



IDENTIFICATION

Department	Position Title	
Infrastructure	Director, Strategic Infrastructure	
Position Number	Community	Division/Region
33-15336	Yellowknife	Strategic Infrastructure/HQ

PURPOSE OF THE POSITION

The Director, Strategic Infrastructure will primarily lead the negotiation and administration of federal relationships, agreements, and funding acquisition relating to investment opportunities for transformative strategic infrastructure across the Northwest Territories.

The position will lead and direct federal engagement and transformative strategic infrastructure project planning, environmental assessment and permitting initiatives, through to the formalizing of federal funding agreements including working with Indigenous governments, stakeholders, GNWT departments and the media.

The director collaborates with and provides essential support to other divisions of the Department of Infrastructure in transitioning approved projects to other resources within the department for procurement and project management during construction.

When necessary, the position facilitates and provides support to project leads from other divisions of the Department of Infrastructure and to other departments of the GNWT in planning, negotiating and administration of federal cost sharing agreements related to funding opportunities for other strategic infrastructure projects under a variety of federal programs.

SCOPE

The mandate of the Department of Infrastructure (the Department) is to provide services to the Government of the Northwest Territories (GNWT) with respect to the planning, design, construction, acquisition, operation and maintenance of government infrastructure and to promote the development and increased use of energy efficient technologies. This mandate also includes the provision of regulatory safety services to the public.

The Department 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 Northwest Territories (NWT), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT the Department carries the responsibility for strategic planning for the GNWT's long term investment in the development of public transportation and energy production and distribution systems for the NWT, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

Major, transformative strategic infrastructure projects are required in the NWT to ensure long-term economic self-sufficiency and social well-being. The Department's investments in strategic infrastructure projects are guided by the strategic direction set by the Legislative Assembly, as well as long-term visionary documents such as the NWT Transportation Strategy (2015 to 2040) (the Transportation Strategy) and the NWT 2030 Energy Strategy (Energy Strategy).

The GNWT's Transportation Strategy charts a path to provide and promote a safe, reliable and sustainable multi-modal transportation system by strengthening connections, capturing opportunities and embracing innovation. The Transportation Strategy has identified the Mackenzie Valley Highway and the Slave Geological Province Access Corridor as strategic infrastructure projects that will be transformative to the NWT's and Canada's social and economic well-being.

Canada, through the 'Investing in Canada Plan' has allocated significant new funding in infrastructure development to create long-term economic growth, support a low-carbon green economy, and build inclusive communities. Canada has established the Canada Infrastructure Bank to invest in projects that are in the public interest and generate revenue by attracting private and institutional financing.

The Director is a member of the Departmental Executive Committee working in collaboration with the Assistant Deputy Minister (ADM) Programs and Services, the ADM Asset Management, the ADM Regional Operations, the Director Policy, Planning and Communications and the Director, Corporate Services to lead the department's involvement in federal engagement initiatives related to planning and pursuing formal inter-governmental funding agreements for major investment in transformational strategic infrastructure across the NWT.

The Director provides leadership and strategic advice for securing and managing multiple federal and third party funding agreements for public infrastructure projects, research and development initiatives in support of the design of and investment in the transformational strategic transportation infrastructure for the NWT.

As compared to GNWT core infrastructure projects managed by the department, the planning and project management requirements for transformative strategic infrastructure is an order of magnitude greater in terms of scale and complexity typically valued well in excess of \$500 million. These projects require a high degree of federal engagement as well as complex consultation and negotiation with multiple levels of government, Indigenous groups and a broad base of stakeholders. They also typically require extensive environmental assessment and permitting to meet legislated and regulatory requirements.

The Director oversees the Strategic Infrastructure Divisions participation on behalf of the department and the GNWT as a member of a number of Federal Provincial Territorial (FPT) committees and manages a growing number of federal funding agreements related to investment in strategic infrastructure including:

- Build Canada Plan
- Investing in Canada Infrastructure Plan
- National Trades Corridor Fund
- Oceans Protection Plan
- CanNor – SINED
- Disaster Mitigation Applications

The work of the Strategic Infrastructure (SI) Division relies heavily on establishing and maintaining effective relationships with a large variety of stakeholders including Indigenous, federal and community governments, NWT Regulatory Boards, the private sector and their representatives; non-government organizations; the media and the general public.

The GNWT has a legal obligation to consult and potentially accommodate Indigenous governments and peoples whenever it is undertaking a project that has the potential to adversely affect asserted or established Indigenous and/or treaty rights.

The Director must have a deep understanding of the various interests of the parties, the legislative and regulatory framework for environmental reviews and regulatory processes in the NWT, existing and potential comprehensive land claim settlements and treaty land entitlements, project management concepts, and public engagement and community consultation principles and practices.

The strategic infrastructure projects are subject to a high-degree of interest by GNWT departments, Indigenous governments, environmental non-government organizations, federal departments, community governments, industry and business stakeholder organizations. The Director must seek and maintain a balance between technical planning considerations, environmental requirements and standards with potentially conflicting and competing

demands and expectations of a broad group of stakeholders. There is a requirement to act as the proponent of each strategic infrastructure project in environmental impact review and associated regulatory processes, for each of the projects and the need to consult with the broad group of stakeholders. The Director must impartially consider all opinions and positions with the final decision being made by the Director in consultation with the Deputy Minister and other, relevant Senior Management in the GNWT.

The Director may be called upon to address a diverse range of issues, ranging from advising the Department on the best approach for environmental review and regulatory processes for a project, representing the Department or the GNWT at federal/provincial/territorial Committees or working groups, negotiating funding agreements with the Federal government, negotiating agreements with Indigenous governments, drafting documents for consideration by the Executive Council and Financial Management Board, and dealing with day-to-day operational matters.

The incumbent is responsible for the oversight of a diverse project team of multi-discipline professionals and technicians (either GNWT or contractors) who are responsible for the planning and development of multiple strategic infrastructure projects. The Director oversees all aspects of the division's involvement in major transformational strategic infrastructure projects and the management of major consulting agreements for the planning, environmental assessment, preliminary design, costing and overall project development to the point where federal funding agreements finalized and permitting is complete. Management skill is required in the constant reassessment of work priorities and staff assignments as new priorities emerge, are assessed and implemented. The specialized expertise of Divisional staff must be effectively allocated to a number of complex tasks, projects and committees, organizations and stakeholders.

Once project planning and development is completed and major funding agreements are in place the position works with the ADM Asset Management, ADM Programs and Services and other members of the Executive to facilitate and support the transition of responsibility for project delivery from the Strategic Infrastructure division to other project management and procurement resources in the department. This includes transitioning of human resources as necessary to support the delivery phase of projects.

The Director is also responsible to facilitate, coordinate and provide support to other divisions of INF and to other departments in planning, securing and managing federal funding agreements and associated reporting responsibilities for new federal infrastructure funding under a variety of programs. This includes providing support to project leads from other divisions of INF and other departments in coordinating GNWT project funding applications, negotiation of contribution agreements with the Government of Canada (Canada), and ensuring implementation, monitoring and reporting requirements are met.

At the request of the Deputy Head, the Strategic Infrastructure Division may also be required to provide support to other clients for environmental assessment, consultation, permitting and managing reporting requirements for major federally funded strategic infrastructure projects delivered by other divisions of INF or other departments.

DIMENSIONS

- Reporting Positions – The size of the Division is scalable and will change in accordance with capital funding available for projects, size of projects, and stage of environmental review and permitting.
- Compensation & Benefits - \$800,000; additional positions will be funded from Capital.
- Operations & Maintenance - \$150,000; additional studies and travel will be funded from Capital.
- Grants & Contributions – any Grants and Contributions will be funded from Capital.
- Capital – The Director has initial direct responsibility for the delivery of \$100 million in capital projects, and is responsible for oversight and administration of federal funding agreements with the GNWT worth \$1.3 billion.

RESPONSIBILITIES

1. Oversee the planning and negotiation of federal agreements for transformational strategic infrastructure projects from the initial planning, environmental assessment, preparation of the business case and regulatory permitting.
2. Participates with senior management in discussion of issues and opportunities related to existing and potential funding arrangements for transformational strategic infrastructure projects in the NWT.
3. Provide advice to the Department's senior management and to GNWT Departments, Federal Departments and Indigenous governments related to project planning and development, environmental assessment and permitting;
4. Oversees the research and analysis to support decision-making and makes recommendations to senior management on the most suitable funding, partnership and ownerships arrangements for transformational strategic infrastructure projects.
5. Maintains a close working relationship with colleagues, leaders and officials in other GNWT Departments in NWT Indigenous governments and organizations and Canada to achieve consensus among parties that is consistent with overall government policy and political direction.
6. Serves as the Department's lead for Indigenous engagement in relation to transformational strategic infrastructure projects, and is responsible for overseeing the development and implementation of effective Indigenous consultation strategies on the strategic infrastructure projects.
7. Negotiate federal-territorial-Indigenous government agreements, and undertake informal negotiations and consultations/information-sharing with senior officials in other organizations as it pertains to funding arrangements for transformational strategic infrastructure projects;

- 8.** Provides oversight for the negotiation of federal-territorial-Indigenous government agreements, and undertake informal negotiations and consultations/information-sharing with senior officials in other organizations as it pertains to funding arrangements for transformational strategic infrastructure projects;
- 9.** Represents the GNWT on interjurisdictional committees established to deliberate and guide transportation system planning at the national level as well as departmental and GNWT interests in a range of Federal/Provincial/Territorial Committees and Working Groups related to strategic infrastructure investment to ensure that the unique governance and capacity issues of the NWT are appropriately reflected in these national initiatives and support NWT goals and objectives established by the Legislative Assembly.
- 10.** Direct the gathering of sufficient preliminary engineering data, including environmental, geotechnical, hydrological and topographical survey data to ensure various alternatives can be assessed and the best option selected and that project planning including preliminary design and strategies are developed on schedule and carried out in strict accordance with all applicable legislation, regulation and guidelines and good environmental practice.
- 11.** Ensure oversight of the environmental reviews and regulatory approvals processes for INF's strategic infrastructure projects, including any regional or strategic environmental assessments that will impact the strategic infrastructure projects.
- 12.** Leads the Department's participation in land use planning, strategic/regional environmental assessments and land claims negotiations that may influence or impact the development of strategic infrastructure projects.
- 13.** Direct overall project development including scheduling of project planning, environmental assessment, preliminary design, costing and permitting activities overseeing the development, award and management of major consultant contracts, and monitoring of progress of project planning and development to ensure work is completed on schedule and within budget.
- 14.** Provide input on traditional procurement approaches; public-private-partnership (P3) agreements, and other alternative project delivery models and provide effective overall leadership to ensure project planning and development encourages and maximizes involvement from northern and local businesses and residents
- 15.** Lead the preparation of briefings for senior officials, Cabinet, FMB and Standing Committees and prepare correspondence for the Premier and other Ministers.
- 16.** Ensures there is ongoing support provided to other divisions of INF and to other departments for environmental assessment, permitting and managing reporting obligations under the federal agreements during delivery of major transformational strategic projects.

17. Participate in strategic planning for the strategic infrastructure within the NWT including major transportation and energy related initiatives to ensure strategic Infrastructure is Division is positions to provide the necessary support as these projects develop.
18. Select, develop, mentor, direct and evaluate directly reporting staff. Create a positive work environment where staff is motivated to work collaboratively. Demonstrate management competency to ensure qualified staff are recruited and retained. Work with Human Resources to manage and resolve any disciplinary issues.
19. Develop and implement Indigenous consultation and public engagement and communications strategies; oversee the development and implementation of a project specific public/community relations strategy and oversee the public relations activities for the transformational strategic infrastructure projects and federal funding agreements.
20. Maintain effective relationships with Federal Departments, GNWT Departments, Indigenous governments, stakeholders and the public.
21. Represent the GNWT and the Department of Infrastructure at senior levels on matters related to the development of transformational strategic infrastructure projects; communicate with territorial, provincial, federal, Indigenous, and community government representatives, industry stakeholders, research institutions and non-government organizations.
22. Represent departmental issues and priorities in land use planning and associated activities.
23. Provide advice, analysis, and recommendations to the Deputy Minister, and recommend approaches to management of politically sensitive issues.
24. Provide strategic direction and oversight with respect to the planning, design and management of the Strategic Infrastructure activities, operations, and assets to enable the efficient and effective use of fiscal and human resources.
25. Oversee the establishment and implementation of the Division's records management system.
26. The Director is required to effectively manage financial and human resources by developing budgets, assigning priorities in a changing environment, approving work plans, motivating staff and ensuring their adherence to GNWT legislation, regulations, policies and strategies.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

This position requires the incumbent to be attuned to non-verbal cues during formal and informal negotiations between federal-territorial-Indigenous governments.

Mental Demands

The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. Decisions often have long-range effects. The incumbent may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and ability to undertake strategic planning
- Seasoned project planning experience and an ability to concurrently manage the development phase of multiple large multi-partner projects from pre-planning to environmental assessment and regulatory permitting processes.
- Knowledge of the NWT's environmental management regime in order to advance projects successfully through the NWT's environmental assessment and regulatory processes.
- General knowledge of northern project delivery approaches.
- Strength in working in a team environment to support overall project delivery and transition of management responsibilities during various phases of major projects.
- Strong client service skills to support other departmental divisions and GNWT departments in meeting their obligations under federal funding agreements.
- Financial and budget management techniques and the ability to manage a large budget.
- Ability to effectively manage and transition human resources.
- Experienced communication skills with strong negotiation and diplomatic skills
- Strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Strong understanding of political environments, principles of government decision-making, and stakeholder consultation practices;
- Excellent problem solving skills to deal with complex project issues, including legal, environmental, financial and political issues.
- Excellent human relations skills
- Strong computer skills including the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation programs.
- Ability to build and maintain good working relationships with colleagues in the NWT's indigenous governments, the government of Canada and within the GNWT.
- Ability to effectively represent the GNWT and its position at multi-partner meetings accurately and professionally.
- Ability to effectively lead and motivate multi-disciplinary staff and teams.
- Ability to work to deadlines and respond effectively to frequently changing issues and deadlines.
- Ability to think strategically and link projects to multiple objectives.

Typically, the above qualifications would be attained by:

A degree in Public Administration, Business Administration, Engineering, Planning, Natural Resources or Environmental Management, or a related field; and

Ten (10) years of progressive experience in functions related to program and project planning and development, policy and program development, and a minimum of four years experience at a managerial level..

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