



IDENTIFICATION

Department		Position Title	
Infrastructure		Senior Environmental Analyst – Mackenzie Valley Highway	
Position Number	Community	Division/Region	
33-15367	Yellowknife	Strategic Infrastructure/HQ	

PURPOSE OF THE POSITION

The Senior Environmental Analyst – Mackenzie Valley Highway contributes to the high quality, efficient and timely environmental design, assessment, regulatory review and permitting processes, and land use, conservation planning or other initiatives that may have implications for the Government of the Northwest Territories' Mackenzie Valley Highway project. The Senior Environmental Analyst undertakes engagement and consultation with Indigenous governments, communities and the public.

SCOPE

The Senior Environmental Analyst – Mackenzie Valley Highway (Senior Analyst) is located in Yellowknife and reports to the Manager, Mackenzie Valley Highway (MVH) Environmental Affairs.

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.

The Department also carries the responsibility for strategic planning for the Government of the Northwest Territories' (GNWT) 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.

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). The 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 MVH as a strategic infrastructure project that will be transformative to the NWT's and Canada's social and economic well-being.

The MVH extends from Wrigley to the Arctic Ocean at Tuktoyaktuk. The next major MVH construction project includes a proposed \$700 million highway from Wrigley in the Dehcho Region to Norman Wells in the Sahtu Region. Development of this portion of the MVH will occur in six phases, including construction of a 465 metre (m) bridge over the Great Bear River; construction of a 15 kilometre (km) all-weather access road from Wrigley north to Mount Gaudet; construction of a 60 km all-weather road from Canyon Creek south to Tulita; construction of a 144 km all-weather road from Tulita south to the Sahtu/Dehcho boundary; construction of an 88 km all-weather road from the Sahtu/Dehcho boundary south to the Mount Gaudet access road; and the environmental planning and engineering studies to support this work. Funding is also available for the reconstruction of several major bridges along the MVH including Oscar Creek and Hodgson Creek.

The Senior Analyst ensures that the MVH is planned, designed and pre-engineering in a manner that is consistent with federal and territorial environmental management legislation, GNWT strategic policy and plans, land use plans, Indigenous land claims, resources and self-government agreements, and broader environmental initiatives such as conservation network planning, biodiversity initiatives, federal and territorial species at risk initiatives, and climate change adaptation and mitigation strategies.

The Senior Analyst is responsible for preparing or overseeing the preparation of Project Description Reports (PDRs) and Developer's Assessment Reports (DARs) for the environmental assessment and review of the MVH, or components of it. This will include leading research for the evaluation of potential environmental and socio-economic impacts of

the MVH and developing potential mitigation measures for those impacts. The Analyst is responsible for the management of contracts and projects required to develop the PDRs and/or DARs for the MVH.

The Senior Analyst is responsible for implementing Indigenous consultation and engagement strategies to support an effective environmental review and regulatory/permitting process for the MVH project. The Senior Analyst does this work in consultation with colleagues in the Department of Executive and Intergovernmental Affairs as appropriate.

The Senior Analyst is responsible for ensuring ensure that the required land tenure for the SGPC is secured and maintained and to contribute to strategic and/or regional environmental assessments.

The Senior Analyst is responsible to implement a project management framework to support the Department's participation in the environmental review and regulatory/permitting processes for the MVH as the Project Proponent.

The Senior Analyst supervises contract staff, interns and summer students, develops budgets, assigns priorities in a changing environment, and approves work plans.

The Senior Analyst must establish and maintain key internal and external relationships including the staff within the Division, Regional Offices, the Transportation and Design and Technical Services Divisions, and other GNWT Departments. Key external relationships include representatives of Indigenous governments and organizations, regulatory boards and agencies, community governments, and industry stakeholders.

The Senior Analyst works independently with minimal supervision and has a moderate degree of decision-making authority.

RESPONSIBILITIES

1. Develop and provide recommendations to the Manager, MVH Environmental Affairs, Departmental divisions and third parties on measures to minimize and mitigate social and environmental impacts of the construction and operation of the MVH.

- Researches, reviews, analyzes, summarizes and makes available to engineers, project officers, regional staff, colleagues in other GNWT Departments and third parties, environmental mitigation strategies and solutions appropriate to the NWT.
- Assesses current departmental design, construction and operating practices with a view toward environmental protection.
- Provides advice to the Project Manager and engineering staff from the Transportation and Design and Technical Services Divisions on environmental design solutions and mitigation measures for the design, pre-engineering, construction and operation of the MVH.
- Develops and implements environmental monitoring programs for road construction, streams/river crossings and other infrastructure developments.

- Contributes to the development, management and evaluation of compensation schemes for habitat loss.
- Acts as a facilitator between divisions and regulatory agencies to resolve areas of concern to ensure that the department obtains and complies with necessary land use, water use, and environmental guidelines, licences, permits and approvals.

2. Review and evaluate potential environmental and socio-economic impacts of the MVH, proposals, operating procedures and practices, and provide environmental scoping for transportation planning.

- Develops guidelines and best practices or similar instruments for environmental and socio-economic impact reduction and mitigation for the MVH.
- Critically reviews development plans, proposals and operating procedures.
- Designs and conducts or manages selective field studies of environmental impacts.
- Researches, collects, evaluates and provides environmental data, such as baseline inventories, resource reports, soil and water quality studies, etc. for consideration in planning, pre-design engineering studies and environmental studies.
- Conducts environmental screening, preliminary environmental impact studies, community consultation and traditional knowledge studies.
- Interprets information, writes briefing and reports on environmental issues, and makes recommendations on the management of environmental impacts and potential mitigative measures.
- Identifies environmental issues affecting renewable resources, resource users, the land and public safety as a result of the construction and operation of the MVH.
- Works with Departmental staff to ensure appropriate attention is paid to the environmental implications of project design and operations are given due consideration.

3. Leads land use planning and tenure requirements for the project.

- Conducts research and analysis to identify land use and tenure requirements for the project, including ownership, leases, reserves and land exchanges.
- Supports the GNWT interdepartmental Land Exchange Working Group and works with various land owners to develop strategies to address land tenure requirements.
- Provides advice on the negotiation of these leases, reserves and exchanges.
- Conducts research and provides advice in matters related to land use, environmental, wildlife and other planning initiatives that would have implications for the project, including negotiation and implementation of land claims and self-government agreements.

4. Implements Indigenous consultation and engagement strategies.

- Develops supporting material and participates at public and private meetings with Indigenous governments, communities and individuals.
- Establishes and maintains strong relationships with Indigenous governments and communities and colleagues in the Departments of Justice and Executive and Intergovernmental Affairs.

- Works with colleagues in the Department and consultant contractors to ensure Indigenous perspectives and priorities are given consideration in developing work product.
- Develops supporting material and undertakes public and private meetings with Indigenous governments, communities and individuals.
- Maintains the record of consultation, incorporating all records of consultation and engagement sessions.
- Development of appropriate evaluation tools to monitor the effectiveness of the strategy.
- Supports the implementation of arrangements and agreements with Indigenous governments to ensure Indigenous participation and partnership in planning and development of the MVH.

5. Ensure that the Department's regulatory compliance requirements are met with respect to mitigating the environmental impact of the MVH.

- Researches and interprets information on applicable environmental and land use legislation including territorial, provincial and federal legislation, acts, policies, protocols, and guidelines to advise Departmental staff as required and to provide recommendations to the Manager, MVH Environmental Affairs on potential environmental impacts of construction and operation of the MVH.
- Coordinates and/or undertakes activities and procedures for the Department's environmental review applications (i.e., the PDR and DAR), ensuring the Department's activities may proceed in an environmentally responsible manner.
- Provides advice or direction to requests from Divisional staff as required on the interpretation of environmental and land use legislation, regulations and policy.
- Encourages Divisional staff to liaise directly with regulatory agencies and government departments and, when necessary, acts as a facilitator between divisions and regulatory agencies to resolve areas of concern or obstacles to improve coordination and communication between various groups.
- Ensures the Department obtains necessary regulatory permits, licences and approvals.

6. Acquires and administers regulatory permits and approvals for the MVH project.

- Prepares terms of reference and cost estimates for environmental and regulatory work in support of the MVH as directed by the Director, Strategic Infrastructure
- Plans, coordinates, and/or undertakes such pre-development work as Indigenous consultations and public engagement, environmental baseline collection and analysis, impact assessment studies, habitat studies, traditional knowledge studies, specialized environmental studies (including primary and secondary research), water quality studies, mitigation and management plan creation, and archaeological investigations with project team staff and/or consulting firms.
- Prepares or reviews requests for proposals, tender documents and terms of reference for environmental services contracts with project team staff and selects and manages environmental services contracts.

- Oversees, manages, or otherwise undertakes the preparation of detailed project description reports and regulatory or environmental assessment document packages by Departmental personnel and consulting environmental and engineering firms.
- Oversees, manages, or otherwise undertakes the preparation for public hearings
- Leads the Department's participation in strategic and/or regional environmental assessments that may have implications for the project.

7. Guides and monitors performance of project team in identifying, obtaining, and maintaining compliance with any required regulatory approvals and permits, as appropriate, to ensure budgets, schedules, and standards are adhered to.

- Solicits, coordinates, and analyzes comments and input on project documentation, management plans and drawings from outside agencies and applicable regulatory organizations and incorporates, if possible, in to project design and implementation.
- Develops, in collaboration with communities and local developments corporations, plans to help maximize local/northern involvement, training and business development opportunities associated with projects.
- Manages environmental and regulatory aspects of project activities including meetings with regulators, inspection and monitoring program planning and implementation, verification of regulatory compliance; and addresses outstanding environmental and regulatory issues.

8. Oversees project compliance with governing authorities.

- Identifies opportunities to achieve GNWT policy objectives throughout all stages of project planning and environmental reviews and permitting, particularly the Sustainable Development Policy, the Business Incentive Policy, Local and Northern Involvement Policies) and directs project staff in actions to be taken to achieve policy objectives.
- Ensures consultant and contractor compliance with all the applicable and governing codes, permits, directives, regulations and GNWT technical standards and guidelines and advises Director on action to be taken when in default.

9. Performs associated project management tasks.

- Implements and reports on a project management framework to guide the Department's actions with regard to the environmental assessment and regulatory approvals process.
- Provides advice to project team, colleagues or clients about alternative solutions for environmental and/or regulatory issues, construction or maintenance problems.
- Performs, or participations in special environmental or regulatory projects.

10. Prepares presentations, submissions for Cabinet and Financial Management Board and other Ministerial correspondence on matters relevant to the MVH.

- Researches, analyzes and prepares presentations, briefing notes, and Executive Council and Financial Management Board submissions and, where appropriate, develops options and recommendations.

- Prepares and coordinates intra- and inter-Departmental input into correspondence, consistent with Departmental processes and procedures and deadlines for approvals and submissions.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

The incumbent may be exposed to a variety of weather while undertaking outdoor tasks.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will travel to other communities and/or work sites approximately 25 times per year. The work can involve politically sensitive issues and tight deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of environmental legislation and regulatory processes in the NWT, along with the analytical capacity to interpret these in relation to infrastructure works and projects.
- Knowledge of project management processes in a northern context.
- Knowledge of consultation and engagement requirements.
- Knowledge of land use planning and land management regimes, and environmental and wildlife issues.
- Knowledge of NWT resource-related legislation and land claims and self-government agreements, Indigenous government institutions, governance systems and communities.
- Knowledge of environmental site assessment, audit and monitoring principles, and their applicability to a wide variety of transportation-related activities and operations along with the analytical ability to interpret these in relation to transportation works and projects.
- Knowledge of typical environmental and socio-economic impacts including mitigative techniques for development-related activities.
- Knowledge of northern ecosystems (Arctic and sub-Arctic) and the life functions of northern species, particularly fish and caribou.
- Knowledge and understanding of northern environmental and development-related issues, as well as northern history and culture.

- Knowledge of computer software, including word processing, database, e-mail and project management programs.
- Leadership and supervisory skills.
- Interpersonal and communication skills to make convincing and persuasive arguments when dealing with regulators, project team members, consultants, regional staff, contractors and community members.
- Project management skills including estimating and financial skills to develop and control budgets for capital and O&M projects.
- Analytical, consulting, problem solving skills, combined with common sense and creativity.
- Planning and organizational skills to meet work schedules and critical milestone dates, and to co-ordinate and organize own and subordinates' work activities with competing priorities in a multi-task work environment.
- Verbal and written communications skills to exchange information and liaise with a wide variety of peers, colleagues and stakeholders.
- Ability to identify, assess and propose mitigation for adverse environmental and socio-economic impacts of large-scale transportation projects.
- Ability to make balanced decisions on critical issues about costs and benefits, sometimes involving environmental and/or regulatory issues.
- Ability to remain calm under pressure while working in a high stress environment with tight deadlines.
- Ability to deal with individuals where there is a high degree of tact and diplomacy required.
- Ability to analyze the results of studies, assessments, audits, and monitoring programs, with the objective of implementing mitigation strategies.
- Ability to work collaboratively in a team setting and cross-cultural environment.
- Ability to work within budget constraints.
- Ability to think critically and use good judgment.
- Ability to exercise authority and manage risks.
- Ability to research, evaluate, gather and compile information.

Typically, the above qualifications would be attained by:

A university degree in Environmental Planning or Studies, Civil or Environmental Engineering, Natural Resource Management, Biology or similar relevant discipline, and five years of relevant experience.

ADDITIONAL REQUIREMENTS

Position Security

- ☒ 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: To choose a language, click here.To choose a language, click here.To choose a language, click here.

☐ Required

☐ Preferred