



IDENTIFICATION

Department	Position Title	
Infrastructure	Project Manager, Community Energy Projects	
Position Number	Community	Division/Region
33-12839	Yellowknife	Strategic Energy Policy and Programs/HQ

PURPOSE OF THE POSITION

The Project Manager, Community Energy Projects (Project Manager) is the lead on identifying, planning, supporting and developing community-based energy projects that achieve the Government of the Northwest Territories (GNWT)'s vision to ensure the energy system in the Northwest Territories (NWT) is secure, affordable and sustainable.

The Project Manager works closely with colleagues in the Division, other GNWT Departments, other levels of government, utilities, communities and Indigenous Governments and Organizations, and the private sector to identify, plan and implement community scale energy projects, including alternative and renewable electricity, heating and transportation projects.

SCOPE

The NWT has significant energy resources including hydroelectricity, oil, natural gas and a variety of renewable energy sources. The GNWT's legislative and policy framework for energy is aimed at increasing the use of domestic energy sources, reducing the use of imported diesel fuel, reducing energy costs and reducing greenhouse gas emissions.

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT, delivering renewable energy solutions,



providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

The Energy Policy and Programs Division is responsible for the implementation of GNWT's energy strategies. Key objectives include reducing greenhouse gas emissions related to electricity generation and transportation, increasing the use of alternative and renewable energy for space heating and transportation and developing the NWT's energy potential.

Reporting to the Manager of Strategic Energy Planning and Engagement and located in Yellowknife, the Project Manager is responsible for leading the Energy Division's identification, planning, supporting and implementation of community-scale energy infrastructure projects. The Project Manager must work with partners including: the Government of Canada, utilities, other GNWT departments and agencies, community governments, Indigenous governments and organizations, and other stakeholders to advance energy projects in the NWT.

RESPONSIBILITIES

1. Support Energy Division's long-term planning for strategic energy infrastructure.

- Working closely with the Manager of Energy Policy and Programs, supporting the Director, and government energy coordinating committees to develop short (3-5 year) and long term (6-20 year) project implementation plans that advance the strategic objectives of the GNWT.
- Work with partners to undertake long term planning for energy infrastructure in the NWT.
- Work with partners to establish realistic longer-term budgets and notional plans for energy infrastructure projects.
- Lead Energy Division input into the GNWT capital planning and capital budget development.
- Provide input and advice into energy action plans and energy strategy development.

2. Lead and manage Energy Division's identification and development of community scale projects related to the security, affordability and sustainability of the NWT electricity, heating and transportation system.

- Lead the planning of specific federally funded community-based projects related to small scale solar, wind, batteries, biomass, transportation initiatives, heating, etc... Lead the planning and management of specific federally funded community-based projects including technical design work, environmental baseline work, permitting, and regulatory authorizations.
- Lead the development of specific community funding applications (up to \$5 million) and the submission and support of such applications to federal funding agencies.
- Track federal energy funding opportunities and work with partners to identify and define new projects and develop and submit funding proposals for new funding.



3. Consultation and Engagement

- Lead the development of consultation and engagement plans for energy infrastructure projects in cooperation with Aboriginal Consultation and Relations unit at the Department of Executive and Indigenous Affairs.
- Lead GNWT consultation activities with potentially affected Indigenous governments and Indigenous organizations and engagements with stakeholders to build support for specific projects.
- Develop and maintain good working relationships with Indigenous and community partners on energy infrastructure projects.
- Support community leaders and energy stakeholders to understand proven and emerging energy options that are applicable to site and regionally specific opportunities locally and across the NWT.
- Identify the need for, secure and manage capacity funding for Indigenous and community partners.
- Develop and maintain good working relationships with organizations advancing energy initiatives with Indigenous and community governments such as the Arctic Energy Alliance and the NWT Association of Community.
- Engage with federal funding partners to communicate the needs of the NWT.
- Represent the GNWT on intergovernmental working group and committees, including federal-provincial-territorial groups and with Indigenous governments.

4. Project Management and Administration

- Develop and implement overarching and project-specific plans for community energy projects.
- Develop project charters and scopes of work for energy projects in cooperation with project partners.
- Establish and lead project specific and overarching project working groups with partners
- Develop, administer, track, and report on progress for GNWT capital and grant funding contribution agreements with partners.
- Ensure that accountability, tracking and reporting mechanisms are in place to track project milestones and take corrective actions as necessary
- Create and maintain up-to-date project status information documents including information about project milestones, delays, budget status, project overruns, engagement and consultation status, funding status, application status, and other relevant information.
- Create quarterly reports to brief and inform decision makers and elected officials, as well as feed into business planning and mandate reporting for the GNWT.
- Develop and lead teams and working groups to collectively project manage and administer energy infrastructure projects.



5. Manage and Plan Environmental and Regulatory Requirements for Energy Infrastructure Projects

- Work Closely with the Advisor, Energy Funding, Research & Development on the identification of environmental, regulatory, permitting and licensing requirements of energy infrastructure projects.
- Develop project plans to address these requirements in cooperation with project partners.
- Lead and manage the contracting of external consultants to meet the environmental, regulatory, permitting and licensing requirements of energy infrastructure projects.
- Engage with regulatory boards on environmental, regulatory, permitting and licensing requirements of energy infrastructure projects.
- Engage with the government lead departments on environmental, regulatory, permitting and licensing requirements of energy infrastructure projects.
- Develop and lead working groups with internal and external stakeholders to help manage the environmental and regulatory requirements of energy infrastructure projects.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of project management principles and practice.
- Knowledge in Indigenous consultation and engagement.
- Knowledge of community engagement methods and best practices.
- Knowledge of environmental and regulatory requirements of energy infrastructure development.
- Knowledge of conventional and alternative energy systems.
- Knowledge of electrical generation, transmission and distribution.
- Knowledge of policy and strategy development techniques.



- Knowledge of federal, provincial and territorial greenhouse gas control actions and climate change programs.
- Knowledge of business planning and assessment of cost benefit.
- Skilled in evaluating a broad variety of energy initiatives for technical and economic considerations.
- Analytical, evaluative and constructive problem-solving skills.
- Verbal and written communication skills.
- Negotiation skills.
- Proficient in use of computers and software, including word processing, spreadsheets and communications applications.
- Ability to work in a high stress multi-tasking environment with tight deadlines.
- Financial modeling and business case development skills.
- Ability to manage, lead and collaborate effectively with energy experts.
- Ability to resolve differences of professional opinion.
- Ability to interact with industry, government agencies, Indigenous governments, Indigenous organizations and the public, and to communicate scientific and technical knowledge to a non-professional audience.
- Ability to understand and manage politically sensitive and high profile issues.
- Ability to effectively resolve disputes.
- 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 related discipline with three (3) years of experience in leading energy projects from conception to the start of construction including one (1) year experience in consultation and engagement.

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