



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Wildfire Management Analyst	
Position Number	Community	Division/Region
23-7909	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

The Wildfire Management Analyst (Analyst) is the Department of Environment and Climate Change (ECC)'s primary authority and expert on divisional legislation, policy, guidelines, and standards with respect to wildfire management, fire behaviour, wildfire investigations, equipment, and safety management. The Analyst provides expert advice to forest management division staff, regional staff, and external stakeholders.

## SCOPE

The Forest Management Division (FMD) provides the policy, planning and regulatory framework for the stewardship, protection, and sustainable management on 80 million hectares of forested land in the Northwest Territories, 10% of Canada's entire forested area. This role is pursued through interrelated programs, developed, and coordinated by the Division and implemented throughout the Department's five regions.

Reporting to the Manager, Fire Operations (Manager), the Wildfire Management Analyst serves a headquarters function and exercises latitude in decision making by providing expertise and professional guidance to Regional Managers, Foresters, Forest Officers, and Renewable Resource Officers. The position also provides functional direction to operational professionals and technicians.

The Wildfire Management Analyst is located in Fort Smith, but activities are territorial in extent and support all five regions. The position functions within a complex field involving integrated resource management, external stakeholders, and public involvement/interaction. The incumbent interprets, reviews, and provides expert advice on legislation, policies, guidelines, and procedures related to wildfire management, wildfire investigations, fire behavior, fire line safety, equipment standards and the resolution of related contentious issues, including recommending appropriate methods for issue resolution. As a leader in wildfire management,

the incumbent's advice on matters related to fire behavior, tactics and strategies can have a direct impact on firefighter safety and the outcome of wildfire events.

The position serves as FMD's expert resource for Occupational Health and Safety (OH&S) Committees and Safety representatives responsible for promoting workplace safety practices across all worksites, FMD, and five regional offices. The incumbent will develop and maintain an OH&S Program within the Division to prevent or reduce the risk of accidents or injury within the workplace. The incumbent plays a lead role in maintaining the Division's Safety Management System and performs analysis of incidents and injury reports to improve risk management within the Division.

The duties are both office and field oriented. The incumbent is expected to function in a team environment and is required to work collaboratively with peers and subordinates.

## **RESPONSIBILITIES**

- 1. Coordinates the development and updating of the division's legislation, policies, guidelines, and procedures with respect to fire management.**
  - Reviews divisional policies and procedures related to wildfire, equipment, communications, and aviation management.
  - Authors or updates policies and standard operating procedures in collaboration with division staff.
  - Prepares and presents an evidentiary package to support decisions and provides technical information for program or procedural changes.
  - Research to ensure Territorial standards and practices are consistent with national standards.
  - Undertakes jurisdictional scans of national and international wildfire management legislation and determines applicability to NWT Forest Management Legislation.
  - Prepares draft legislation in support of amendments and additions to forest and wildfire acts and regulations.
  - Participates in engagement and consultation with relevant stakeholders on draft legislation.
- 2. Performs the function of lead wildfire investigator for the Division.**
  - Assists and advises other wildfire incident investigators in appropriate investigations and documentation for wildfire suppression costs recovery.
  - Develops and maintains operational standards for wildfire investigation practices that will support the decision-making process for wildfire investigators.
  - Develops information in conjunction with Regional staff critical to the presentation of civil or criminal wildfire related cases.
  - Participates, researches, analyses, recommends, and provides consultative services for other designated wildfire investigators throughout the department and functions as the lead fire investigator for the NWT.

- Plans, prepares, coordinates, and implements dynamic and effective training for qualified and trainee investigators and other agency's personnel regarding wildfire incident investigations, basic fire related laws, and Infra-Red scanning.
- Collaborate with the Field Support Unit to coordinate enforcement issues.
- Provides investigative summaries and information to the Divisional Wildfire prevention Coordinator.

**3. Leads for the Division on assessing and incorporating new materials, equipment and tools or services used in fire management.**

- Researches and recommends new tools and equipment available for use for the Division.
- Undertakes jurisdictional scans of other fire agencies and manufactures existing specifications.
- Contacts suppliers and manufacturers for samples of equipment and information on products or services.
- Coordinates testing of new tools and equipment and produces reports of findings.
- Supports the development of training tools related to new equipment and materials with the Division training officer.
- Participate as a member of the Divisional equipment working group.
- Develops and maintains equipment standards through collaboration with divisional managers.
- Researches, procures, and distributes technical information on equipment purchases.

**4. Leads and Coordinates the day-to-day safety management requirements of the Forest Management Division.**

- Oversees and supports the on-going development and maintenance of OH&S policies, strategies and plans that promote health and safety, wellness and prevent or reduce the risk of accidents or injury for fire operations.
- Promotes the implementation of workplace safety practices for fire management by coaching and mentoring fire operations staff on OH&S programs within FMD and five regions.
- Regularly review and be familiar with all applicable legislation and applicable standards, to ensure compliance with the Safety Act and the Occupation Health & Safety Regulations.
- Inform the Regional and FMD Managers of any new or conflicting legislative matters that could impact the division.
- Administers the Division's Safety Management System (SMS) to ensure a safe work environment.
- Regularly audits compliance of fire operations staff to the SMS.
- Analyzes incidence and hazard reports to improve risk management within the Division.
- Participates and assists supervisors and safety officers in the investigation of incidents to determine root cause, and corrective actions where necessary.
- Collaborates with the NWT Workers Safety and Compensation Commission, and GNWT's Human Resources on the implementation of the SMS.
- Represents the Division on the Joint Occupational Health and Safety Committee.

- Coordinates FMD response to safety issues with the Safety and Training Officer of the ECC field support unit.

**5. Contributes as a member in the Wildfire Operations Program.**

- Works as a Territorial Duty Officer, logistics support or Fire Behavior Analysts.
- Serves on Incident Management Teams.
- Participates in annual meetings and training programs.
- Works as a Regional Duty Officer or other support position in regional wildfire operations.

**6. Performs other related duties.**

- Represents the Department at meetings, workshops, and symposiums.
- Serves on various internal (Division, Department and GNWT) or external (Local, National, and International) committees and forest management advisory groups.
- Provides advice on wildfire management to the Department environmental and assessment process.

**WORKING CONDITIONS**

**Physical Demands**

Required field work which could involve long days, walking long distances in wet, cold, hot or insect infested situations. Position involves travel to remote communities or work sites up to 19 days. Occasionally required to drive long distances, up to 8 hours at one time.

**Environmental Conditions**

Exposure to noise and heat. Exposure to smoke and intense heat from wildfire. Responsibilities outside of the office environment require wearing Personal Protective Equipment. Working in the wilderness imposes numerous hazards including working in areas inhabited by bears and other wildlife.

**Sensory Demands**

The incumbent is subject to long periods of concentrated focus while working with computer programs, infra-red scanners, reviewing case files, policy and planning papers or other related documents. Office work involves extended period of eye focus when generating or reading reports or inputting data into the computer.

**Mental Demands**

The incumbent is expected to complete careful analysis and timely results-oriented decisions in remote locations where errors in judgment, neglect of attention to detail in planning and executing activities may result in risk to the employee, losses of critical services to the Department, or significant health and safety risk to department personnel utilizing the services.

The incumbent will be exposed to shifting priorities and tight deadlines with urgent

situations, which significantly increase the level of stress in this position, especially during wildfire season.

The severity of the wildfire season determines the incumbent's workload, and this is a factor beyond the control of the Incumbent.

Given the nature of the organization and responsibilities for emergency response, flexibility is required for sudden changes in responsibilities and assignments such as callouts for emergencies or supporting regional staff during times of increased wildfire activity.

The incumbent requires tact while dealing with issues with public, industry, contractors, other Government Departments, Division and Regional staff.

Operating in a multi-stakeholder environment requires balancing many interests while supporting the implementation of appropriate solutions.

Travel and work away from home (long hours and away from family). A variety of modes of travel may be used, depending on the destination.

Living in isolated camps, a lack of privacy, a lack of regular amenities with potentially no medical facilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of investigative techniques and standard practices regarding compliance and investigations.
- Knowledge of the Incident Command System, wildfire behavior, and wildfire operations.
- Knowledge and ability to apply exemplary practices in the area of health, wellness and safety.
- Oral, written and people skills.
- Problem-solving skills.
- Interpersonal skills and the ability to work well in a team environment.
- Ability to work independently and without close supervision in a cooperative environment both within the department and external to the department.
- Ability to review, analyze and make recommendations on legislation, regulation, and policy.
- Ability to read, interpret and apply codes standards and regulations.
- Ability to work in a high stress multi-tasking environment with tight deadlines.
- Ability to deal with individuals where there is a high degree of tact and diplomacy required.
- Knowledge of standard office computer 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:**

A bachelors' degree from a nationally accredited college or university with three years of related experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Experience in serving on Incident Management teams and training in Advanced Fire Behaviour would be a strong asset.

Supervisory or mentoring experience would be an asset.

**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