



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Director, Environmental Protection and Waste Management	
Position Number	Community	Division/Region
23-0063	Yellowknife	HQ

PURPOSE OF THE POSITION

The Director, Environmental Protection and Waste Management (Director) is responsible for providing leadership, strategic direction and oversight in the development, implementation and management of legislative, policy and program activities to protect, conserve and enhance the Northwest Territories' (NWT) air, land and water. The Director leads this work within the context of Government of the Northwest Territories (GNWT) legislation, regulation and policies and the political, social and economic context of the NWT to promote and support the sustainable use and development of natural resources and to protect, conserve and enhance the NWT environment for the social and economic benefit of all NWT residents.

Program areas that are the responsibility of the Director include air quality; hazardous waste; spill response and coordination; contaminated sites regulatory; contaminated sites management including assessment, remediation and monitoring; Giant Mine Remediation Project; and waste reduction, diversion, residual waste management, and greening government.

SCOPE

The Director is located in Yellowknife and reports to the Assistant Deputy Minister (ADM), Environmental Management, Monitoring and Climate Change.

The Department of Environment and Climate Change (ECC) is mandated to promote and support the sustainable use and development of natural resources and to protect, conserve and enhance the NWT environment for the social and economic benefit of all NWT residents. Natural resources include both renewable and non-renewable resources.

To achieve this mandate, ECC promotes sustainable development of renewable resources in a diverse environment, and the sustainable use and conscientious protection of NWT land, air, water, wildlife, forests and natural resources, as they are integral to the economic, cultural and social fabric of life in the NWT. ECC is committed to ensuring an inheritance of a healthy environment for future generations and works to balance traditional lifestyles with a modern economy.



The Department promotes management that recognizes the interconnectedness of activities. Collaboration, coordination, cooperation and communication are expected to occur at all levels in the organization. The Department is committed to working in partnership with other GNWT departments to achieve government-wide objectives.

The position works within the a legislative framework which includes the Waters Act and Regulations; Water Resources Agreements Act; Environmental Rights Act (ERA); Environmental Protection Act (EPA) and Regulations; Waste Recovery and Reduction Act (WRRRA) and Regulations; as well as the settled Lands, Resources and Self-government Agreements within the NWT; Sustainable Development Policy; Devolution Final Agreement; NWT Water Stewardship Strategy and Action Plan; Knowledge Agenda; Traditional Knowledge Policy and Climate Change Strategic Framework and Action Plan.

The Director is responsible and accountable for providing leadership, strategic direction and oversight in the development, implementation, and management of strategies, legislation, policies and programs to protect, conserve and enhance the environment in the following areas:

- Environmental Protection Program (under the ERA, EPA and WRRRA)
- Contaminated sites assessment and remediation
- Giant Mine Remediation, as co-proponent with federal government
- Spill response
- Waste reduction and diversion
- Waste management, including hazardous wastes

The broad program areas of this position can significantly affect various GNWT departments and all levels of governments, businesses, industry, and NWT residents. The Director directly, and very significantly, leads the processes and planned evolution of these program areas. This must be accomplished with careful consideration of the GNWT's broader objectives in relation to economic and community development and in a manner that recognizes the GNWT's fiscal position and legislative mandate.

Diplomacy must be exercised in dealing with boards, governments, organizations and associations to ensure the GNWT's and Department's mandate, goals and objectives are achieved. The ability to build consensus among different groups with diverse perspectives and differing interests is essential.

The Director participates in major interdivisional and interdepartmental initiatives as a member of the Department's Executive Committee including providing advice to the ADM, the DM, the Minister and Legislative Assembly committees. The position must work with others to develop strategies and approaches for supporting broader GNWT and Department objectives while ensuring the environmental protection mandate is maintained. This includes the provision of



advice to other territorial departments and agencies and assisting in the development of programs, strategies and positions to support these GNWT program initiatives.

The Director represents GNWT interests in a wide range of national and international committees and working groups related to environmental protection. These forums deal with developing and implementing Canada wide, pan-territorial, pan-arctic or global programs to collectively and collaboratively take action on environmental issues. The position must ensure that the unique governance and capacity issues of the NWT are appropriately reflected in these national and international initiatives and support territorial goals and objectives as established by the Legislative Assembly.

The Director provides functional direction in the administration of environmental legislation (i.e., ERA, EPA and WRRRA) and regulations under these acts and ensures adherence to established environmental standards. The incumbent is delegated authorities of the Chief Environmental Protection Officer under the EPA and WRRRA. While the Director must ensure that the requirements of the Acts and regulations are administered in a fair and equitable manner, the position must accomplish this without direct managerial responsibility over those positions (Regional Environmental Protection Officers, Water Resource Officers, Lands Inspectors and Renewable Resource Officers) that are responsible to deliver departmental programs in regions and communities. This requires the development of positive relationships, good communications and effective operational review programs to ensure a broad understanding is maintained of policies and strategies that underpin the GNWT's environmental protection mandate.

The Director must seek and maintain a balance between implementing legislative controls, environmental requirements and standards with the sometimes conflicting and competing demands and expectations of the GNWT, Indigenous organizations, industry, environmental interest groups and the public. The duties of the position are demanding in light of the continuing requirement to conduct efficient and effective environmental reviews and the need to consult with the public, interest groups, Indigenous organizations, and federal and territorial departments. The Director must impartially consider all opinions and positions with the final decision being made by the Director in consultation with colleagues and the ADM and/or the DM, as required.

The Director may be called upon to address a diverse range of issues in a given day ranging from advising the Department on policy, strategic or environmental legislative matters, representing the Department or GNWT at technical, scientific or policy forums, negotiating intergovernmental agreements, resolving human resource or disciplinary issues, drafting Executive documents, and dealing with general day-to-day operational matters.

Management skills are also required in the constant reassessment of work priorities and staff assignments as new priorities emerge, are assessed and undertaken. The specialized expertise of Divisional staff must be effectively allocated to a number of complex tasks, projects, and committees often organized by other organizations and stakeholders. The Director is required to effectively manage financial and human resources by developing budgets, assigning priorities in



a changing environment, approving work plans, and motivating staff and ensuring their adherence to GNWT policies and directives.

The Director's leadership and management responsibilities demand a progressive and creative leadership approach, including the clear articulation and reiteration of the Department's plans, priorities and projected results and what is expected of managers and staff in achieving those results.

The Director is expected to manage the resources of the Division with economy, probity, and prudence, consistent with departmental and government objectives; and provides exemplary leadership in demonstrating the corporate values and ethics of the GNWT. The Director participates as a member of the Department's Senior Management Committee, leads and contributes to decision making and to the identification, review and formulation of plans, strategies, policies, frameworks, objectives, standards and processes governing the programs falling within the Department's mandate.

DIMENSIONS

- Reporting Positions (5 direct, and 21 indirect – Total 26)
- Compensation & Benefits \$2.2M
- Operations & Maintenance \$400K
- Environment Fund \$7.4M (Revenue), \$6.9M (Expenditures)
- Giant Mine Liabilities Fund \$500K
- Environmental Liabilities Fund spending authority \$8.8M
- Fund 3: \$2.8M

RESPONSIBILITIES

1. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Provides strategic leadership, direction and oversight in the development, implementing, and management of strategies, legislation, policies and programs related to air quality; hazardous waste; spill response and coordination; contaminated sites regulatory; contaminated sites management including assessment, remediation and monitoring; Giant Mine Remediation Project; waste reduction, diversion, residual waste management; and greening government.
3. Provides strategic advice to the Minister, the Deputy Minister and the Assistant Deputy Minister and briefs the Minister, Cabinet committees, and Executive on issues related to areas of the Director's responsibilities.



4. Represents the GNWT and the Department at the most senior levels across government, with Indigenous governments and community representatives, other levels of government, industry CEOs and cooperative boards.
5. Directs the development, delivery, evaluation and continuous improvement of transformative legislation, regulation, policies, programs and services in the areas of the Director's responsibilities to ensure responsive management of resources and maintenance of environmental quality which are consistent with government objectives.
6. Provides expert advice on the GNWT's procedural and decision-making responsibilities in relation to areas of the Directors responsibilities.
7. Oversees consultations on areas within the Directors responsibilities with other levels of government and directs the analyses and reconciliation of the views and concerns of those consulted with GNWT policy on areas.
8. Represents the GNWT at the territorial, inter-jurisdictional, national and international levels.
9. Collaborates and maintain strong partnerships and intergovernmental relationships with Indigenous, Federal, Provincial, Territorial, and Municipal Governments, co-management boards, and community leadership on matters of common interest with respect to areas of the Director's responsibilities. This collaboration includes taking into account accumulated historical information and Traditional Knowledge.
10. Oversees the management of waste reduction and diversion programs to ensure that they are effective, efficient and sustainable and oversees the Environment Fund.
11. Provides direction in the assessment and management of active waste sites and remediation of these sites on an ongoing basis. This will require coordination with federal government as they are handed off, and on a continuing basis to properly comply with federal and territorial remediation standards and associated permits and authorizations. This includes requesting funding for remediation programs under the Environmental Liabilities Fund.
12. Provides strategic advice as a co-proponent with the federal government in the management of the Giant Mine Remediation Project and oversees the Giant Mine Liability Fund.
13. Represents the GNWT, ECC and the Division on national (e.g., Canadian Council of Ministers of the Environment), territorial (e.g., Water Reduction and Recovery Advisory Committee), and interdepartmental (e.g., GNWT Environmental Remediation Committee) committees and working groups dealing with environmental protection and conservation.



14. Directs the evaluation of environmental protection, conservation and enhancement programs to ensure they meet legislative requirements and environmental protection principles and measures, including spill response and remediation.
15. Provides executive support and expertise in the overall management of the department through involvement in the development of business plans, main estimates, transition planning and program and service development and delivery.
16. Plans and directs the work of the Division to ensure that approved objectives and budgets are met in an effective manner consistent with the operational policies and procedures of the Department and GNWT.
17. Participates constructively in the senior management team of the Department and for contributes to the senior leadership of the Department.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

This position encounters shifting priorities and tight deadlines, working with confidential and politically sensitive information.

The incumbent is required to travel approximately 4-6 times per year for approximately 3-5 days each time.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of scientific principles in soil science, geology, hydrogeology, ecology, biochemistry, toxicology and microbiology and how they impact the technologies used to manage waste and contaminated sites.
- Thorough knowledge and understanding of engineering and geoscience principles used to manage waste and contaminated sites.



- Extensive knowledge and technical expertise with respect to a broad range of waste management theories and principles, including those in the areas of source reduction, waste diversion, and residual waste management.
- Thorough knowledge and understanding of northern air, land, and water management principles and issues.
- Thorough knowledge and understanding of principles, policies and programs in extended producer responsibility (EPR), product stewardship, circular economy, greening government, integrated solid waste management and corporate social responsibility (CSR).
- Solid understanding of business and economics as it relates to market-based instruments and incentives and the need to balance environmental and economic costs.
- Knowledge of NWT health and safety legislation including the Mine Health and Safety Act and regulations.
- Thorough knowledge of applicable federal and territorial environmental legislation and mandates.
- Thorough knowledge and understanding of environmental assessment and regulatory legislation, regulations, standards and policies related to resource development in the NWT and elsewhere in Canada.
- Thorough knowledge and understanding of financial planning and administration systems in a public service context.
- Effective negotiating and strategy, policy and program development skills.
- Effective written and verbal communication skills, including the ability to maintain professional communications in difficult circumstances.
- Effective listening skills, including the ability to discern and interpret non-verbal communication signals.
- Ability to comfortably interact with a wide range of people and organizations (i.e. government agencies, industry, Indigenous organizations, environmental interest groups and the public), some of who have opposing or different interests, and who have a wide range of environmental knowledge.
- Ability to assess and evaluate scientific research proposals and program funding proposals and applications.
- Ability to interpret and apply environmental acts, regulations and standards.
- Ability to work effectively with the public media.
- Ability to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to effectively manage a diverse team of professionals.
- Ability to manage a large number of projects concurrently.
- Ability to manage a large and complex budget and specialized funds.
- Ability to work effectively within a larger senior management team.
- Ability to apply Crown consultation and engagement requirements.
- 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:

A graduate degree in a relevant engineering, geoscience or science discipline with a minimum of 10 years of progressive, directly related experience, at least seven years of which have been in a managerial position.

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)

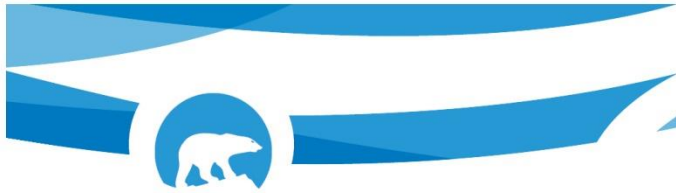
WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select Language

- Required
- Preferred



CERTIFICATION

Title: Director, Environmental Protection and Waste Management
Position Number: 23-0063

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
<p><i>Erin Kelly</i></p> <p style="text-align: right;">March 15/23</p> <hr/> <p style="text-align: center;">Deputy Head/Delegate Signature Date</p> <p style="text-align: center;"><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.