



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Biodiversity Conservation	
Position Number	Community	Division/Region
23-5524	Yellowknife	Wildlife Management

PURPOSE OF THE POSITION

The Manager, Biodiversity Conservation (Manager) is responsible for establishing overall direction for the Departmental implementation of *the Wildlife Act* and *the Reindeer Act* so that wildlife populations and their habitat are conserved and managed for the benefit of current and future generations. The Manager is responsible for ensuring wildlife related legislative and regulatory needs or gaps in programs and policies are identified and addressed, and leading and directing a diverse group of professional staff that provides expertise and support in the areas of biodiversity and species at risk conservation, data management, conservation education, public information, and wildlife legislation. These services are provided in accordance with Government of the Northwest Territories (GNWT) legislation, regulations, policies and procedures, to assist in fulfilling the Department's mandate for management of wildlife and wildlife habitat.

SCOPE

Located in Yellowknife and reporting to the Director, Wildlife Management Division (Director), the Manager, Biodiversity Conservation provides direction, supervision and leadership to indeterminate staff within the Biodiversity Conservation Section (Section): Wildlife Data Spatial Analyst, Senior Wildlife Applications Specialist, Wildlife Technician (Invasive Species), Wildlife Biologist (Species at Risk), Wildlife Technician Intern, and two staff (Species at Risk Implementation Supervisor and Species at Risk Implementation Coordinator) of the Species at Risk Secretariat. The Section also employs casual staff, students and interns as required.

The mandate of the Department of Environment and Climate Change (ECC; Department) includes the promotion and support for the sustainable use and development of natural resources and the protection, conservation and enhancement of the Northwest Territories



(NWT) environment.

The Manager works closely with regional compliance and biological personnel, and headquarters staff, claim organizations, co-management boards, federal agencies, local harvesting committees, industry, resident and non-resident hunters, and other stakeholders to identify, address or close the wildlife related legislative and regulatory needs for wildlife and wildlife habitat in the Northwest Territories.

The advice and assistance provided by the incumbent and the section are essential for making responsible decisions related to revising wildlife legislation, maintaining the integrity and biological diversity of wildlife and natural ecosystems and informing the public of the condition, quality, diversity and abundance of wildlife resources. The Manager is responsible for the quality of advice and assistance provided to the Director Wildlife for ECC Senior Management, the Minister, ECC staff in other divisions and regions, other government departments, resource management organizations, other agencies and the public.

The incumbent manages a total budget of between \$2.0 and \$2.5 million, and an additional up to \$1.0 million third party funds.

RESPONSIBILITIES

1. Provides overall direction in the development, implementation and coordination of the *Wildlife Act* and other legislation, regulations and policies affecting the management of wildlife and wildlife habitat across the Department.

- Makes innovative and effective recommendations on approaches to address and close legislative or regulatory needs or gaps under the *Wildlife Act*.
- Leads the analysis, development, public engagement and consultation of *Wildlife Act* related policy and regulation initiatives.
- Leads the implementation of the Memorandum of Understanding between the GNWT, Inuvialuit Game Council, and the Wildlife Management Advisory Council (NWT) for the Department on the development of bylaws and regulations under the Inuvialuit Final Agreement.
- Works with legal drafters, legal counsel, and Crown prosecutors at the Department of Justice through all aspects of legislative and regulatory development through to implementation.
- Provides expert guidance on all aspects of *Wildlife Act* implementation for all staff in the Department.
- Participates in the development, review and revision of other territorial and federal legislation, policies, strategies and implementation plans affecting wildlife and wildlife habitat.
- Implements and maintains the wildlife research permitting system.



2. Establishes overall direction in the development, implementation, coordination, and modernization of *the Reindeer Act* and its related regulations and policies affecting the interaction between reindeer and wildlife and wildlife habitat.

- Provides expert guidance on all aspects of *Reindeer Act* implementation for all staff in the Department.
- Makes innovative and effective recommendations on approaches to address and close legislative or regulatory needs or gaps under the *Reindeer Act* and its regulations.
- Represents the GNWT with private herd owners to ensure the wildlife and wildlife habitat in the reindeer herd management area are conserved.
- Leads the analysis, development, public engagement and consultation to modernize *the Reindeer Act*.
- Works with legal drafters, legal counsel, and Crown prosecutors at the Department of Justice through all aspects of legislative and regulatory development through to implementation.
- Implements and maintains the permitting system in place under the Reindeer regulations.

3. Develops partnerships interdepartmentally and with Indigenous Governments and Organizations, wildlife co-management boards and other to support and inform legislative and regulatory advice or approaches, policies, and recommendations affecting wildlife and wildlife habitat.

- Designs innovative approaches to maintain and improve partnerships with Indigenous Governments and Organizations and wildlife co-management boards to support collaborative wildlife management.
- Works with headquarters and regional compliance staff, co-management boards and Indigenous governments to identify *Wildlife Act* related legislative or regulatory needs requiring research.
- Works collaboratively with Indigenous Governments and Organizations, wildlife co-management boards, and other stakeholders and partners to develop statutes and regulations collaboratively.
- Directs the activities of the GNWT Wildlife Act Working Group (WAWG) and the Stakeholders *Wildlife Act* Advisory Group (SWAAG) to facilitate development of future legislation, new regulations or policy approaches under the Wildlife Act.
- Undertakes the consultation needs for future wildlife related legislative or regulatory needs ensuring all requirements are met under the finalized land claim agreements after the relevant public engagement and consultation sessions are complete.
- Assists with consultation on other wildlife legislation issues to ensure legal requirements under the land claim agreements and case law are met and consultation is fair and inclusive.
- Raises outside partnership funds for wildlife activities.



4. Creates a better public understanding of biodiversity conservation and wildlife management.

- Determines content for the preparation and distribution of public information materials such as file and manuscript reports, public information reports and pamphlets, and summaries of hunting and fishing regulations.
- Directs the preparation and posting of wildlife information on the ECC website.

5. Represents the Department on territorial implementation of national and international commitments with respect to biodiversity conservation and invasive species.

- Provides expert guidance on all aspects of invasive species management in the territory.
- Represents Departmental and GNWT jurisdictional interests on the national Biodiversity Framework and Policy Standing Committee, Invasive Alien Species National Committee and Task Group, National Aquatic Invasive Species Committee, and the Invasives Canada Committee.
- Represents Departmental interests regarding the management of wild pigs and other agricultural species and their potential interaction with surrounding wildlife and wildlife habitat.
- Develops strategies and action plans for biodiversity conservation and invasive species management and monitors biodiversity activities.
- Undertakes biodiversity monitoring and implements long-term ecosystem monitoring program and projects.
- Directs territorial involvement in national biodiversity planning and reporting.

6. Implements the Wildlife Management Information Systems.

- Directs the storage and retrieval of current and historical wildlife data.
- Directs the development of standards and adherence to established standards for the collection, organization, storage, sharing and reporting of data.
- Implements the NWT-Alberta Memorandum of Understanding on the Wildlife Information Management System (WMIS).
- Coordinates the maintenance and upgrading of the WMIS with the Informatics Division.

7. Directs the implementation of *the Species at Risk (NWT) Act* in accordance with land claim agreements and commitments under the national Accord for the Protection of Species at Risk.

- Directs the support provided by the Species at Risk Secretariat for territorial species at risk committees including the Species at Risk Committee and Conference of



Management Authorities.

- Implements processes for species assessment.
- Develops, implements and monitors species recovery strategies and management plans.
- Fulfill ministerial commitments, including consultation requirements, under *the Species at Risk (NWT) Act*.

8. Directs the territorial implementation of commitments under the federal *Species at Risk Act*.

- Completes and implements the bilateral agreement with Canada on the protection of species at risk.
- Directs territorial involvement in national species at risk assessment and recovery committees and processes.

9. Provides advice, support and assistance to the Director, Directorate and Minister.

- Represents the Department's and GNWT interests relating to biodiversity at local, national, and international conferences and meetings.
- Prepares cabinet documents, briefing notes, position papers and other technical and sensitive documents.
- Makes recommendations on administrative and operational matters.
- Contributes to effective overall operations of the Division by participation in ECC business planning and strategic planning processes.
- Provides advice and recommendations to the Director for ECC Senior Management and the Minister on issues related to conservation and protection of renewable resources.
- Provides advice and recommendations to the Director for ECC Senior Management and the Minister on the implementation of federal species at risk legislation and other legislation affecting NWT wildlife.

10. Coordinates and administers the activities of the Section.

- Establishes appropriate and measurable goals and objectives for staff.
- Evaluates work performance and appraising staff.
- Prepares and documents annual estimates and forecasts for study funds, equipment, facilities and staff.
- Allocates resources, equipment and facilities to projects within the studies.
- Manages contracts.
- Reviews interim reports to determine work progress.
- Controls annual expenditures in amounts ranging up to \$3,000,000 by preparing budget estimates, recommending budget allocations, and monitoring and reporting on budget expenditures.
- Promotes a team approach to achieving goals and objectives for the Section and the



Division.

- Identifies training needs and opportunities and encourages professional development of staff.
- Interviews and selects candidates for employment in relation to the program such as permanent or term biologists, specialists, technicians, and casuals.
- Provides assistance and support to field projects, if required.

WORKING CONDITIONS

Physical Demands

Once to twice per year the incumbent will participate in field studies to maintain up to date in field research techniques. This can often involve physical demands as well as operating snow machines, boats or ATVs.

Environmental Conditions

The possibility of assisting in field studies and travelling to remote communities can include exposure to extreme environmental conditions.

Sensory Demands

Sensory attention is required to ensure the health and safety of the incumbent, colleagues, and support staff particularly during field programs.

Mental Demands

The incumbent handles a number and variety of work assignments combined with tight deadlines, and frequent interruptions. The incumbent will be periodically required to travel and work away from home. Six to eight times per year the incumbent will travel regularly to meet in northern communities and southern centers, and one or twice per year to participate in field programs.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislation, regulations, policies, and procedures pertinent to resource management and specifically wildlife management in the NWT.
- Ability to administer budgets, estimate study costs, and make financial projections.
- Knowledge of legislation and national/territorial programs related to species at risk.
- Knowledge of general resource management techniques and practices for wildlife.
- Knowledge of northern ecological systems.
- Knowledge of Indigenous Groups and Indigenous Organizations, land claim issues, and resource development activities throughout the NWT.
- Knowledge of the mandate, roles and responsibilities of the Department.
- Knowledge of national and international strategies, planning processes, policies, legislation and regulations concerning wildlife management and their impact on the



NWT.

- Knowledge of the Department business plan, goals and strategies and an ability to interpret broad territorial direction into program-specific targets.
- Knowledge of public participation and consultation processes.
- Knowledge of government human resources policies, goal setting and performance review.
- Knowledge of and respect for traditional and local knowledge.
- Skills in using computer software such as word processing, database, spreadsheet and presentation software, as well as the Internet and electronic communication.
- Skills in effective written and verbal communication for communicating with staff, divisional managers, departmental executive and managers, regional staff and the public. Ability to communicate effectively in a variety of settings, creating partnerships and exchanging information.
- Skills in teambuilding to promote an environment of cooperation, innovation, teamwork and excellence in client service.
- Skills in project management.
- Ability to work in cross-cultural situations.
- Ability to represent the Department in a variety of forums with professional credibility and integrity.
- Ability to achieve results in an environment of continual change, uncertainty, limited resources, and complex issues that often have underlying political implications of territorial scope.
- Ability to supervise the development and implementation of strategic plans and new processes within the Section.
- Ability to supervise, direct and motivate staff and lead action teams.
- Ability to administer budgets, contracts and administrative services and procedures.
- Management and decision-making skills.
- Ability to manage high levels of stress.
- 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

The acquisition of a graduate degree in Wildlife Biology, Natural Resources Management, Environmental Studies, Environmental Science, Geography or similar relevant discipline, along with five (5) years of experience in resource management, legislative and policy analysis and development, and project management, and at least one (1) year of supervisory 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