



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Director, Strategic Energy Policy & Programs	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-14646	Yellowknife	Strategic Energy Policy and Programs/HQ

## PURPOSE OF THE POSITION

The Director, Strategic Energy Policy & Programs (Director) is responsible and accountable for overall leadership, direction and management of energy strategy, policy, planning, programs, governance, and energy utility regulatory affairs for the GNWT. The overarching priority of the Director is to pursue the secure, affordable and environmentally sustainable production and use of energy in the NWT.

## SCOPE

Reporting to the Assistant Deputy Minister, Energy and Strategic Initiatives, the position is located in Yellowknife and is a member of the Senior Management Team of the Department of Infrastructure. The Director is accountable for a combined staff of seven, the Executive Director of the Arctic Energy Alliance, and an estimated budget of \$5.8 million.

The Director is the strategic lead on Northwest Territories (NWT) energy issues including conventional, alternative and renewable energy solutions; energy efficiency programs and services; the monitoring and supporting of utility regulation; provides strategic leadership for the development, implementation and management of energy and climate change related legislation and regulations; participation in intergovernmental fora; governance and oversight of the Arctic Energy Alliance (AEA); and the provision of research, analysis, advice, planning, implementation, decision making support, and evaluation of energy policy issues. The Director interacts regularly with, energy stakeholders such as other governments, other provinces and territories, communities, business, industry, regulatory agencies, Crown Corporations and other government departments and agencies.

The Director is accountable for leading the development of new or revised energy and climate change related legislation and regulations. Such legislation can be highly sensitive, politically charged and precedent setting and is frequently required to be completed in a short time frame. This legislation must also consider a wide range of stakeholders including communities,



industry, non-government organizations, Indigenous governments and organizations, other governments and departments, and the Legislative Assembly. The Director must support the Department's effective participation in matters related to its mandate.

The Director operates within a legislative and policy framework aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT. The span of the operational and policy base includes developing and delivering renewable and alternative energy solutions and leading efforts in energy conservation and efficiency to transition the NWT towards local, renewable and sustainable sources of energy.

The Director operates in a dynamic environment of increased energy price volatility, long-term uncertainty in energy markets, rapid changes in technology, and a challenging environment in which to implement energy solutions. Advances in energy distribution, alternative and renewable energy solutions, electricity costs and prices, regulations, and new technological developments all have an effect on the energy environment and the strategies undertaken by the GNWT.

The Director works closely with Directors from across GNWT Departments, Crown Corporations and agencies to ensure that GNWT energy policy, programming and planning decisions consider a NWT-wide perspective. With responsibility for GNWT energy policy and programs, the Director will provide advice, analysis, and recommendations directly to the Assistant Deputy Minister (ADM).

In addition, the Director is often called upon to represent the ADM, attend meetings in and out of the Northwest Territories, develop relationships with internal and external stakeholders, and must be prepared to develop documentation and recommendations regarding the department for the ADM, Deputy Minister and Minister on matters concerning the Energy activity of the Department of Infrastructure.

The Director must thoroughly understand the strategic goals of the Department and of the GNWT and ensure that these are clearly communicated. The ability to build consensus among stakeholders with diverse perspectives and differing goals is essential. The Director will collaborate and confer interdepartmentally and with territorial, provincial, and federal counterparts; public and private sector, industrial, institutional, academic and the general public, with respect to policies, strategies and initiatives concerning energy management and conservation, greenhouse gas emissions, and the use of alternative and conventional energy technologies, sources, and fuels.

The position provides the necessary leadership and direction to ensure that programs are delivered, and projects are completed effectively, efficiently, and affordably. This must be done in an environment of government restructuring, and fiscal restraint with rising public expectations. The Director must demonstrate a high level of management competency to ensure



qualified staff are recruited and retained. The position must create a positive work environment where staff is motivated to provide high quality programs and services.

The Energy Policy and Programs function serves to coordinate the GNWT's energy programs, planning and policy development and performs research, analysis, synthesis, and interpretation of technical information with respect to supply and demand of various sources of energy. This includes the development of short and long-term plans aimed at reducing energy costs and promoting affordable local and renewable energy sources.

The Energy Division function concerns the implementation of local, renewable, and alternative energy solutions for NWT communities. This includes responsibility for the conception and development of innovative and effective conventional and renewable energy projects designed to reduce energy costs and increase the use of domestic energy resources.

Responsibility for the overarching governance of the Arctic Energy Alliance, the performance of the Executive Director, as well as managing AEA program funding agreements and recommendations for AEA program design also falls within the scope of the Energy activity. A not-for-profit society that provides energy conservation and efficiency programs throughout all regions of the NWT, the AEA is headquartered in Yellowknife, with regional offices in the Beaufort Delta, Sahtu, South Slave, and the Tł'chǫ.

## **DIMENSIONS**

- Reporting Positions 2 direct, 6 indirect
- Compensation & Benefits \$1.6 million
- Operations & Maintenance \$1.0 million
- Grants & Contributions \$3.2 million

## **RESPONSIBILITIES**

1. Represent the GNWT and the Department of Infrastructure at senior levels on matters related to Energy; communicate with territorial, provincial, federal, Aboriginal, municipal and community government representatives, industry, research institutions and non-government organizations.
2. Provide advice, analysis, and recommendations to the ADM, Energy and Strategic Initiatives and Deputy Minister, and recommend approaches to management of politically sensitive issues.
3. Lead the support provided to Committees-of-Cabinet and Deputy Ministers Committees and coordinate the contributions of the Department to various committees relating to energy.



4. Provide the foundation for decision-making and clarify for all stakeholders the pan-departmental policy framework that the GNWT employs to effectively and responsibly manage matters concerning the supply, demand, and use of conventional, non-renewable and renewable energy sources in the NWT.
5. Oversee the gathering and communication of accurate energy sector intelligence, including energy market analysis and forecasting, energy costing and energy price trends for conventional and non-conventional sources of energy.
6. Oversee the gathering of opportunities and intelligence related to energy technologies and applications through the development of relationships and partnerships across all sectors with senior and executive stakeholders across the territory, the country and internationally, other governments, industry organizations, commercial enterprises and post-secondary institutions.
7. Oversee, support and partner with communities and Indigenous governments and Indigenous organizations on the development of community scale energy supply projects and initiatives that are intended to help stabilize and reduce the financial and environmental cost of energy for communities, governments, and industry in the NWT.
8. Sit on the Board of Directors of the AEA and oversee the overall governance of the organization, including the performance of the Executive Director, the performance of the organization, undertaking periodic programs reviews, develop regular strategic plans, and ensure annual reporting requirements are met
9. Oversee environmental scanning that shapes input into the energy strategy and ensures ongoing alignment with the strategic priorities of the GNWT.
10. Oversee the annual production of a comprehensive Energy Initiatives Report, describing and quantifying the energy-related activities and programs of the Department.
11. Lead the development, implementation and management of energy and climate change related legislation and regulations. This includes leading and undertaking the periodic and systematic review of existing energy related legislation and regulation to ensure they remain up to date and are meeting the strategic policy and program objectives of the GNWT, as well as identifying gaps in legislation and regulation and proposing the creation of new or changes to existing legislation and regulations as appropriate.
12. Oversee and provide strategic direction and advice in policy development related to energy utilities. This includes working closely with the Department of Executive and Indigenous



Affairs, liaising with NWT utilities and management of the existing policy framework as defined by the *NWT Public Utilities Act, the NWT Power Corporation Act and the NWT Hydro Corporation Act*.

- 13.**Lead the development of periodic mandate letters to NTPC and provide advice on the governance of the Crown corporation as well as other governing instruments.
- 14.**Oversee and provide strategic direction and advice in policy development related to energy utility regulation. This includes working closely with the Department of Executive and Indigenous Affairs, liaising with NWT utilities and the Public Utilities Board and management of the existing policy framework as defined by the *NWT Public Utilities Act*.
- 15.**Lead the periodic development of policy directions to the Public Utilities Board to meet the GNWT policy objectives and ensure efficient governance of the utility regulator.
- 16.**Seek ways to improve efficiency, conserve resources and reduce waste, and support decision making that considers sustainable development principles including life cycle, social and environmental costing and accountability to stakeholders.
- 17.**Provide strategic direction and advice with respect to the development of the Energy components of the Department's annual Business Plan and related informatics.
- 18.**Provide technical and policy guidance to the Director responsible for departmental communications in the design and development of a multi-media energy communications strategy and its dissemination across the geographically dispersed stakeholder community.
- 19.**Provide strategic direction and oversight with respect to the planning, design and management of Energy activity programs, initiatives, operations, and assets to enable the efficient and effective use of fiscal and human resources.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands

#### **Environmental Conditions**

No unusual demands



### **Sensory Demands**

No unusual demands

### **Mental Demands**

This position deals with complex, sensitive and political issues that have impact at the highest levels and with frequent changes to priorities. The incumbent will be required to travel, both within and outside the NWT, approximately ten trips per year, up to 3 days per occurrence.

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

- Knowledge of energy programs and project development.
- Knowledge of and ability to undertake strategic planning and policy development.
- Knowledge of business planning and assessment of cost benefit analysis.
- Communications and consensus-building skills at the executive level.
- Knowledge of political environments, principles of government decision-making, and stakeholder consultation practices.
- Human relations skills are critical.
- Ability to oversee the management of a budget.
- Ability to manage and lead a diverse team.
- Ability to evaluate complex programming.
- 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 advanced degree in Engineering, Business Administration, Public Administration, Social Science or a related field.

Eight years of experience leading functions related to program and project management, energy policy and program development, including a minimum of three years managing people and resources in a complex area.

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