



IDENTIFICATION

Department	Position Title	
Infrastructure	Junior Environmental Analyst	
Position Number	Community	Division/Region
33-16240	Yellowknife	Design and Technical Services / HQ

PURPOSE OF THE POSITION

The Junior Environmental Analyst contributes to the delivery of the Department of Infrastructure's mission to provide for the accessible and reliable movement of people and goods to serve the social, economic and political needs of northerners by providing environmental expertise for transportation-related activities.

SCOPE

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

On behalf of the Government of the Northwest Territories (GNWT), the Department of Infrastructure (INF) 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 Northwest Territories (NWT), as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

Located in Yellowknife, the Junior Environmental Analyst (Analyst) reports to the Manager, Environmental Affairs and supports the interests of the Department where projects, policies, guidelines and agreements are being developed that affect the department, including providing assistance to projects or programs related to environmental assessment, regulatory processes and land use planning.

The Junior Analyst contributes to the work of Environmental Affairs (EA) to ensure that INFs operations and maintenance activities, construction projects, policy and processes are developed in a manner consistent with federal and territorial legislation, GNWT strategic policy and plans, land use plans, Aboriginal land claims and other Agreements, and broader environmental initiatives such as environmental monitoring programs, environmental remediation and transportation best practices.

The position works with other INF divisions, territorial and federal government colleagues, and the public including communities and third parties. The incumbent exchanges information, collaborates with others, participates in task teams and oversees work tasked to the Environmental Analyst Intern and Summer Students within the Environmental Affairs unit. The Junior Analyst assists with review of environmental projects including site remediation and Environmental Site Assessments (ESA) Phase I, II and III, participates in environmental monitoring, facility audit inspections, reviews and contributes to reports, and collaborates on recommendations to the Environmental Analyst and Manager regarding operating procedures, development plans and proposals.

Activities performed by the Environmental Affairs team ensure that INF meets its regulatory legislative requirements that govern development in the NWT and promotes the development of environmental awareness and principles of environmental stewardship within the Department. Failure to fulfill these duties rigorously could result in political, legal, financial and environmental consequences whose impacts could extend to the senior official level within the department.

RESPONSIBILITIES

1. Research and provide recommendations to the Manager and Environmental Analyst, Environmental Affairs, on measures to minimize and mitigate environmental impacts of transportation related activities, including transportation development and operating procedures and third party activities that directly impact the Department.

- Researches, reviews, and summarizes environmental mitigation strategies and solutions appropriate to the NWT for discussion with the Environmental Affairs team.
- Assists the EA team to develop environmental design solutions and mitigation measures for development, construction and operating practices.
- Supports the development and implementation of environmental monitoring programs for road construction, winter roads, streams/river crossings and other infrastructure developments.

- Coordinates departmental responses to external land use applications to determine if the proposed land use impacts the present or future activities or assets of the department.
- Supports the EA team and other divisions to resolve areas of concern to ensure that the department obtains and complies with necessary land use, water use, and environmental guidelines, permits and approvals.

2. Review and provide feedback to the EA team on the potential environmental and socio-economic impacts of transportation developments, proposals, operating procedures and practices, and contribute to environmental scoping for transportation planning.

- Reviews and assists with the development of guidelines and best practices or similar instruments for environmental and socio-economic impact reduction and mitigation for transportation related developments under the jurisdiction of the GNWT.
- Contributes to the review of development plans, proposals and operating procedures.
- 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.
- Supports the department's involvement in environmental screening, preliminary environmental impact studies, community consultations and traditional knowledge studies.
- Works with the EA team, project and operational staff to ensure appropriate attention is paid to the environmental implications of project design and operational activities.
- Manages the departmental land information system by maintaining inventory of interests held by department, periodically reviews and enhances information recording methods and may be asked to take action on land tenure requests from within the department to meet departmental requirements.

3. Support the EA team on environmental auditing, ESA (Phase I, II and III), site characterization, and site remediation.

- Provides recommendations to the Analyst and/or Manager for environmental studies, audits, ESA and site remediation plans through researching and reviewing reports.
- Provides assistance with project management for environmental studies, audits, ESA and site remediation plans including contract and consultant management, budgeting, and other stakeholder liaising.
- Supports selective field work and monitoring studies as required such as performing groundwater monitoring and soil sampling to fulfill the department's regulatory requirements for soil and water quality impact monitoring.
- Prepares and recommends to the EA team guidelines, procedures, policies and practices to enhance environmental protection.

4. Ensure that the department's regulatory compliance requirements are met with respect to mitigating the environmental impact of transportation-related activities.

- Researches and interprets information on applicable environmental and land use legislation including territorial, provincial and federal legislation, acts, policies, protocols, and guidelines to support the role of the EA team within the department..
- Coordinates and/or assists with activities and procedures for the department's regulatory permitting applications, ensuring the department's activities may proceed in an environmentally responsible manner.
- Compiles advice and recommendations for the EA team to respond to requests from divisions on the interpretation of environmental and land use legislation, regulations and policy.
- Liaises with regulatory agencies and, when necessary, assists the EA team as facilitator between divisions and regulatory agencies to resolve areas of concern or obstacles to improve coordination and communication between various groups to facilitate program delivery.
- Coordinates with the EA team to ensure the department obtains and complies with necessary regulatory permits and approvals.
- Conducts research and analysis to identify land use and tenure requirements, including ownership, leases, reserves and land exchanges.

5. Support the promotion of environmental regulatory awareness within INF

- Supports development of manuals, workbooks and training sessions to explain the principles and processes of environmental regulatory issues and to assist divisions to meet regulatory requirements as required.
- Coordinates the development of training sessions to be delivered;
- Support the unit's promotional efforts for INF to adopt environmentally responsible design, construction, operations and maintenance practices.

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

- Familiarity of environmental legislation and regulatory processes in the NWT, and an analytical capacity to interpret these in relation to infrastructure works and projects.

- Awareness of consultation and engagement requirements.
- Familiarity with land use planning and land management regimes, and environmental and wildlife issues.
- Awareness of NWT resource-related legislation and land claims and self-government agreements, Indigenous government institutions, governance systems and communities.
- Awareness 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.
- Familiarity with northern ecosystems (Arctic and sub-Arctic) and the life functions of northern species, particularly fish and caribou.
- Knowledge and/or the ability to acquire knowledge relating to northern environmental and development-related issues, as well as northern history and culture.
- Knowledge of computer software, including word processing, database, e-mail, mapping, presentation, and project management programs.
- Interpersonal, verbal and written communications skills to exchange information, persuade and liaise with a wide variety of peers, colleagues and stakeholders including regulators, contractors and community members.
- Researching, analyzing, and problem solving skills.
- Planning and organizational skills to meet work schedules and critical milestone dates, and ability to organize work activities with competing priorities in a multi-task work environment.
- Ability to research and evaluate mitigation approaches for adverse environmental and socio-economic impacts of large-scale transportation projects.
- Ability to evaluate the results of studies, assessments, audits, and monitoring programs.
- 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 research, evaluate and gather and compile information.

Typically, the above qualifications would be attained by:

A Bachelor's degree in Natural Resource Management, Biology, Environmental Studies, Environmental Science, Geography or similar relevant disciplines; and, a minimum of two (2) years of relevant experience.

ADDITIONAL REQUIREMENTS

Must possess a valid Class 5 Driver's License.

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: Select Language

Required

Preferred