key departments in terms of environmental and regulatory initiatives relevant to land use and sustainability.
  - Provides technical advice and guidance and acts as the departmental representative on working groups and committees.
- 3. Coordinate the synthesis of all assessment information related EAs of resource development projects/proposals to ensure a knowledgeable, consistent, and coordinated approach to EA procedures and contributes to the Division's role in supporting the Minister in his/her delivery of delegated "federal minister" responsibilities.**
- Analyze and distribute environmental documents (e.g., Project Descriptions and Project Impact Statements and other documents placed on the public registry) on behalf of GNWT from boards or regulatory agencies.
  - Facilitates the project assessment steps with inter-departmental GNWT review teams and prepare consolidated positions, responses, and submissions.
  - Review technical analyses provided by inter-departmental GNWT review teams and other content experts as required to ensure reviews are consistent with GNWT mandates and policies.
  - Prepare consolidated GNWT submissions for consideration by environmental and regulatory boards.
  - Coordinate the development of, or develop, strategies for GNWT interventions or submissions to Public Hearings or other processes before Regulatory Boards and Agencies.



- Collaborate and build effective relationships with GNWT and/or federal government representatives to resolve competing or contradictory recommendations and positions both within and external to the review process.
- Provide expert project assessment advice to GNWT departments representing departmental or GNWT interests in public hearings or other processes.
- Coordinate development of GNWT interventions or submissions for quasi-judicial regulatory boards.
- Work cooperatively with other Divisions and Departments on the tracking and implementation of follow-up efforts or requirements of the Department, including Aboriginal accommodation requirements, following project review and approval.

**4. Support or assist in the development of project assessment and socio-economic standards, guidelines, and best practices in order to predict and mitigate project impacts.**

- Conduct research on project management in other jurisdictions related to best practices, standard conditions guidelines, and best practices in order to predict and mitigate project impacts.
- Provide advice to other Departments or Divisions as required respecting available instruments and techniques for new project assessment initiatives.
- Collaborate and build effective relationships with other divisions, departments, regulatory boards, Indigenous governments, and organizations to develop new regulations, policies, practices, and procedures to ensure consistency with other applicable regulatory processes and to avoid regulatory duplication.
- Implement and monitor new and/or revised regulations, policies and practices.
- Assist in any required consultation or education with parties affected by new policies, procedures and practices in project assessment.
- Provide supplementary information to technical reviewers and senior management concerning development projects and the regulatory/project assessment process.
- Conducts research on other jurisdictions across Canada regarding public consultation, cumulative effects assessment, traditional knowledge gathering, and other emerging techniques used in socio-economic and project assessment.

**5. Project-specific accountability for the GNWTs consultation responsibilities in relation to specific EAs.**

- Supports the Manager in pre-Consultation analysis and planning.
- Track Indigenous government concerns that are raised during specific environmental assessment processes.
- Support the Manager and other internal experts in drafting documents related to the Consultation and accommodation process (e.g., letters to impacted groups, Crown consultation assessment, Indigenous issues tracking tables, briefing materials).



- Collaborate with relevant experts or Departments to assess the GNWT's consultation adequacy for EA decisions.
- Participate in Crown consultation meetings with Indigenous governments and organizations, as required.
- Supports the development of GNWT consultation frameworks, templates, guidelines, and/or processes as they may be applied to time-bounded EA processes.

**6. Manages contracts and contribution agreements provided to various organizations to foster participation in the project assessment and regulatory review process.**

- Review and evaluate proposals for contracts and contribution agreements.
- Negotiate the level, terms, and anticipated outcomes of contribution agreements.
- Develop terms of reference for contracts.
- Manages the filing and tracking of contribution agreements and contracts including reporting and financial requirements, deliverables.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

Competing priorities and tight deadlines occur. Travel, including to NWT communities and occasionally remote locations, is required in order to participate in reviews conducted by quasi-judicial boards, therefore the incumbent has no control over the amount or scheduling. Occasional overtime is also required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the legal basis for environmental assessment found in a continually changing suite of federal, territorial and international acts, agreements and frameworks including the federal Mackenzie Valley Resource Management Act (MVRMA); Canadian Environmental Assessment Act (2012); Inuvialuit Final Agreement; Nunavut Planning and Project Assessment Act, Yukon Environmental and Socio-Economic Assessment Act, the United States' National Environmental Policy Act; federal and territorial Species at Risk acts; along



with Settled Lands, Resources and Self-Government Agreements; the Northwest Territories Lands and Resources Devolution Agreement and Delegation Instruments associated with the agreement and the MVRMA;

- Knowledge of environmental assessment and regulatory legislation, regulations, standards, and policies related to resource development nationally and internationally.
- Knowledge of typical project impacts including socio-economic and cultural impacts, and mitigative techniques for variety of developments including mining, oil and gas, infrastructure, tourism and forestry projects.
- Knowledge of the mandate, roles and responsibilities of federal, territorial, and provincial departments respecting their role in environmental assessment processes.
- Knowledge of research, consultation, and project management techniques to plan, organize, integrate, and co-ordinate the development of submissions and interventions.
- Knowledge of the history, culture, political, environmental, and economic aspirations of Indigenous peoples and other Northerners and of land rights and land use.
- Knowledge of key partners and stakeholders including industry, NGOs, Indigenous governments, municipal governments, and federal departments.
- Verbal skills as the position represents the NWT in a variety of situations.
- Written communication skills to develop and edit briefing notes, draft strategies, and communicate with a wide range of audiences including stakeholders, communities, governments, and businesses.
- Listening skills and the ability to interact in a positive, professional and business-like manner with stakeholders.
- Computer skills Including word processing, database, spreadsheet, graphics, internet and electronic mail.
- Team leadership, personnel management and motivation skills.
- Budgeting, planning and financial management skills.
- Ability to conduct in-depth research and report on findings in an effective, efficient manner.
- Ability to represent the Department in a variety of forums with professional credibility and integrity.
- Ability to analyze and evaluate complex issues and develop rationale and recommendations for suitable approaches and options for the effective achievement of divisional, department and GNWT goals within an integrated resource management regime.
- Ability to work within a deadline and respond effectively to frequently changing deadlines.
- Ability to work in a highly politicized environment with competing interests.
- Ability to influence and persuade internal and external stakeholders.
- Ability to manage time, priorities, and stress.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for an effective delivery of the department's 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:**

Through a relevant Master's degree in a discipline or sub discipline of biophysical or natural sciences, social sciences, engineering, geography, environmental science, natural resource management, law, or related fields of study along with three years of experience in environmental assessment or environmental management, legislative and policy analysis and development, and project management. An equivalent combination of education and experience will be considered.

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**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