



IDENTIFICATION

Department		Position Title	
Environment and Climate Change		Program Advisor, Contaminated Sites	
Position Number	Community	Division/Region	
23-6910	Yellowknife	Environmental Protection & Waste Management/HQ	

PURPOSE OF THE POSITION

The Program Advisor, Contaminated Sites (Advisor) is responsible and accountable for leading the implementation of the GNWT's Approach to Contaminated Sites Management and for developing policies and procedures to support the Government of the Northwest Territories (GNWT's) Contaminated Sites Program (CSP).

SCOPE

The Advisor is located in Yellowknife and reports to the Manager, Contaminated Sites (Manager). The Advisor is responsible and accountable for leading the implementation of the GNWT's Approach to Contaminated Sites Management (ACSM) to ensure that contaminated sites policies and procedures are implemented effectively and consistently across the GNWT. The Advisor is also responsible for the development and implementation of policies and procedures to support the GNWT's Contaminated Sites Program (CSP), in particular, those directly related to its role as a proponent to ensure that it is robust, defensible, and sustainable. In addition, the incumbent is responsible for leading and coordinating the development of policies related to the Waste Sites Chapter of the Northwest Territories Land and Resources Devolution Agreement (Devolution Agreement).

The Department of Environment and Climate Change (ECC; Department) 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, water, and 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.

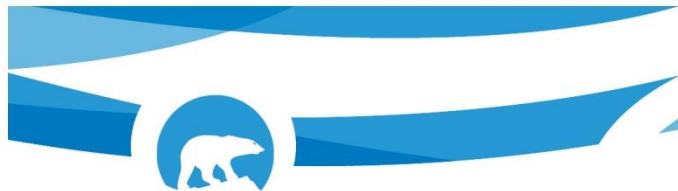
The Contaminated Sites Program is the program through which the GNWT assesses, remediates and monitors contaminated sites that are the responsibility of the GNWT. Contaminated sites are areas of land or water where chemical or physical hazards exist that pose, or are likely to pose a risk to human health or the environment or where contamination exceeds specific levels under environmental standards or guidelines. Contaminated sites that are the responsibility of the GNWT are recorded on the GNWT Environmental Liabilities List. There are approximately 215 sites on the Environmental Liabilities List which are in various stages of assessment, remediation and monitoring and are estimated to be \$95.6 million, of which ECC's liability is \$67.6 million. Through the program, the Contaminated Sites Section ensures that contaminated sites are consistently managed to reduce risk to people and the environment.

With Devolution, the GNWT became the steward of resources on public lands throughout the territory. This included taking responsibility for an additional 1438 waste sites (i.e. sites that are contaminated, sites undergoing remediation, or sites that may become contaminated). These sites include sites such as abandoned mine and exploration sites and abandoned oil and gas sites. These sites are considered high risk sites because of the scale and complexity, the cost to remediate them, and the level of unknown site conditions, especially those underground that are more difficult to assess. The work of the Section directly contributes to supporting the GNWT's position on whether to accept these sites and to providing technical information to be able to negotiate with Canada.

This position provides recommendations to departmental leadership to help shape policy and guide decisions that carry significant financial, legal, and reputational consequences for the GNWT, influencing outcomes such as project approvals, funding negotiations, and public confidence in government actions. The Advisor finds solutions to complex environmental, legal, and social issues, often with limited or conflicting information. They balance priorities like environmental protection, financial risk, legal duties, Indigenous rights, and public expectations, using strong judgment and creativity to keep GNWT policies effective and adaptable.

The Advisor leads the development and implementation of contaminated sites policies and procedures to support the activities described within the ACSM. These policies and procedures are important to ensure that the GNWT is implementing a consistent, uniform and cost-effective government-wide approach to the prevention and management of contaminated sites.

The Advisor will ensure that the contaminated sites policies and procedures are approached in a manner consistent with federal and territorial environmental management legislation, the Devolution Agreement, GNWT strategic policy and plans, land use plans, land claims, resources



and self- government agreements and broader environmental initiatives such as climate change adaptation and mitigation strategies.

The Advisor must possess knowledge and understanding of contaminated sites prevention and management practices as well as the unique and complex regulatory environment of the NWT. The issues and concepts that the Advisor must understand and analyze are often diverse and complex. The operating environment within which this work takes place can be fluid and subject to change and may be impacted by departmental and political considerations.

Through the GNWT's Contaminated Sites Working Group, the Advisor will be responsible for planning and coordinating the development and implementation of contaminated sites policies, procedures and guidelines being developed by other ECC divisions, branches and GNWT departments to advance the GNWT's ACSM and to support the GNWT's Contaminated Sites Program. This will include monitoring the progress of development and implementation, advising when challenges to the development and implementation process arise and providing recommendations to overcome those challenges.

The Advisor will be responsible for drafting and contributing to the development and implementation of policies and procedures that are the responsibility of the Contaminated Sites Section. These will include policies and procedures related to the assessment, management, remediation and monitoring of contaminated sites for which the GNWT has accepted responsibility. The Advisor will work closely with the Manager, Contaminated Sites Section staff and other interdepartmental representatives to ensure that the policies and procedures are developed in a manner consistent with GNWT approaches to the management of contaminated sites.

The Advisor must foster and maintain positive stakeholder relationships through working with GNWT, other provincial/territorial departments and federal government departments, Indigenous government and Indigenous organizations, communities, Environmental Non-Government Organizations (ENGOS), academic institutions and regulatory authorities (e.g., Mackenzie Valley Land and Water Board).

Work is performed under the direction of the Manager. The Advisor has a significant amount of latitude provided that they adhere to the policies, guidelines and interests of the GNWT. Judgment is required in interactions with all partners and stakeholders.

RESPONSIBILITIES

1. Researches, analyses, develops, implements and evaluates contaminated sites policies and procedures which are the responsibility of the Contaminated Sites Section as a project proponent.

- Prepares research, reports, and recommendations on complex and intergovernmental issues related to contaminated sites policies and procedures.



- Leads the development of policies and frameworks that guide GNWT's approach to contaminated sites, ensuring they meet legal requirements, reflect best practices, and align with government priorities.
- Designs and recommends program approaches to address policy gaps, solve systemic issues, and reduce long-term liabilities.
- Provides advice that informs Ministerial, Cabinet, and intergovernmental decisions on contaminated sites, liability management, and long-term stewardship.
- Conducts research and analysis and drafts contaminated sites policies and procedures that have been tasked to the Contaminated Sites Section.
- Ensures that policies and procedures are developed in accordance with the ACSM, are coordinated, do not conflict each other and align with the mandate of the Contaminated Sites Section.
- Engages with other divisions and branches within ECC and other GNWT departments to ensure that drafted policies and procedures are aligned and do not conflict with the mandates of other divisions, branches and departments.
- Incorporates input from other divisions, branches and departments into final drafts and prepares submissions for senior management review and approval.
- Prepares implementation plans including timelines for approved policies and procedures and engages with other divisions, branches and departments on how policies and procedures will be implemented across the GNWT.
- Monitors and evaluates the implementation process, provides progress updates on implementation and makes recommendations to address challenges related to the implementation of the policies and procedures.
- Evaluates policies and procedures on an ongoing basis to ensure policies and procedures remain relevant to current contaminated site management practices.
- Reviews the ACSM document and makes recommendations for updates.
- Prepares updates and briefing materials for senior management.

2. Plans and coordinates the development and implementation of contaminated sites policies, procedures and guidelines being developed by other ECC divisions, branches and GNWT departments to advance the GNWT's ACSM and to support the GNWT's Contaminated Sites Program.

- Coordinates lead divisions, branches and departments through the GNWT's Contaminated Sites Working Group to support development of policies and procedures.
- Reviews draft policies, procedures and guidelines prepared by lead divisions, branches and departments to ensure that they are being developed in accordance with the GNWT's ACSM and will support ongoing activities and initiatives of the GNWT's Contaminated Sites Program.
- Engages with lead divisions, branches and departments to ensure that drafted policies, procedures and guidelines are aligned and do not conflict with the mandates of other divisions, branches and departments.



- Coordinates lead divisions, branches and departments with preparation of final draft submissions for senior management review and approval.
- Works with lead divisions, branches and departments to prepare implementation plans and timelines for implementation of policies, procedures and guidelines across the GNWT.
- Monitors and evaluates the implementation process, provides progress updates on implementation and makes recommendations to address challenges related to the implementation of the policies and procedures.
- Works with lead divisions, branches and departments to address challenges in policy, procedure and guideline development and implementation.
- Evaluates policies and procedures on an ongoing basis to ensure policies and procedures remain relevant to current contaminated site management practices.
- Collaborates and exchanges information and expertise with other divisions and departments on various departmental and interdepartmental contaminated sites projects and initiatives.
- Prepares briefing notes, submissions and position papers for senior management, the Minister, the Financial Management Board and Executive Council related to the GNWT's overall approach to contaminated sites management.

3. Researches, analyses, develops, implements and evaluates policies, procedures, directives and guidelines related to the management of Waste Sites under the Devolution Agreement.

- Researches and analyzes existing contaminated sites policies and programs related to transfer of contaminated sites between governments in other jurisdictions to assess their strengths and weaknesses and their potential applicability in the NWT.
- Develops policies, procedures, directives and guidelines for the GNWT's approach to management of each of the five categories of sites defined under the Waste Sites Chapter of the Devolution Agreement.
- Prepares policies to address negotiation of sites through separate agreements as per section 6.76 of the Devolution Agreement.
- Develops directives related to the management Devolution Agreement sites including GNWT allocation of roles, responsibilities, resources and funding.
- Develops policies, procedures, directives and guidelines to support the GNWT's position on contaminated site transfers including criteria that must be met in order for the GNWT to consider sites for transfer.
- Prepares documentation to support Devolution Agreement negotiations with the federal government.
- Monitors and reports on progress of implementation of Devolution Agreement related policies, procedures, directives and guidelines.
- Prepares briefing notes, submissions and position papers for senior management, the Minister, the Financial Management Board and Executive Council related to Devolution Agreement negotiations.



4. Plans, coordinates, provides advice and assistance to the GNWT Inter-departmental Contaminated Sites Working Group.

- Coordinates inter-departmental contaminated sites related activities and initiatives being conducted through the GNWT Contaminated Sites Working Group.
- Liaises with Working Group to ensure that the development and implementation of policies, procedures, activities and initiatives is consistently advancing.
- Provides policy development advice to the Working Group to ensure contaminated sites activities and initiatives to ensure consistency across the GNWT.
- Manages logistics associated with Working Group meetings (e.g., schedules, meetings, takes minutes, etc.)
- Prepares meeting and communication documents such as agendas, minutes, and policy and procedure progress updates to support the Director and the Manager as the lead division for the interdepartmental contaminated sites working group.
- Supports preparation and facilitation of ECC led workshops with the Working Group and other divisions, branches and departments as required.

5. Provides expert advice to GNWT departments on legislative and non-legislative tools that impact how governments manage environmental liabilities.

- Provides expert advice and interpretation of legislation, regulations and policies that impact how contaminated sites are managed in the NWT.
- Advises senior leadership, including the Deputy Minister and Cabinet, on the potential political, financial, and legal consequences of contaminated site policy decisions.
- Develops strategic options and briefing materials that influence the GNWT's position in federal-territorial negotiations, funding discussions, and long-term environmental liability planning.
- Researches policy options and alternatives and identifies their potential on the political, financial and organizational impacts of decisions.
- Develops scopes of work and contract packages to contract third party expertise on interpretation of legislation, regulations and policies as needed.
- Manages third party consultant contracts to conduct additional research, provide advice and recommendations when additional expertise is needed.
- Monitors, analyzes and anticipates the potential political, environmental, economic and legal impacts of policies and strategic initiatives.
- Drafts decision papers and information items for senior management, the Minister, the Financial Management Board and Executive Council.
- Provides advice to GNWT Departments on contaminated sites decisions and initiatives that have government-wide and cross government implications.

6. Provides support with project teams in project delivery.

- Supports project managers and officers with report reviews and fields inspections.



- Assist with developing and reviewing contracting packages, scope of work statements, tender documents, and requests for proposal for Phase I, II and III ESAs and monitoring programs for priority sites.
- Assists in drafting applications and supporting documentation necessary for permits and licences required prior to project initiation.
- Assists Project Manager and Officer with the development, review, and management of more complex environmental projects including Phase I/II/III ESAs, site specific risk assessments, remedial action plans, monitoring plans, and remediation projects.

WORKING CONDITIONS

Physical Demands

Fieldwork requires the incumbent to walk over uneven ground and perform some stooping, lifting, and carrying of soil and/or water samples (up to 50 pounds) during site visits to contaminated sites. Site visits will account for approximately 10% of the incumbent's time.

Environmental Conditions

The incumbent will experience a full range of northern climate weather conditions, and may occasionally encounter wildlife.

On project sites, there is exposure to dust, dirt, toxins and chemicals, and fumes, and the incumbent will be required to use appropriate personal protective equipment (PPE) to prevent injury or contamination to skin, clothing, eyes and lungs. The incumbent will also be required to enter confined spaces located at abandoned mine sites, and will be required to implement required confined-space training and mine health and safety training around physical hazards such as unstable buildings and underground mine workings.

The incumbent will also be required to visit abandoned oil and gas sites and secure, maintain and implement oil and gas health and safety training around orphaned and abandoned wells and associated infrastructure. This includes awareness, identification and mitigation of physical hazards such as unstable buildings, oil and gas related infrastructure and sumps. Due to the nature of oil and gas activities, fieldwork risks include the potential for exposure to highly toxic hydrogen sulfide gas (sour gas), and acid gas (combination of H₂S and CO₂).

Sensory Demands

The incumbent uses sight, smell and touch simultaneously when performing site visits. When conducting site visits to abandoned mine sites and oil and gas sites, the incumbent needs to maintain a heightened level of awareness of their surroundings to reduce the risks associated with unstable buildings and ground conditions, falling objects and structures, hazardous chemicals from tailings, hazards from exposure to hydrogen sulfide gas and to prevent potential encounters with wildlife.



Mental Demands

Travel is required for field work and community visits to meet with senior community officials and members of the public to present on project activities and conduct engagement sessions. When traveling to communities for field work, meetings and engagement sessions, the incumbent travels away from Yellowknife and will account for approximately 10% of the incumbent's work time. The incumbent is required to spend a few days in remote camps. Travel to and from sites may involve trucks, snow machines, boats, or small aircraft.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of theories, principles, methods, techniques and practices related to Phase I/II/III ESAs, environmental monitoring, site specific risk assessment, and remedial action plans.
- Knowledge of requirements to obtain permits and licences for undertaking assessment and remedial work on contaminated sites in the NWT.
- Understanding of policy development, government decision-making, and intergovernmental negotiations, with the ability to navigate and influence complex policy environments.
- Knowledge and understanding of the *Environmental Protection Act*, the *Waters Act*, the *Environmental Rights Act*, the *Public Land Act*, the *Species at Risk (NWT) Act*, the *Wildlife Act*, the *GNWT Public Health Act*, the *Mackenzie Valley Resource Management Act*, the *NWT Safety Act*, the *Northwest Territories Lands and Resources Devolution Agreement*, the *Archaeological Sites Act*, and the *GNWT Approach to the Management of Contaminated Sites*.
- Knowledge of theories, principles, methods, techniques and practices related to policy development and implementation.
- Knowledge of the department's legislative mandate, policies, objectives, organizational structure, and programs.
- Knowledge of NWT Indigenous self-government agreements and their implementation.
- Knowledge of environmental impact assessment legislation, regulations, processes and procedures.
- Skilled at assessing long-term environmental, financial, and legal risks and incorporating them into policy and decision-making.
- Interpersonal and communication skills including oral, written, presentation and facilitation skills to effectively communicate, interact, and work with individuals and groups.
- Analytical skills, and the ability to analyze critically and suggest viable options with recommended means of action, sometimes in a short time frame.
- Demonstrated organizational and time management skills, including the ability to plan, coordinate, prioritize activities and meet deadlines, sometimes in a short time frame.
- Computer software skills, including but not limited to spreadsheets, Word documents, databases, and PowerPoint.
- Ability to provide recommendations, expertise and communicate messages effectively in

- writing or verbally to various audiences on both communications and policy matters.
- Ability to understand cultural differences and how they influence communication, consultation and decision-making with regards to land claims, land use and environmental protection issues.
 - Ability to work effectively in a team environment.
 - Ability to use analysis and interpretation methods and techniques.
 - Ability to plan, direct and evaluate research and special project/programs.
 - Ability to interpret legislation, regulations, policy and correspondence.
 - 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:

An undergraduate degree in environmental sciences, environmental management, environmental engineering or a related field with three (3) years of progressively responsible related experience.

Equivalent combination 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