



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Manager, Energy Policy and Programs	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-12253	Yellowknife	Strategic Energy Policy and Programs/HQ

## **PURPOSE OF THE POSITION**

The Manager of Energy Policy and Programs (Manager) is responsible and accountable for overall management of energy policy, planning, and programs functions for the Government of the Northwest Territories.

This position ensures Senior and Executive Management have high quality expert energy policy support through accepted policy methods such as research, analysis, advice, development, implementation and evaluation.

The Manager oversees external energy solutions funding, and the research, development and demonstration of energy solutions for the Northwest Territories, and is also responsible for the design, development and deployment, as well as periodic evaluation and performance measurement, of energy programs and services. This includes supervising funding agreements with the Arctic Energy Alliance.

The Manager also leads the development and update of energy and climate change legislation and regulations relevant to the NWT. This includes supporting the Director, Strategic Energy Policy and Programs (Director) in providing advice to the appropriate ministers for the Northwest Territories Power Corporation and the Public Utilities Board.

Further, the Manager is responsible for ensuring that the Government of the Northwest Territories has high quality energy data, information and analysis to support evidence-based policy and decision making, and energy communications requirements, as well as ensuring that the GNWT has high quality analysis and advisory support on issues related to energy regulation.

## **SCOPE**

The Northwest Territories (NWT) have significant energy resources including hydroelectricity, oil, natural gas and a variety of alternative energy sources including solar, biomass, geothermal



and wind. The NWT covers a large geographic area with diverse environments and circumstances. Reliable, affordable and environmentally sustainable energy solutions must reflect the unique circumstances of NWT regions. The Manager must understand the challenges, opportunities and success factors associated with various sources of energy and how they relate to regional diversities.

Located in Yellowknife and reporting to the Director, Energy, the Manager will provide energy-specific advice and information to assist the Director, Energy, and the Director, Policy, Planning and Communications, to communicate with numerous internal and external stakeholders, including Deputy Ministers and various energy related committees of government, and the public. The Manager works closely with the Senior Engineer, Energy Initiatives and with managers in other GNWT departments, boards and agencies to develop policies and take actions that will further the objectives of the many energies related plans and strategies of the GNWT (Government of the Northwest Territories).

The Manager will lead the development of energy policy, coordinate government-wide energy program activities, and contribute to the development of cross functional energy plans and strategies. To achieve this, the Manager will provide the broad energy sector intelligence required for the development and increased use of domestic energy resources and reduction of energy supply costs.

The GNWT's legislative, regulatory and policy framework for energy is aimed at increasing the use of domestic energy resources, increasing the adoption of renewable and sustainable energy and reducing energy costs in the NWT. The Legislative Assembly is also striving to develop a diversified economy that provides all communities and regions with opportunities and choices and supports sustainable, vibrant, safe communities.

The Manager oversees the activities performed by the Advisor, Energy Legislation and Partnerships, who works and partners, on behalf of the GNWT, with federal agencies and private firms on alternative and renewable energy, codes, legislation, as well as energy efficiency RD&D (research, development and demonstration) projects and initiatives to find solutions applicable to the NWT context.

The Manager works closely with the Major Energy Projects Division, the Manager, Strategic Planning and Engagement and with senior managers in other departments, boards and agencies assisting in the planning and implementation of energy projects intended to further the objectives of NWT energy policy landscape.

GNWT energy policy impacts the supply and use of all non-renewable, non-conventional and renewable energy sources in the NWT. This includes coordinating and synthesizing the electricity policy, requiring consultation with NWT Utilities and the Public Utilities Board. The Manager provides advice and recommendations to the Director on the existing policy



framework as defined by *the NWT Public Utilities Act, the NWT Power Corporation Act and the NWT Hydro Corporation Act.*

The Manager is responsible to monitor and report to the Director on relevant energy policy development and issues across Canada and comment on the continental and global context. The Manager will stay apprised of the challenges and opportunities associated with various sources of energy and how these align with the diverse circumstances found in the regions and communities across the NWT in order to inform short- and long-term planning and implementation of projects on behalf of the GNWT.

The Manager will develop and recommend to the Director an energy planning framework, including coordination of energy activities within the GNWT and those of associated GNWT agencies. This includes responsibility for researching, analyzing and synthesizing technical information with respect to supply and demand of the various sources of energy, and interpreting this information. Performance measurement and regular reporting of results to political leadership and residents are activities critical to the energy function.

Liaising with the department responsible for the Public Utilities Board, the Manager develops recommendations and provides policy advice to the Director regarding utility regulation issues. The Manager may accompany the Director, Energy, Assistant Deputy Minister (ADM) or Deputy Minister in providing policy advice and support to the Minister Responsible for the Public Utilities Board.

The incumbent will gather energy sector intelligence and data, including energy market analysis and forecasting, in consultation with the Oil and Gas Industry, Tourism and Investment, Fuel Services Division, Policy, Planning and Communications Division, the Energy Initiatives group, NWT utilities, and national industry organizations.

The Manager will manage a number of GNWT energy contribution agreements and liaise with the federal government, tracking federal programs, establishing relationships with federal employees in Ottawa and managing federal funding applications and reporting. Working with all Division staff to ensure internal and project budgeting mechanisms are in place, the incumbent will manage all GNWT energy contribution agreements.

The Manager works closely with the Policy, Planning and Communications Division and with the Arctic Energy Alliance to inform initiatives intended to promote energy information and awareness and the development of energy conservation and efficiency programming aimed at reducing energy use and costs of government, residents, businesses and communities across the NWT.

Using various tools and methods, the Manager is responsible in communicating a wide range of information regarding the activities of the Energy Division to a variety of stakeholders, including the public, businesses, the media, and all levels of government.

The Manager may be called upon to accompany the Director, Energy, to provide updates to Standing Committees of the Legislative Assembly on issues related to Energy and with respect to energy related policies, programs, events and initiatives.

The Manager must carry out the responsibilities of the position recognizing the Department's mandate, the complexities of the socio-political environment, the demands of the public, and the consolidated GNWT energy structure. There is a need to work collaboratively with other GNWT departments, other jurisdictions with shared interests, aboriginal and community governments, energy service providers and residential, commercial and industrial energy users.

## **DIMENSIONS**

Reports	4 - 7 direct
Compensation & Benefits	\$600,000 - \$1,000,000
O&M (Operation & Maintenance)	\$200,000 - \$300,000
Grants and Contributions	\$2,700,000 - \$6,800,000
Total Budget	\$3,500,000 - \$8,100,000

Direct reports include: Advisor, Energy Legislation and Partnerships; Advisor, Energy Policy and Programs, Senior Coordinator, LCELF and additional staff as funded by federal programs.

## **RESPONSIBILITIES**

1. Coordinate and report on GNWT-wide energy programs, projects and budgets and management of GNWT energy policy, program and planning activities to reflect a single comprehensive, territorial approach to energy.
2. Provide expert level energy policy services including research, analysis, advice, development, implementation, and evaluation using best practices.
3. Lead the development of program delivery strategies, providing expert level energy program design, development, and deployment services, including program evaluation and performance measurement using best practices.
4. Coordinate the development of policies and strategies for executive consideration aimed at increasing NWT benefits from energy development.



5. Lead the development, implementation and management of energy and climate change related legislation and regulations to ensure they remain up to date and are meeting the strategic policy and program objectives of the GNWT. Identify gaps in legislation and regulation and propose the creation of new or changes to existing legislation and regulations as appropriate.
6. Provide information and recommendations to the Director regarding matters of energy policy strategies and programs so to facilitate communications and presentations to various energy related committees of government.
7. Apprise the Director of all energy issues within areas of direct responsibility as well as those energy areas more broadly considered as GNWT responsibility.
8. Develop periodic NWT energy plans, strategies and results reports for the public, position papers, research and analysis report, decision instruments and briefing materials for the consideration of the Director, and furtherance to the ADM, Deputy Minister, Minister and Cabinet on matters of departmental and government interest.
9. Establish and maintain positive working relationships with federal representatives and manage federal funding applications and reporting.
10. Ensure that GNWT and federal plans and programs are tracked and coordinated, maximizing the benefits of partnership opportunities where available.
11. Engage with community and Indigenous Governments in the context of the increased prevalence of self-governments as well as other stakeholders on implementing energy solutions independently in the NWT.
12. Evaluate policies, programs and processes within the GNWT and collaborate with others in determining their effectiveness in meeting governmental priorities related to energy planning.
13. Interact with NWT electric utilities, various regulatory agencies (Public Utilities Board, Land and Water Boards, Land Use Planning etc.) and other jurisdictions; to communicate GNWT energy policy and plans, provide policy support, and reduce barriers to project and program delivery.
14. Support the development of periodic mandate letters to NTPC and provide advice on the governance of the crown corporation as well as other governing instruments.
15. Lead the regular development of policy directions to the Public Utilities Board for consideration by the Director, Deputy Ministers and Cabinet.

16. Support the Policy, Planning and Communications Division in their development of communications strategies and plans with respect to GNWT energy initiatives, including events, public education and promotion of internal and external communication and public relations.
17. Contribute to the effective management of the department through positive collaboration with staff and colleagues, the Director, and other senior officials of the Department.
18. Proactively manage and direct staff, establish accurate budgeting, forecasting and administrative procedures; plan for fiscal and human resource requirements; develop staff to meet their goals and objectives.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

No unusual demands.

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

- Knowledge of the energy industry; resource development and regulatory management.
- Knowledge of utility regulation.
- Knowledge of political, fiscal, legislative, social and economic environment.
- Knowledge and interpretation of relevant legislation, acts, standards, and policies.
- Knowledge of policy and strategy development techniques.
- Knowledge of program development and evaluation.
- Knowledge of federal, provincial and territorial (F/P/T) energy and climate change policy and programs.
- Knowledge of business planning and assessment of cost benefit analysis.
- Knowledge and understanding of alternative energy systems.
- Negotiation skills.
- Dispute resolution, verbal and written communication skills.





- Proficient in use of computers and software including word processing, spreadsheets and communications applications.
- Analytical, evaluative, strategic thinking and problem solving skills.
- Ability to interact with industry, government agencies, aboriginal organizations and the public; and the ability to manage politically sensitive and high profile issues.
- Ability to analyze, evaluate and interpret a wide range of information and apply strategic thought in advancing Departmental initiatives.
- Ability to develop and manage a budget and planning cycle.
- Ability to work in a high stress environment with multiple tasks and tight deadlines.
- Ability to lead and manage projects and personnel.
- Ability to implement and manage change in the workplace.
- 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 bachelor's degree in a relevant discipline such as Public Policy, Public or Business Administration, Commerce, Finance, Economics, or Engineering; combined with five (5) years of related experience in energy policy, legislative and program development with one (1) year in a managerial capacity.

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