



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Engagement and Community Readiness	
Position Number	Community	Division/Region
33-17831	Yellowknife	Strategic Infrastructure

PURPOSE OF THE POSITION

The Manager, Engagement and Community Readiness leads and directs Indigenous government and community engagement, consultation coordination, and community readiness activities for the Mackenzie Valley Highway Project (MVH).

The position is the project's senior operational lead for engagement and community readiness and exercises significant independence in establishing approaches, setting priorities, resolving issues, directing resources, and making decisions within approved GNWT mandates, project governance, legislation, policy and delegated authorities.

The position leads the development and implementation of strategies and approaches required to maintain productive relationships with Indigenous governments, Indigenous organizations, community governments, federal partners and other parties whose interests, authorities or participation affect the advancement of the Mackenzie Valley Highway.

The position provides authoritative strategic advice, analysis and recommendations to the Director, Strategic Infrastructure, Assistant Deputy Minister, Associate Deputy Minister, Deputy Minister and project leadership on Indigenous government relations, community readiness, consultation, intergovernmental coordination, project commitments, emerging risks and implementation issues.

Within established authorities, the Manager is expected to make and lead decisions rather than simply support decision-making. This includes determining engagement approaches and sequencing, resolving operational and relationship issues, establishing work priorities, directing staff and consultants, determining appropriate responses to emerging concerns, and ensuring decisions and commitments are implemented. Matters requiring a change in GNWT mandate, significant financial authority, legal position or Ministerial/Cabinet direction are identified by the Manager and escalated with clear advice and a recommended course of action.



The Manager is responsible for supervising staff and directing engagement and readiness work across the project team, GNWT departments, Indigenous governments and organizations, community governments, federal departments, consultants, contractors and other project partners.

SCOPE

Located in Yellowknife and reporting to the Director, Strategic Infrastructure, the Manager, Engagement and Community Readiness works within the Strategic Infrastructure division of the Department of Infrastructure.

The position supports the advancement of the Mackenzie Valley Highway, one of the Northwest Territories' most significant strategic infrastructure initiatives. The project is intended to improve all-season transportation access, strengthen northern supply chains, support community and economic development, improve access to resources and services, and advance broader territorial and national economic and strategic interests.

The Mackenzie Valley Highway is being advanced in a highly complex northern environment involving multiple Indigenous governments, settled and unsettled land claim areas, modern treaties and self-government agreements, environmental assessment and regulatory requirements, federal funding arrangements, community readiness considerations, significant capital investment and sustained political and public interest.

Engagement and community readiness decisions can directly influence Indigenous government relationships, regulatory processes, project design and sequencing, community support, project costs and schedules, procurement and workforce planning, commitments made by the GNWT and the overall ability of the project to advance.

The position operates with a high degree of independence and delegated authority. The Director establishes overall strategic and policy direction and retains responsibility for matters requiring senior departmental, Ministerial or Cabinet decisions. Within that direction, the Manager determines how engagement, consultation coordination and community readiness work will be undertaken and is accountable for the quality, timeliness and effectiveness of that work.

The Manager is expected to independently assess complex and emerging situations, identify risks and opportunities, determine appropriate responses, resolve issues where possible and initiate action without routine direction. The position determines when issues can be resolved within existing authorities and when they require escalation to the Director or senior management.

The Manager serves as a principal project contact with Indigenous government and community



officials on MVH engagement and readiness matters. The incumbent leads the establishment of engagement processes, negotiates meeting agendas and work planning arrangements, identifies and resolves issues, and ensures that commitments and agreed actions are advanced. The Manager leads engagement and readiness activities that influence project planning, environmental assessment and regulatory processes, project delivery planning, workforce and business readiness, community benefit planning and long-term implementation.

The position works closely with the Director, Strategic Infrastructure, the Mackenzie Valley Highway project team, other GNWT departments, Executive and Indigenous Affairs, the Department of Justice, federal partners, Indigenous governments, community governments, consultants, contractors and potential delivery partners.

Because many of these relationships do not involve a formal reporting relationship, the Manager must be able to influence, negotiate, build consensus and establish alignment across organizations with different mandates, authorities and interests.

The Manager regularly represents the GNWT in politically sensitive and high-profile discussions and must exercise considerable judgment, discretion, diplomacy, cultural awareness and political acuity. The incumbent may be required to make real-time decisions during meetings or engagement activities where delay could adversely affect relationships, project timelines or GNWT interests.

The position supervises three direct reports and is accountable for setting priorities, assigning and directing work, reviewing deliverables, managing performance and supporting employee development.

The Manager also manages or oversees consultant contracts, contribution agreements, community liaison arrangements, workplans, schedules, budgets and reporting requirements associated with engagement and community readiness.

RESPONSIBILITIES

1. Leads and directs Indigenous government and community engagement and consultation for the Mackenzie Valley Highway Project.

- Establishes, leads and maintains the overall MVH engagement approach, including project-specific strategies, priorities, workplans, schedules, protocols and engagement processes.
- Determines the appropriate sequencing, format and level of engagement required based on project milestones, Indigenous government interests, regulatory requirements, emerging issues and GNWT objectives.



- Acts as a senior operational contact with Indigenous governments, Indigenous organizations, community governments and other partners on project engagement matters.
- Leads government-to-government, leadership-level, staff-level, technical and community engagement processes within the Manager's mandate.
- Leads discussions with Indigenous government and community officials to identify issues, clarify expectations, develop solutions and advance agreed actions.
- Identifies and resolves engagement and relationship issues within delegated authority and determines when issues require escalation.
- Leads the development of consultation assessments, consultation plans, engagement records, issue analyses and decision materials.
- Works with Executive and Indigenous Affairs, Justice and other GNWT departments to ensure engagement and consultation approaches are consistent with GNWT policy, legal obligations and government-wide Indigenous relations objectives.
- Determines when engagement approaches need to be adjusted in response to changing circumstances, partner concerns, regulatory requirements or project direction.
- Ensures Indigenous government and community interests, concerns, recommendations and expectations are understood and appropriately reflected in project planning and decisions.
- Represents the GNWT in engagement discussions and is accountable for ensuring discussions are respectful, transparent, strategically focused and productive.
- Ensures approaches reflect the distinct political, cultural, governance, treaty, regulatory and community contexts along the Mackenzie Valley Highway corridor.
- Provides direction to staff, consultants and project team members undertaking engagement activities on behalf of the project.

2. Leads community readiness strategy, planning and implementation.

- Establishes and leads the Mackenzie Valley Highway community readiness strategy and implementation approach.
- Sets priorities and determines the sequencing of readiness initiatives required before, during and after project construction.
- Leads readiness planning related to workforce development, training, local business participation, procurement readiness, housing and accommodation pressures, social impacts, community infrastructure pressures, road safety and security, emergency preparedness, communications and long-term community benefits.
- Works directly with Indigenous governments, community governments, local organizations, GNWT departments, Canada, contractors and delivery partners to identify readiness needs, opportunities and risks.
- Leads the development of practical solutions and mitigation approaches in response to identified community readiness risks.



- Determines where GNWT, federal, Indigenous government, community or project-delivery actions are required and assigns or advances follow-up accordingly.
- Establishes implementation plans, performance measures and reporting systems to monitor readiness progress and outcomes.
- Ensures community readiness considerations are incorporated into project planning, procurement, regulatory commitments, construction planning and project delivery strategies.
- Identifies emerging community pressures and directs adjustments to readiness activities where required.
- Develops the MVH community readiness approach as a potential repeatable model for other major infrastructure projects in the Northwest Territories.

3. Leads strategic analysis and decision making and provides advice to senior management.

- Exercises delegated decision-making authority for engagement, community readiness and related project implementation matters within approved GNWT mandates, policies, budgets and project governance.
- Independently assesses complex political, legal, regulatory, social, economic and relationship issues and determines appropriate courses of action within the Manager's authority.
- Resolves issues and directs implementation where existing authority is sufficient rather than routinely escalating operational decisions.
- Determines when matters require Director, senior management, Ministerial or Cabinet direction and provides clear options, analysis and a recommended course of action.
- Provides strategic advice and recommendations directly to the Director, Assistant Deputy Minister, Associate Deputy Minister, Deputy Minister and other senior officials.
- Anticipates emerging Indigenous government, community, political and implementation issues and initiates action before they materially affect project objectives.
- Leads the development of departmental positions and recommendations on engagement, community readiness and related intergovernmental issues.
- Prepares and reviews briefing notes, decision papers, Cabinet materials, correspondence, speaking notes, presentations, issue notes and senior decision-making materials.
- Briefs senior management on Indigenous government positions, community concerns, emerging risks, commitments and decisions required.
- Provides advice on agreements, memoranda of understanding, contribution arrangements, governance structures and other arrangements affecting engagement, Indigenous participation and community readiness.



- Ensures advice considers the interaction between GNWT objectives, Indigenous rights and interests, federal requirements, project governance, regulatory processes and community benefit expectations.
- Leads or represents the project on interdepartmental and intergovernmental committees and working groups within the position's mandate.

4. Leads the resolution of complex engagement, relationship and implementation issues.

- Identifies emerging issues that may affect Indigenous government relationships, community support, regulatory timelines or project advancement.
- Leads issue-resolution processes involving multiple governments, departments or partners.
- Uses negotiation, facilitation, conflict-resolution and consensus-building approaches to resolve competing interests and identify workable solutions.
- Establishes clear responsibilities, actions and timelines arising from issue-resolution discussions.
- Makes decisions within delegated authority to prevent issues from unnecessarily delaying project advancement.
- Develops recommendations for senior management where resolution requires a change in policy, mandate, funding, legal position or project direction.
- Maintains awareness of political and intergovernmental developments that may affect the Mackenzie Valley Highway and adjusts project engagement strategies accordingly.
- Works across organizational boundaries and uses influence to obtain action from parties over whom the position has no direct authority.

5. Directs the management of commitments, records, reporting and implementation.

- Establishes systems and expectations for tracking engagement activities, consultation records, community readiness actions, commitments, decisions, follow-up items and partner requests
- Is accountable for ensuring commitments arising from engagement, regulatory processes, agreements, funding arrangements and readiness initiatives are identified, assigned and advanced.
- Determines priorities and corrective actions where commitments or implementation activities are at risk.
- Leads reporting on engagement and readiness activities for project governance, senior management, federal partners, regulatory agencies, Indigenous governments and other audiences.
- Ensures records are complete, accurate and maintained in accordance with GNWT information-management requirements.
- Establishes tools, standards, templates and processes to ensure consistent engagement and readiness practices.



- Directs the integration of engagement outcomes and readiness requirements into project design, regulatory submissions, procurement, construction planning and implementation.
- Monitors federal, territorial, Indigenous government and community actions that may affect project engagement, readiness, timelines or delivery and initiates appropriate responses.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Travel is required for approximately 25 percent annually, with some periods requiring up to two one-week trips per month.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Indigenous rights, Aboriginal consultation, modern treaties, land claim agreements, self-government agreements, and Indigenous governance structures.
- Knowledge of northern infrastructure development, major project planning, environmental assessment, regulatory processes, community engagement, and project implementation.
- Knowledge of planning, analysis and problem solving techniques.
- Knowledge of governmental policies, procedures, Cabinet processes, briefing processes, financial administration, procurement, contract management, and information management.
- Knowledge of Indigenous governments, community governments, federal departments, regulatory bodies, industry, contractors, and other partners involved in major infrastructure projects.
- Knowledge in communications, marketing and public and media relations, including issues management.
- Knowledge of community readiness planning, including workforce readiness, business readiness, procurement readiness, community benefits, social impacts, community infrastructure pressures, and local capacity development.



- Knowledge of cultural differences and how they influence communication, engagement, consultation, decision-making, and relationship-building.
- Ability to lead, supervise, mentor, and support staff in a complex project environment.
- Ability to develop, implement, monitor, and evaluate engagement strategies, consultation support tools, community readiness plans, workplans, and reporting systems.
- Ability to analyze complex political, legal, regulatory, social, economic, and community issues and provide practical recommendations.
- Ability to communicate clearly and effectively in writing and verbally, including preparation of briefing notes, correspondence, presentations, meeting records, and senior decision-making materials, and ability to communicate in plain language.
- Ability to develop and express ideas, concepts, judgements and recommendations to a variety of audiences in a clear and concise way using appropriate verbal and written means.
- Editing and proofreading skills.
- Ability to build and maintain respectful working relationships with Indigenous governments, community governments, federal departments, GNWT departments, contractors, consultants, and other partners.
- Ability to exercise diplomacy, discretion, sound judgment, and political acuity in sensitive discussions.
- Ability to make key contacts and know when and where to share various levels of information to ensure efficiency and success.
- Ability to manage multiple priorities, deadlines, contracts, meetings, and deliverables.
- Ability to identify risks, develop options, solve problems, and support time decision-making.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, cultural awareness, safety, and sensitivity in the workplace.

Typically, the above qualifications would be attained by:

A university degree in public administration, political science, Indigenous studies, resource management, environmental studies, community development, planning, communications, business administration, or a related field, and five years of relevant experience in Indigenous government relations, consultation and engagement, community readiness, major project implementation, intergovernmental relations, policy, planning, or project management, including one year of supervisory, team lead, or project lead experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A Class 5 driver's licence.

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