



**IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Manager, Climate Change	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-6661	Yellowknife	Climate Change, Cumulative Impacts and Knowledge/HQ

**PURPOSE OF THE POSITION**

The Manager, Climate Change (Manager) leads the development, implementation, monitoring and evaluation of strategies, policies, programs and initiatives in climate change for the Northwest Territories (NWT) to ensure that executive management objectives are being met, and there is a cohesive territorial approach to climate change adaptation and mitigation throughout the NWT.

**SCOPE**

Located in Yellowknife and reporting to the Director, Climate Change, Cumulative Impacts and Knowledge (Director), the Manager, Climate Change oversees the Climate Change Unit (CCU) where there are thirteen (13) positions, of which four (4) positions are Supervisors reporting directly to the Manager.

The Department of Environment and Climate Change (ECC)'s vision is that throughout the NWT there is a balance of healthy ecosystems and sustainable livelihoods thriving now and into the future. ECC's mission is to actively collaborate to protect, manage and restore ecosystem health, promote environmental stewardship and support the wise use of natural resources for the benefit of ecosystems and the people of the NWT, balancing traditional lifestyles and a modern economy. To achieve this, ECC has the mandate to promote and support the sustainable use and development of natural resources and to protect, conserve and enhance the environment for the social and economic benefit of all NWT residents.

The Climate Change, Cumulative Impacts and Knowledge Division (Division) coordinates climate change action for the Government of Northwest Territories (GNWT), leads the implementation of the government's Knowledge Agenda, and fulfills ECC's regulatory obligation to monitor and report on cumulative environmental impacts.

Over the last decade, climate change has become of major concern not only within the GNWT but at all levels of government in the NWT and Canada, and around the world. This includes Indigenous governments and organizations. Acknowledging the significance of the impact of climate change is addressed on the GNWT website, ECC section which states: “Climate change is one of the most serious environmental, economic and political challenges of our time and is an important issue to Northwest Territories (NWT) residents. The 2030 NWT Climate Change Strategic Framework” (CCSF) and the 2019-2023 Climate Change Action Plan (CCAP) lay out the GNWT’s comprehensive and coordinated response to climate change. The CCSF also outlines how the territory will do its part to contribute to the Pan-Canadian Framework on Clean Growth and Climate Change.”

The CCSF is linked to the 2030 NWT Energy Strategy, which is the primary mechanism that the GNWT utilizes to decrease the NWT's dependency on fossil fuels, leading to reduced greenhouse gas emissions. Initiatives such as the Carbon Tax and related refund are administered by other GNWT departments. It is critical that coordination exists to ensure all related initiatives and objectives are complimenting each other. The CCSF and the CCAP also must take into account national strategic documents such as the Pan Canadian Framework for Clean Growth and Climate Change as well as at the international level the Paris Agreement on Climate signed in 2016.

The potential impact of climate change is far reaching and requires a collaborative approach across the board to manage. ECC has developed partnerships with several agencies and Indigenous groups to work together to address the serious challenges the environment is facing.

As a result of the seriousness of the potential impact of climate change and the priority it has been given within the GNWT, the role of the Climate Change Unit (CCU) has heightened significantly in the past few years. As part of the 19th Legislative Assembly, the GNWT has made a commitment to take climate change into consideration in all major decision making. As a result, the CCU has been tasked with the central agency function of reviewing all Executive Council and FMB submissions and legislative proposals to consider climate change impacts.

GNWT approaches to climate change adaptation and emission reduction initiatives and policy are subject to public scrutiny and comments from other parties and are frequently politically charged with very opposing views on how to proceed. Decisions and positions taken by the Executive Council often must take into consideration conflicting priorities and initiatives. It is essential that sound and expert science-based advice and recommendations are provided through the CCU as part of this decision-making process right up to the NWT Legislative Assembly level on climate action and mitigation including local, NWT wide, national and international matters. This includes incorporating national standards and binding agreements and applying consistent applications and terminology. Stakeholders include ECC divisions, GNWT as whole, federal departments, Indigenous governments and Indigenous organizations, community governments, industry, environmental and non-government organizations, and the general public. As such the CCU must work closely with territorial and federal colleagues, technical advisors, communities, co-management boards, Indigenous governments and Indigenous organizations, industry, academic institutions, and organizations and individuals

involved in climate action and environmental impact.

The GNWT works closely with the Mackenzie Valley Environmental Impact Review Board (MVEIRB) which is a federally appointed board. A key role of the CCU is to build and regularly modify guidelines identifying information that the GNWT may request of proponents as part of the MVEIRB application and review process. These guidelines are essential to address climate change considerations in a consistent, predictable, efficient and transparent manner. The CCU's role includes the comprehensive review of environmental assessments as well as presenting and being called up for rebuttals at technical and quasi-judicial hearings.

## **DIMENSIONS**

For the 2020-21 fiscal year

- Reporting Positions: 4 Supervisors and 9 to 11 staff reporting through the Supervisors;
- Total Compensation & Benefits and Operations Budget: **\$3.7 Million**
- Spending authority: **\$250,000**
- Other Pan-Canadian Framework, Pan-Territorial Adaptation Partnership, NRCan's Adaptation Platform, Crown-Indigenous Relations, and Northern Affairs Canada (CIRNAC) Climate Change Preparedness in the North

## **RESPONSIBILITIES**

### **1. Leads and oversees the development, implementation and management of strategies, action plans, policies, programs and initiatives related to climate change.**

- Establishes adaptation and resilience planning, measures, and actions to address the anticipated environmental, infrastructure, economic and human impacts of a warming climate.
- Ensures the NWT Climate Change Strategic Framework (CCSF) and its corresponding Action Plan remains relevant and current.
- Coordinates resources and activities for acquiring and analyzing climate and climate change related data, information, and research.
- Develops recommendations.
- Develops guidelines for information to be included by proponents as are of Mackenzie Valley Environmental Impact Review Board (MVEIRB) application and assessment process.
- Coordinate the drafting of revisions to climate change related documents and Briefing Notes.
- Coordinate the development of performance measures, targets and objectives, and reporting on actions and strategic outcomes.
- Coordinate the development of adaptation strategies.

### **2. Oversees climate and climate change knowledge collection, analysis, research, information.**

- Manages the establishment, implementation, and maintenance of required information management systems.

- Manages the generation and determination of climate and climate change trends, indices and indicators.
- Manages analysis of data and climate modeling.
- Manages tracking and synthesizing information on climate change impacts and research and identify knowledge gaps.
- Manages implementation of corrective action measures.
- Ensures the application of scientific and methodological expertise and incorporation of traditional knowledge.
- Manages the coordination and enhancement of climate monitoring programs and the NWT climate monitoring network.
- Manages Territorial and GNWT greenhouse gas emission tracking and reporting.
- Manages the collection, recording and dissemination of climate and climate change knowledge, research and information through the Climate Change Portal(s) and other mechanisms.

### **3. Oversees climate information and outreach.**

- Oversees the development and implementation of a GNWT Climate Change Outreach Plan that enhance awareness of climate mitigation and adaptation and enables actions to reduce greenhouse gases, transition to a greener economy and address current and anticipated environmental, infrastructure, economic and human vulnerabilities and risks associated with a changing climate.
- Develops programs, tools and resources that advance climate change outcomes.
- Ensures access and awareness of climate changes tools and resources, and ensure public information is regularly updated including social media, the website, etc.
- Builds capacity for partners and stakeholders to take action to address climate change.

### **4. Leads and oversees the development and coordination of climate change adaptation initiatives, programs and projects on behalf of the GNWT.**

- Manages funding, research, design, implementation, and analysis of projects to identify risk and vulnerabilities to infrastructure, ecosystems, and social systems resulting from climate change in the NWT, in collaboration with GNWT departments and other responsible agencies.
- Reviews prioritization approach, program and project design, funding planning and pursuits, and implementation.
- Identifies and develops strategies to address awareness and capacity considerations across responsible agencies to address planning and execution.
- Manages the establishment, coordination and maintenance of partnerships with federal government and agencies, territorial agencies and organizations, Indigenous governments and organizations, academic institutions and other parties.

### **5. Oversees the assessment and inclusion of climate change considerations in GNWT decision making and in submissions to regulatory boards.**

- Ensures knowledge of climate, climate change science, and climate impacts are identified as part of the GNWT decision making process.
- Develops and manage processes to include and assess climate change considerations in decision making documents.

- Manages a one-window approach to intake and review of climate change considerations in GNWT decision-making and resource development or other projects inclusive of land, water, natural resources. This includes recommendations related to legislation policies, FMB submissions, new initiatives and submissions to regulatory boards and other high level documents and reports.
- Provides advice to program areas throughout the GNWT to support accurate and thorough climate change considerations.
- Advises the Cabinet Secretariat, Management Board Secretariat, and the Legislative Coordinator on the accuracy and thoroughness of submitted climate change considerations.
- Manages the development of tools, policy, processes, training and supports to enable GNWT departments to meaningfully include climate change considerations in decision making.

**6. Leads the management of human and financial resources of the Climate Change Unit.**

- Develops and implements short and long-term work plans, goals and objectives.
- Co-ordinates and supervises the day-to-day performance of staff.
- Evaluates on-going staff workloads, adjusting priorities to ensure section is meeting departmental objectives.
- Ensures that Section staff have the training and professional development needed to complete their jobs and to keep apprised of new developments.
- Prepares job descriptions, and initiates and completes staffing actions and annual staff performance evaluations.
- Initiates progressive disciplinary actions as required.
- Approves or recommends employee entitlements and benefits using approved policies and procedures (e.g., PeopleSoft).
- Manages consultants hired to conduct studies, analyses and assessment by developing request for proposals (RFP), assessing proposals, and monitoring on- going performance against established contracts.
- Coordinates shared implementation funding.
- Negotiates and administers federal/territorial funding agreements.
- Manages the budget by reviewing, monitoring and maintaining monthly expenditure forms, authorizing expenditures and preparing variance reports.
- Prepares budgets.

**WORKING CONDITIONS**

**Physical Demands**

No unusual physical demands.

**Environmental Conditions**

The incumbent may be periodically required to travel to communities in small aircraft approximately five times per year for two to three days at a time.

## **Sensory Demands**

The incumbent is subject to periods of concentrated focus while participating in public meetings and forums approximately five times a year.

## **Mental Demands**

Meetings and public hearings may at times be confrontational.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of northern climate change mitigation and adaptation issues.
- Knowledge of federal, provincial and territorial climate change programs and approaches.
- Knowledge of Indigenous cultures and Traditional Knowledge.
- Knowledge of climate change and climate science, industrial and sector-specific emissions issues, GHG mitigation practices, and emission issues.
- Knowledge of computer software, including data acquisition systems, word processing, database and spreadsheet programs.
- Knowledge and understanding of legislative processes including the preparation and interpretation of legislation, regulations, and decision papers and legal interpretations.
- Knowledge of policy and strategic plan development techniques.
- Knowledge of financial planning, budgeting and expenditure management.
- Knowledge and experience in project management and the ability to manage project costs, timelines and deliverables.
- Research, analytical skills, and the ability to assess and make sound decisions with respect to environmental protection issues.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities and meet deadlines.
- Communications skills both written and oral, including sharing scientific knowledge and complex processes with non-technical audiences.
- Interpersonal skills to effectively interact with other government agencies, industry, Indigenous governments and organizations and the public.
- Leadership and interpersonal skills to effectively manage teams.
- Negotiating and dispute resolution skills to resolve conflicts and differences of opinion.
- Ability to use word processing and spreadsheet software (e.g. Microsoft Word and Excel).
- Ability to think strategically, using experiential judgment as well as the analysis and synthesis of multiple concepts and priorities.
- Ability to take broad direction, setting priorities to maintain strategic initiatives of the unit, coordinating many projects.
- Ability to manage politically sensitive and controversial matters with sensitivity, tact, and diplomacy.

- 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 master's degree in social sciences, humanities, environmental sciences (chemistry, biology, or general environmental science), public administration and planning, along with a minimum of five (5) years' related experience, including three (3) years in strategy or policy development and two (2) years in a supervisory role, preferably, in both government and private industry.

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:** Manger, Climate Change

**Position Number:** 23-6661

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>
Deputy Head/Delegate Signature	Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

**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.**