



IDENTIFICATION

Department	Position Title	
Infrastructure	Assistant Deputy Minister, Energy and Strategic Initiatives	
Position Number	Community	Division/Region
33-15471	Yellowknife	Directorate/HQ

PURPOSE OF THE POSITION

The Assistant Deputy Minister (ADM), Energy and Strategic Initiatives (ESI), oversees at the executive management level the Department of Infrastructure's (INF) Energy and Strategic Initiatives Branch including Strategic Energy Policy and Programs, Strategic Infrastructure, and Major Energy Projects divisions.

The position provides professional and comprehensive advice and recommendations to the Associate Deputy Minister, the Minister, the Executive Council and the Premier as well as being the Chairperson or a member of several high-level committees at the federal/territorial level, and third party and boards and agencies. The position also collaborates with Indigenous governments and organizations and other levels of government, industry, non-government organizations and academics on strategic infrastructure and energy matters within the Northwest Territories (NWT), nationally and internationally for energy related matters. In this capacity, the ADM ESI is accountable for developing and maintaining relationships, partnerships, and/or agreements with internal and external partners to ensure leadership and oversight of INF initiatives.

The ADM ESI is accountable for the overall leadership in the identification, negotiation, development and implementation of major infrastructure projects of critical significance to the long-term economic health of the NWT, including the Taltson Hydro Expansion (co-lead with the Department of Finance), the Slave Geological Province Corridor, and Mackenzie Valley Highway.

This position is also responsible for leading the Government of the Northwest Territories' (GNWT) efforts to meet its goals under the *2030 Energy Strategy*, as well as providing strategic oversight on the development, implementation, evaluation and continuous improvement of INF's overall legislative framework and policies, ensuring effective communication is continually provided to the public.



SCOPE

INF 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; energy programs, projects, and policy; property management; information technology; information management; strategic infrastructure advancement; transportation planning, policy, and legislation; disposal of surplus property and goods; motor vehicle and mechanical/electrical regulatory services and fleet management.

Located in Yellowknife, the ADM ESI reports to the Associate Deputy Minister and plays a key role in carrying out INF's mandate as an Executive Manager of the Energy and Strategic Initiatives Branch.

This position is responsible for leading GNWT's energy related initiatives, 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 *NWT 2030 Energy Strategy* sets out the GNWT's long-term approach to supporting secure, affordable, and sustainable energy supply for transportation, heat and electricity in the NWT. The efforts under this Strategy are the primary mechanism through which the GNWT will achieve its emissions reductions commitments, while also addressing energy security and affordability across the NWT.

On behalf of the GNWT, this position also 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. In this regard, the ADM ESI provides executive leadership in the advancement of large transformative infrastructure projects, with a focus on the development of new transportation and energy corridors. These strategic projects will provide the foundational infrastructure necessary to support future economic activity across the Territory. The Department's investments in strategic infrastructure projects are guided by the direction set by the Legislative Assembly, as well as long-term visionary documents such as the *NWT Transportation Strategy (2015 to 2040)* and the *2030 Energy Strategy*.

The *NWT 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 *NWT Transportation Strategy* has identified the Mackenzie Valley Highway and the Slave Geological Province Corridor as strategic infrastructure projects that will be transformative to the NWT's and Canada's social and economic well-being.



For the Slave Geological Province Corridor, Mackenzie Valley Highway, and large energy infrastructure projects that contribute to meeting the goals of the *2030 Energy Strategy* (e.g. the Taltson Hydro Expansion and Fort Providence Transmission Line projects), the ADM ESI is accountable for all project elements up to the construction phase. This includes accountability for business case planning; strategic federal outreach; stakeholder and partnership engagement; establishment of project-related memorandums of understanding with Indigenous governments or other project partners; leading the project through environmental assessment and/or regulatory permitting phases; sourcing, negotiation, establishment and implementation of federal funding agreements; and identifying procurement options. The incumbent is also responsible for managing social media, events, and promotional campaigns associated with these projects.

Large energy infrastructure projects such as the Taltson Hydro Expansion plays a critical part in achieving and maintaining the GNWT's national and international commitments for achieving the GNWT's emissions targets in the *2030 Energy Strategy* and the Pan-Canadian Framework on Climate Change and Clean Growth. The Taltson Hydro Expansion project is co-led with the Department of Finance, and the incumbent works closely with counterparts in that Department on all project elements up to construction. For this project, the ADM ESI has a functional reporting relationship with both the Deputy Minister of Infrastructure and Deputy Minister of Finance.

Building successful and positive relationships, both internally and externally, is key to the successful delivery of programs and development of infrastructure projects led by the incumbent. This includes Indigenous governments and Indigenous organizations, other departments, other levels of government, non-governmental organizations, and industry. These relationships may extend territorially, nationally, or internationally. The incumbent must seek out, build, and maintain strategic relationships specific to each program and/or project. This includes the negotiation of project-related memorandums of understanding and funding agreements, where appropriate, as well as the implementation and maintenance of these agreements.

The incumbent also serves as either a member or ex-officio member to the Northwest Territories Power Corporation (NTPC) and NT Energy, subsidiaries of NT Hydro. NTPC's team is made up of over 200 dedicated employees, located in 26 communities throughout the territory, managing more than \$450 million in assets and generating power for more than 43,000 residents. This position reviews NTPC related materials, participates in Board meetings, and provides strategic advice and recommendations on any Board decisions. In particular, the incumbent provides advice on how the actions and decisions of NTPC relate to GNWT actions and activities for energy and electricity infrastructure.

The ADM ESI works directly with federal/provincial/territorial (FPT) organizations engaged in and responsible for strategic planning for transportation and energy infrastructure.



Key intergovernmental activities include representing and furthering the interest of the GNWT with:

- Committees supporting FPT Energy and Mines Ministers.
- Committees supporting FPT Infrastructure Ministers.
- Committees supporting the implementation of federal initiatives relating to Energy or Strategic Infrastructure, for example, the Regional Energy and Resource Tables under Natural Resources Canada (NRCan).
- Strategic engagement with the federal government and/or neighboring provinces and territories and/or the Canada Infrastructure Bank on the development of strategic infrastructure and large energy infrastructure projects. This includes negotiation, establishment, and implementation of federal funding agreements.

The position also plays an executive leadership role in relation to several federal funding agreements or arrangements established for NWT strategic infrastructure investment including, but not limited to the following:

- Investing in Canada Infrastructure Plan.
- Low Carbon Economy Leadership Fund.
- National Trade Corridors Fund.
- Canada Infrastructure Bank.
- Oceans Protection Plan.
- Disaster Mitigation and Adaptation Fund.

The role of the ESI Branch is far reaching and impacts most GNWT departments along with other levels of government, stakeholders, and the general public within the NWT, nationally and internationally. The areas of responsibility associated with this position, in particular, the GNWT's efforts under the *2030 Energy Strategy* and *NWT Transportation Strategy*, have become areas of major concern not only within the GNWT but at all levels of government in the NWT and Canada and around the world, including Indigenous governments and Indigenous organizations.

Accordingly, these responsibilities have become highly sensitive and critical programs within both INF's and the GNWT's mandate, as they pertain to NWT energy security, energy affordability, the Territory's ability to reduce its emissions and help mitigate the effects of climate change, and develop the foundational infrastructure needed for future economic development in the NWT. The incumbent must have a clear understanding of all the pertinent considerations, both technical and non-technical, including political considerations, when making recommendations to the Deputy Minister, Minister, and Executive Council on areas relating to this portfolio.

Within INF, the position works in collaboration with the other ADMs to provide a high level of fully integrated planning, technical and administrative support to front line regional program



delivery services at all times. The position directly oversees three divisions: Strategic Infrastructure, Major Energy Projects, and Strategic Energy Policy and Programs.

DIMENSIONS

- Reporting Positions: 4 direct and 29 indirect reports
- Compensation & Benefits: \$4,178,000; with additional positions funded from Capital
- Operations & Maintenance: \$2,464,000
- Grants & Contributions: \$12,388,000
- Capital: \$110,445,000

As per the functions identified above, responsible for approximately \$100 million in capital projects and plays a key role in the oversight and administration of federal funding agreements totaling approximately \$1.3 billion.

RESPONSIBILITIES

1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Lead and direct the ESI Branch of INF.
3. Represent the GNWT on FPT and/or international committees relating to energy and transportation/infrastructure.
4. Represent the GNWT on oversight committees associated with federal funding agreements and project-specific memorandum of understanding established with the Government of Canada, Indigenous governments or Indigenous organizations, or other entities, such as the Canada Infrastructure Bank.
5. Represent the GNWT and/or lead teams with the negotiation, establishment, and implementation of program and/or project-related federal funding agreements; project-related GNWT funding agreements with communities, Indigenous governments and Indigenous organizations, and non-government organizations.
6. Lead in identifying, developing, building and maintaining strategic infrastructure relationships and partnerships, internally and externally, including but not limited to Indigenous governments and organizations, federal departments and organizations, and other levels of government.



This could include the negotiation, establishment, and management of project-related agreements. Ensure that new partnerships are beneficial to the GNWT's mandate and priorities, and report as requested on the progress of partnerships.

7. Strengthen connections with private and public sector partners in transportation infrastructure.
8. Oversee the planning and negotiation of federal-territorial-Indigenous government agreements as it pertains to funding arrangements for transformational strategic infrastructure projects in the NWT.
9. Oversee the development and submissions of strategic infrastructure proposals to federal government departments or agencies.
10. Capture opportunities for investment in transportation infrastructure by working to secure funding.
11. Lead major transformative strategic infrastructure and energy projects through the NWT environmental assessment (if applicable) and regulatory permitting phases.
12. Oversee and coordinate the management of the *2030 Energy Strategy* and Energy Action Plan, including recommending updates to these strategic documents as and when required.
13. Provide long range strategic direction and leadership in the development of energy policy, planning and programming related to the identification and execution of conventional and renewable energy projects and initiatives aimed at increasing the use of domestic energy resources and renewable energy technologies and reducing energy costs in the NWT.
14. Provide professional strategic advice, analysis, recommendations, and project management services to the Deputy Minister, Minister, Premier, Executive Council and other decision makers with respect to initiatives, business planning and policy development.
15. Contribute to the development, planning and implementation of policies that promote employment opportunities and income for northerners as well as maximizing opportunities for northern businesses in the delivery of the Department's mandate.
16. Lead the development of strategic objectives, business plans and operating principles for ESI that are consistent with government direction, departmental goals and public expectations; ensure that all legal and reporting requirements are met.



17. Evaluate relevant programs and services and participate in actions for and management of change.
18. Provide executive support, advice and assistance to the Deputy Minister by providing strategic options, comprehensive policy advice and recommendations; also provide briefings and advice to the Minister and Cabinet.
19. Oversee the ESI Branch's budgetary, financial accounting and human resources management to ensure alignment with INF's mandate, goals, strategies; ensure fiduciary responsibilities are performed in accordance with the NWT *Financial Administration Act* in a effective and efficient manner; and supervise and support ESI Branch senior management staff including completing annual performance career counseling, provision of professional development and training opportunities and actively promoting the development of a representative workforce. Ensure that the necessary tools, equipment, infrastructure and other resources are in place to allow staff to adequately perform their duties.
20. Support and sustain an environment that enables staff to achieve results and develop and build organizational capacity for the future.
21. Provide executive support and expertise in the overall management of the Department through involvement in the development of business plans, main estimates, and programs and service development and delivery.
22. Act in an ex-officio or Board Director role, as required, within the NTPC. Provide high level executive leadership and strategic advice pertaining to the Corporation's ongoing activities and future goals.

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 an impact at the



highest levels and with frequent changes to priorities. Decisions can have far-reaching impacts both within and the outside of the GNWT. The incumbent works with Ministers and senior staff from multiple departments, who may have divergent perspectives and demands.

The incumbent will be required to travel approximately 15 to 20 times a year, up to 5 days per occurrence.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to acquire knowledge of the GNWT's structure and operations, priorities, business strategies, departmental mandates, and organizational design.
- Ability to acquire knowledge of INF's and other departments mandates, agreements, frameworks and strategies.
- Knowledge of, appreciation and sensitivity to various Indigenous cultures and Traditional Knowledge that exist throughout the NWT.
- Interpersonal, organizational and communications skills, including diplomacy in dealing with internal and external partners, often with competing interests.
- Knowledge of effective leadership, facilitation, consensus building, negotiation skills and management practices and the ability to implement management practices and attain collaborative outcomes in a changing environment, in complex multi-stakeholder environment, including directing the work of diverse individuals who are or may not be direct reports or consultants.
- Ability to offer new, innovative and groundbreaking solutions on difficult to resolve, high intensity, high stress files.
- Ability to think strategically, critically evaluate complex issues, problem solve and use good judgment, as well as analyze, interpret, and synthesize large amounts information.
- Ability to exercise discretion and diplomacy in dealing with divergent views and personalities and sensitive information and materials, including knowledge of the NWT's political and natural environment, which could impact relationships with other governments or partners.
- Ability to provide rational, objective analysis on broad scope issues in short timeframes.
- Knowledge of the national, provincial/territorial and domestic political environments, and other governments and departments' positions and policies with the ability to assess implications for the NWT and to effectively interpret and convey this information to the Premier, Executive Council, Ministers, and Deputy Ministers.
- Knowledge of key partners and stakeholders in the energy, transportation, and infrastructure sectors, including industry; non-government organizations and Indigenous governments and organizations; community, municipal, territorial/provincial, and federal governments.
- Ability to effectively represent the GNWT and its positions accurately and professionally, while developing and maintaining effective relationships with key partners and stakeholders, territorially, nationally, and internationally.



- Ability to acquire knowledge of land claims and negotiations for settlement of land claims in the NWT; of resource development instruments including socio-economic agreements with industry or economic development agreements with the federal government and provincial or other territorial governments; and of sustainable development concepts.
- Knowledge of principles and practices related to public sector management, socio-economic research and analysis, strategic analysis, policy development, evaluation and negotiation.
- Ability to manage time, priorities, and multiple competing projects, including the ability to respond effectively to frequently changing deadlines.
- Able to work in highly stressful situations.
- Knowledge of policy and legislation development, strategic planning, communications, consultation, collaboration, project management, and negotiations.
- Ability to acquire knowledge of relevant acts, regulations, guidelines and policies.
- Knowledge of the NWT regulatory system.
- Skills in stakeholder engagement, event planning and social media.
- Ability to understand, analyze and solve complex problems within the context of the role.
- Ability to design, manage and implement large complex innovation projects.
- Ability to communicate clearly, concisely and confidently with senior officials, all levels of the organization, Indigenous governments and organizations, and other external stakeholders.
- Ability to promote inclusion, engagement and foster an innovative, collaborative environment.
- Ability to build and maintain working relationships across a diverse group of internal and external clients.
- Ability to break down structural and functional barriers and encourage a culture of cross-team collaboration.
- 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 relevant master's degree and ten years of experience in the review or advancement of major projects, including five years managing people and resources.

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