



IDENTIFICATION

| Department | Position Title | |
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| Environment and Climate Change | Manager, Wildlife Research and Monitoring | |
| Position Number | Community | Division/Region |
| 23-0837 | Yellowknife | North Slave Region |

PURPOSE OF THE POSITION

The Manager, Wildlife Research and Monitoring (Manager) is responsible for managing the financial administration, development, implementation, and interpretation of research to ensure that wildlife use and development activities are ecologically sustainable. The incumbent works with Departmental staff, industry, Indigenous governments and other government agencies to determine the sustainable harvest of wildlife populations and to ensure potential impacts of development activities on wildlife, wildlife habitat and wildlife harvesting are appropriately assessed and mitigated. Decisions and advice on research and management issues required to manage wildlife species and wildlife habitat in the Northwest Territories (NWT) are made regularly.

SCOPE

Located in Yellowknife and reporting to the Regional Superintendent, Wildlife and Forest Management (Superintendent), the Manager, Wildlife Research and Monitoring defines, prioritizes, implements and manages research activities on wildlife species primarily in the North Slave Region. The Manager develops, plans, conducts and interprets wildlife management and environmental impact studies and research as well as is responsible for the financial planning activities for the Unit.

Recommendations on wildlife and wildlife habitat research and management actions and policies for wildlife species within the NWT and more specifically, within and around the North Slave Region are made regularly to the appropriate land claim organizations, co-management boards, the Regional Superintendent, Director of Wildlife, and other Environment and Climate Change (ECC) renewable and non-renewable resource management staff.



The incumbent can also be the departmental representative on territorial and national wildlife management boards and is required to present the department's position on potential environmental impacts related to development activities during the environmental Impact assessment process.

RESPONSIBILITIES

1. Responsible for the management, recruitment, development, evaluation, supervision, discipline and motivation of all regional staff in the Wildlife Research and Monitoring Unit.

- Participating in all aspects of staff recruitment.
- Establishing appropriate and measurable goals and objectives.
- Effectively communicating expectations and performance objectives.
- Monitoring staff performance and evaluating performance at regular intervals.
- Developing staff capability through the provision of ongoing advice, direction and support.
- Identifying staff deficiencies and recommending appropriate training or other development options to improve staff capability.
- Dealing with human resource issues and making recommendations to the Regional Superintendent concerning the handling of human resource issues.

2. Oversees the planning, development, management and control of the units regional budget allocation within the authorized levels, development of regional operational and strategic plans.

- Managing the units financial position through the establishment and maintenance of the budget management and variance processes.
- Participating in the development of annual regional operational plans that provide clear rationale for allocation of human and financial resources by identifying opportunities and needs through the planning process.
- Manages the security and maintenance of the units facilities and assets throughout the region.
- Provides administrative and financial control of regional programs and activities that are consistent with the Government of Northwest Territories (GNWT) guidelines.
- Provides reports and recommendations to the Regional Superintendent for dealing with financial management issues as required.
- Preparing annual budget estimates and forecasts for wildlife management activities in the North Slave Region.
- Planning human resource requirements for wildlife management studies.
- Soliciting funds from external sources to supplement regional funds.



3. Manages, mentors, coaches and evaluates employees responsible for conducting wildlife and wildlife habitat studies.

- Ensuring that all research methodology and design is state-of-the art and consistent with similar effort in other parts of the NWT.
- Providing advice to ensure that wildlife use is ecologically sustainable, wildlife abundance and diversity is maintained and the Departments wildlife policies and strategies are professionally credible.
- Exerting best efforts to ensure that wildlife and wildlife habitat surveys produce results which meet the standards for reliability as established by the Director of Wildlife.
- Ensuring that wildlife and wildlife habitat surveys are done cost effectively and that fieldwork is coordinated with work being conducted by government biologists from other regions/districts, headquarters, Forest Management Division, Department of Environment, Yukon Territorial Government, Nunavut, Alaska Fish and Wildlife, provincial counterparts, and appropriate existing and future co-management boards.

4. Coordinates wildlife and wildlife habitat research and management programs in the North Slave Region.

- Advising the Regional Superintendent and Director, Wildlife Division on the requirements and priorities for research and management studies.
- Working with regional staff to design and conduct surveys to define wildlife populations and determine their size, trend, range carrying capacities and demographic parameters, and to monitor distribution, survival and behavior.
- Reviewing and studying scientific literature, and developing professional contacts to maintain proficiency in the field of specialization.
- Undertaking ecological and habitat research necessary to answer management questions and support environmental impact assessments.
- Writing and publishing progress reports and peer-reviewed journal publications
- Ensuring public and stakeholder involvement in development of wildlife research and management plans.
- Coordinating, reviewing, and assisting with the production of species management plans, species status reports, species harvested under quota status reports, and community conservation plans.
- Reviewing proposed land use activities to identify research studies required to evaluate and reduce impact.
- Incorporating conclusions of studies into proposals for management actions, policies, and legislation where required.
- Presenting proposals for management actions, policies, and legislation to Indigenous governments, community councils, and co-management boards.
- Maintaining liaison with researchers working with other ECC divisions (i.e., Forest Management, Environment) other territorial and federal government agencies, university, and private research organizations to collaborate, coordinate logistical support, ensure that research efforts are not duplicated, results of studies are shared



whenever possible, and to ensure that respective objectives for wildlife and habitat management are met for trans boundary species.

- Maintaining liaison with representatives and consultants working for development companies and industry biologists in the North Slave Region to ensure that interests of wildlife and wildlife habitat are considered and potential impacts on wildlife and wildlife habitat are mitigated, and to help identify what baseline research is required to assess and mitigate impacts of development activity on wildlife and wildlife habitats.
- Identifying research and databases required to monitor effects of climate change
- Designing innovative techniques, sampling protocols and equipment to meet study needs.
- Attending local, regional, territorial, national, and international conferences and meetings as required, to present Departmental wildlife strategies and research results.

5. Manages and oversees all operational , scientific, and administrative functions of the North Slave Region Wildlife Laboratory to ensure safe, compliant, and high-quality laboratory services.

- Ensures all laboratory users, and activities comply with GNWT Occupational Health and Safety legislation, biosafety requirements (including handling of zoonotic agents), chemical management protocols, and departmental safety procedures for biological sample processing.
- Develops, implements and maintains Standard Operating Procedures for all laboratory workflows including lab access, sample intake, chain-of-custody, storage, disposal, equipment calibration, decontamination, and emergency response for spills, exposures or equipment failures.
- Oversees laboratory Quality Assurance and Quality Control programs, ensuring data integrity, repeatability of analysis, proper documentation practices, and adherence to accepted scientific and wildlife health diagnostic standards.
- Manages laboratory assets and infrastructure, including procurement, maintenance, calibration, and lifecycle planning for specialized equipment (e.g. biosafety cabinets, freezers, microscopes, genetic sampling equipment). Ensures inventory and secure storage of chemicals, reagents, and controlled substances.
- Coordinates sample processing and analytical workflows for wildlife research and monitoring programs, including necropsies, disease surveillance, physiological/biological sample processing, and preparation of samples for external laboratories.
- Ensures proper chain-of-custody, records management, and data retention for all laboratory samples and outputs, consistent with GNWT records management policies and departmental data governance standards.
- Develops and manages laboratory budget, including forecasting operational needs, equipment replacement, specialized supplies, and facility maintenance requirements. Seeks supplemental funding or partnerships where appropriate.



- Ensures rapid, accurate, and professional communication of laboratory findings to the Regional Superintendent, Territorial Veterinarian, wildlife biologists, Indigenous governments, co-management boards, and other partners as required to support wildlife management decisions and emergent wildlife health events.
 - Maintains relationships with external laboratories, research institutions, and wildlife health networks to support collaborative diagnostics, inter-laboratory comparison, shared protocols, and rapid escalation during wildlife disease events.
 - Leads continuous improvement and modernization of laboratory capabilities, including evaluation of new techniques, equipment, technology, and emerging best practices for wildlife diagnostics and sample processing.
- 6. Maintains liaison with the Director of Wildlife, and ECC Wildlife Veterinarian to ensure respective objectives for wildlife management are met.**
- Advising of studies underway and results of research.
 - Recommending research and management actions and policies.
 - Aligning ECC and regional research priorities and objectives for wildlife management in the North Slave Region.
 - Ensuring sufficient resources are allocated to meet all regional objectives and goals,
 - Collaborates with Indigenous governments and partners, including communities and other regional resource management agencies, to review local and traditional knowledge and to incorporate that knowledge into research planning for the region, consistent with the Department's Traditional Knowledge Policy.

WORKING CONDITIONS

Physical Demands

The position works in an office, laboratory, or field environment.

The position includes field studies 3-5 times per year for approximately 1-3 weeks in duration, plus several day trips. This can involve long days operating a snow machine, boat or ATV, or sitting in an aircraft. Field work can involve physical demands including lifting heavy equipment, handling wild animals, and hiking long distances.

Environmental Conditions

While in the field, the incumbent can experience extreme weather conditions in remote areas. The incumbent will be traveling long-distances to communities for meetings, 3-5 times per year, up to 3-4 days at a time.



Travel to remote field sites using small aircraft or alternative motor vehicle transport may be required. The incumbent is exposed to hazardous substances including aviation fuels, other petroleum products, potentially lethal wildlife immobilization drugs, communicable diseases, risk of accident on ATV and travel in small aircraft with exposure to loud noise, and inclement weather and disruptions caused by travel requirements.

Exposure to and risk of infection with serious or potentially fatal zoonotic diseases when handling wildlife, conducting field necropsies, and processing laboratory samples.

Sensory Demands

Accuracy of details is important when gathering information via phone or face to face interviews. While in the field or laboratory, there is a need for attention to detail and concentration on two or more simultaneous sensory inputs as work activities involve using potentially dangerous laboratory or field equipment, handling of live or dead wildlife, working around aircraft, processing of biological samples and chemicals and aerial surveys and radio tracking.

Mental Demands

Public and staff presentations can be stressful when explaining or defending government positions, especially with audiences which may range from local Hunters' and Trappers' Associations or the Assistant Deputy Minister.

Disruptions of lifestyle caused by long periods away from family and requirements to work evenings to prepare for field work.

The incumbent is required to coordinate several research projects concurrently, handle correspondence and public contacts diplomatically, and face time constraints for project completion. This multi-tasking can sometimes be stressful.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to critically review proposed projects.
- Working knowledge of statistical analyses that would be required to critically review the results of these projects.
- Ability to develop programs/projects, manage budgets, program logistics, and manage field and office staff.
- Knowledge of delivering presentations on the results of wildlife/habitat related studies or dealing with management related issues to the general public as well as to peers.



- Skills to effectively communicate with hunters and trappers organizations, co-management boards, peers within the department, and the general public.
- Administrative skills.
- Analytical skills.
- Computer skills.
- Communication skills to a varied audience, including hunters and trappers associations, co-management boards, scientific community, and public media.
- Ability to supervise a number of professional staff with varying levels of expertise and background.
- Ability to work in a northern, cross-cultural environment.
- Personnel management and planning skills.
- Ability to develop and manage multi-disciplinary research programs.
- Ability to regularly travel to and attend meetings in communities in the South Slave Region, Northwest Territories, Yukon, Nunavut, or Alaska and other parts of Canada, often for extended periods of time, and on short notice.
- 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 biology, ecology, natural resource management or relevant science discipline, with a minimum of five (5) years' experience conducting field studies on a variety of management oriented wildlife/habitat projects, analyzing data collected, and preparing reports/publications on the results of these studies.

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