



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Senior Environmental Analyst, Mackenzie Valley Highway	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-17790	Yellowknife	Strategic Infrastructure

## **PURPOSE OF THE POSITION**

The Senior Environmental Analyst, Mackenzie Valley Highway (MVH; Senior Analyst) 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' MVH project.

## **SCOPE**

The Senior Analyst is based in Yellowknife and reports to the Manager, MVH Environmental Affairs. The position is responsible for planning activities related to the MVH in accordance with federal and territorial environmental management legislation; GNWT policies and plans; applicable land use plans as well as land claims, resource, and self-government agreements; and broader environmental initiatives such as conservation network planning, biodiversity initiatives, federal and territorial species at risk programs, and climate change adaptation and mitigation strategies.

The Senior Analyst leads the completion of technical studies and the preparation of documents required to advance the MVH through the environmental assessment (EA) and post-EA regulatory phase. This work will include research and analysis of potential environmental and socio-economic impacts of the project and the development of mitigation measures.

Working collaboratively with the project team members, and representatives from the Departments of Justice and Executive and Intergovernmental Affairs, the Senior Analyst will support the implementation of Indigenous consultation and engagement strategies. The Senior Analyst will also work with the Department of Environment and Climate Change (ECC) to secure and maintain the required land tenure agreements.



The Senior Analyst will operate within the departmental project management framework. The Senior Analyst will contribute to project teamwork planning, develop detailed workplans and budgets and manage consultant contracts. The position may have direct reports - including environmental analyst(s), intern(s), and/or summer student(s). The Senior Analyst will be responsible for performance development and approval of leave requests.

The role requires establishing and maintaining effective internal and external relationships with GNWT Departments, Indigenous governments and organizations, regulatory boards, community governments, the federal government, and industry stakeholders.

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

## **RESPONSIBILITIES**

### **1. Identifies and evaluates potential environmental and socio-economic impacts of the MVH to support transportation planning and regulatory decision-making**

- Researches and participates in the review of applicable guidelines, standards, and best practices related to environmental and socio-economic impacts.
- Critically reviews development plans, project proposals, and operating procedures to identify potential environmental and socio-economic issues and risks.
- Designs, manages, and conducts targeted environmental and socio-economic field studies to support impact assessment and planning.
- Collects, analyzes, and provides environmental and socio-economic data, including baseline studies, etc. for use in planning, pre-design engineering, and EA and post-EA work.
- Conducts environmental and socio-economic screening, preliminary environmental and socio-economic impact studies, and traditional knowledge studies.
- Interprets findings, prepares technical reports and briefing materials to identify key environmental and socio-economic issues affecting renewable resources, resource users, the land, other stakeholders, and/or public safety arising from the construction and operation of the MVH.
- Works collaboratively with Departmental staff to ensure environmental and socio-economic considerations are appropriately integrated into decision-making processes.

### **2. Develops and implements mitigation measures related to environmental and socio-economic impacts of the MVH project**

- Researches, evaluates, and disseminates environmental and socio-economic mitigation strategies and solutions to engineers, project officers, regional staff, other GNWT Departments and third parties.



- Reviews and assesses design, construction, and operational practices to identify opportunities to enhance environmental protection and reduce and/or eliminate impacts.
- Provides technical advice to the Manager, project engineering staff, and consultants on the incorporation of mitigation measures and environmentally responsible design solutions during the design, pre-engineering, construction and operation of the MVH.
- Develops, implements, and oversees monitoring programs related to road construction, water crossings, and other MVH infrastructure components.
- Leads the development, implementation, management, and evaluation of compensation and offsetting measures, including habitat compensation programs.
- Develops, in collaboration with communities and local developments corporations, plans to help maximize local/northern involvement, training and business development opportunities.

### **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.
- Works with ECC-Lands Division, other GNWT staff, and landowners to develop strategies to address land tenure requirements.
- Provides advice on the negotiation of leases, reserves, and exchanges.
- Conducts research and provides advice on matters related to land use, environment, wildlife, and other planning initiatives that would have implications for the project, including negotiation and implementation of land claims and self-government agreements.

### **4. Supports the implementation of Indigenous consultation and engagement activities**

- Works with the Senior Advisor, Engagement and Consultation and representatives from the Departments of Justice and Executive and Indigenous Affairs (EIA) on consultation and/or engagement activities.
- Develops supporting material and conducts public and private meetings with Indigenous governments, communities, and individuals.
- Establishes and maintains collaborative 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 consultants to ensure Indigenous perspectives and priorities are given consideration in developing work product.
- Maintains the record of engagement and consultation, incorporating all records into the appropriate database.
- Supports the implementation of agreements with Indigenous governments to



facilitate Indigenous participation and partnership in planning and development of the MVH.

**5. Acquires and administers regulatory permits and approvals for the MVH project.**

- Researches and interprets applicable federal, territorial, and provincial environmental and land-use legislation, policies, and guidelines, and provides advice to divisional staff and recommendations to the Manager, MVH Environmental Affairs on regulatory requirements and environmental implications of construction and operation of the MVH.
- Leads and coordinates the acquisition, administration, and maintenance of required regulatory authorizations for the MVH, including permits, licenses, and other approvals from relevant regulatory bodies.
- Manages regulatory compliance throughout project implementation, including coordination with regulators, inspections, environmental monitoring, reporting under permit conditions, and resolution of outstanding environmental and regulatory issues.
- Solicits, coordinates, and reviews input from regulatory boards and external reviewers on project documentation, management plans, and design drawings, and works with the project team to incorporate feedback, where feasible.
- Communicates regulatory requirements and permit conditions to consultants, contractors, and other parties working on GNWT worksites to support compliance during on-site activities.
- Leads work to obtain the necessary regulatory authorizations (e.g., permits, licenses, and approvals) from the relevant regulatory bodies for the MVH work.
- Leads work to maintain the regulatory permits and approvals during project work, including the preparation of reporting required under the authorizations.
- Plans and oversees pre-development and EA support activities, including Indigenous consultation and public engagement, environmental baseline studies, impact and mitigation studies, traditional knowledge studies, specialized environmental investigations, and archaeological assessments, in collaboration with project staff and consultants.
- Oversees the preparation of EA and post-EA regulatory documentation, including public hearing preparation, produced by departmental staff and consultants.

**6. Leads the Working and/or Sub-Working Groups related to the Project.**

- Provides expert technical advice to the Working and/or Sub-Working Groups including the interpretation of environmental, regulatory, and project-specific information.
- Leads, coordinates, and participates in Working and/or Sub-Working Groups associated with the project.
- Coordinates and facilitates Working and/or Sub-Working Group activities, including



scheduling, preparing agendas, briefing materials, presentations, records of discussion, follow up action items, etc.

- Acts as departmental representative on internal, interdepartmental, and interagency Working and Sub-Working Groups related to the Project.
- Supports collaboration among Working and Sub-Working Group members by identifying issues, synthesizing input, and working with participants to reconcile competing or conflicting recommendations and positions.
- Prepares summaries, briefing notes, and recommendations for management based on Working and Sub-Working Group discussions and outcomes.

#### **7. Performs associated project management and contract administration duties**

- Prepares and reviews requests for proposals, tender documents, terms of reference, and cost estimates for environmental, socio-economic, and regulatory related contracts as directed.
- Manages procurement activities, including issuing calls for proposals, evaluating submissions, and administering contract awards.
- Manages service contracts with consultants and contractors.
- Manages associated workplans, budgets, schedules, and deliverables in accordance with approved scopes, technical standards, and regulatory requirements.
- Monitors contract performance, reviews deliverables and payment requests, addresses deficiencies, resolves contract-related issues or disputes, and manages contract amendments and change orders in accordance with the GNWT project management framework.
- Identifies and manages project risks, scope changes, and schedule impacts, and advises the Manager on emerging issues and recommended actions.
- Advances GNWT policy objectives throughout contract planning and implementation, including Business Incentive and Local and Northern Involvement policies.
- Contributes to other departmental financial management as needed, including development of funding applications, annual reports, and variance associated with capital planning budgets.

#### **8. Contributes to ongoing development and implementation of GNWT project management tools and systems**

- Provides support to direct reports and other departmental staff on the development and implementation of project management tools and systems.
- Contributes to a culture of continuous improvement through knowledge sharing and involvement in special assignments.



**9. Prepares and delivers presentations, submissions, and correspondence for senior management and/or decision makers**

- Researches, analyzes, and prepares presentations, briefing notes, and submissions to Executive Council (Cabinet) and the Financial Management Board, and, where appropriate, develops options and recommendations.
- Delivers presentations and briefings to Ministers, senior management, Indigenous governments, communities, and other stakeholders, including one-on-one meetings and public forums.
- Engages directly with internal and external stakeholders to explain project information, respond to questions, and communicate decisions and rationale in a clear and culturally appropriate manner.
- Prepares and coordinates intra- and inter-departmental input into correspondence and presentation materials, ensuring consistency with departmental processes, approval requirements, and submission timelines.

**10. Human Resources and Supervisory Responsibilities**

- Manages human resources functions including recruitment of staff, performance reviews, and discipline of staff reporting to the position.
- Effectively communicates expectations and performance objectives to staff and monitors and/or evaluates performance at regular intervals.
- Develops staff capability through provision of ongoing advice, direction and support including provision of appropriate training or other development options.
- Ensures staff have access to necessary resources, supplies, equipment and information.
- Informs staff about governmental, departmental and divisional initiatives and priorities.

**11. Represents the Project Team, Division, Department and/or the GNWT at professional events, including conferences**

- Represents the project team, division, department and/or the GNWT at conferences and professional events, including presenting information and participating in discussions or panels, where appropriate.
- Shares knowledge and insights gained from training and conference attendance with colleagues and management to support continuous improvement and organizational learning.



## **WORKING CONDITIONS**

### **Physical Demands**

The Senior Analyst will be required to travel to communities and/or project worksites. This work would require the Senior Analyst to assemble and transport equipment and/or supplies required for the work.

### **Environmental Conditions**

During travel, the incumbent will be exposed to extremes in temperatures while travelling to and from communities located along the project route.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent will be required to travel to other communities and/or project work sites by road or air. Overall travel is estimated between 10-20 times per year, with some months requiring multiple trips.

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

- Knowledge of environmental legislation and regulatory processes within the NWT, along with the analytical capacity to interpret these in relation to infrastructure work and projects.
- Knowledge of project management processes.
- Knowledge of the GNWT's approach to consultation with Indigenous governments and organizations, and of practices and methods with respect to engagement and consultation.
- 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 northern ecosystems (Arctic and sub-Arctic) and the life functions of northern species, particularly fish and caribou.
- Knowledge of typical environmental and socio-economic impacts and potential mitigative measures related to linear infrastructure projects.
- Familiarity with NWT community lifestyle and Indigenous cultures.
- Knowledge of northern institutions, government systems and communities, businesses, and community organizations.
- Knowledge of computer software, including word processing, email, project management programs, and communications systems.



- Ability to work independently on complex matters and to work effectively in teams with people from other backgrounds and cultures.
- Skill and ability in networking, relationship building, consultation and facilitation.
- 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.
- 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.
- Ability to adapt communication styles to multiple cultural environments (e.g. communication when following Elder protocols or cultural safety protocols).
- Ability to engage the public in a culturally appropriate manner both in writing and orally, to community members.
- 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.
- Verbal and written communications skills to exchange information and liaise with a wide variety of peers, colleagues and stakeholders.
- Ability to build and sustain effective working relationships and work collaboratively with peers, colleagues, media, stakeholders, Department and GNWT staff by demonstrating an ethic of support, teamwork, and service.
- Ability to work under pressure and manage projects within tight timeframes and with strict deadlines, which often requires prioritizing workloads and shifting priorities.
- 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 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.
- 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 degree in Environmental Planning or Studies, Civil or Environmental Engineering, Natural Resource Management, Biology or similar relevant discipline with three years of experience in EA and post-EA regulatory authorizations.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

A class 5 Drivers License

**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