



IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Environmental Analyst	
Position Number	Community	Division/Region
33-4277	Yellowknife	Design and Technical Services/HQ

PURPOSE OF THE POSITION

The Senior Environmental 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' priority projects. The Senior Environmental Analyst undertakes engagement and consultation with Indigenous governments, communities, and the public.

SCOPE

Located in Yellowknife, the Senior Environmental Analyst (Senior Analyst) reports to the Manager, Environmental Affairs and ensures that project planning, design and pre-engineering are completed 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 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 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 strategic infrastructure projects that will be transformative to the NWT's and Canada's social and economic well-being.

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

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

The Senior Analyst is responsible for ensuring that the required land tenure 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 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 operates within the Design and Technical Services Division as a member of the Environmental Affairs (DTS-EA) team.

RESPONSIBILITIES

1. Acquire and administer regulatory permits and approvals for projects.

- Prepare terms of reference and cost estimates for environmental and regulatory work in support of the project as required.
- Plan, coordinate, and/or undertake 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.
- Prepare or review requests for proposals, tender documents and terms of reference for environmental services contracts with project team staff and select and manage environmental services contracts.
- Oversee, manage, or otherwise undertake the preparation of detailed project description reports and regulatory or environmental assessment document packages by Departmental personnel and consulting environmental and engineering firms.
- Oversee, manage, or otherwise undertake the preparation for public hearings.
- Lead the Department's participation in strategic and/or regional environmental assessments that may have implications for the project.

2. Broad responsibility statement. Develop and provide recommendations to the Manager, Environmental Affairs, Departmental divisions and third parties on measures to minimize and mitigate social and environmental impacts of GNWT-INF priority projects.

- Research, review, analyze, summarize, and make available to engineers, project officers, regional staff, colleagues in other GNWT Departments and third parties, environmental mitigation strategies and solutions appropriate to the NWT.
- Assess current departmental design, construction, and operating practices with a view toward environmental protection.
- Provide 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 design, pre-engineering, construction, and operation.

- Develop and implement 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, licenses, permits and approvals.

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

- Develop guidelines and best practices or similar instruments for environmental and socio-economic impact reduction and mitigation.
- Critically review development plans, proposals and operating procedures.
- Design and conduct or manage selective field studies of environmental impacts.
- Research, collect, evaluate and provide 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.
- Conduct environmental screening, preliminary environmental impact studies, community consultation and traditional knowledge studies.
- Interpret information, write briefings and reports on environmental issues, and make recommendations on the management of environmental impacts and potential mitigative measures.
- Identify environmental issues affecting renewable resources, resource users, the land and public safety as a result of the construction and operation.
- Work with Departmental staff to ensure appropriate attention is paid to the environmental implications of project design and operations are given due consideration.

4. Lead land use planning and tenure requirements for the project.

- Conduct research and analysis to identify land use and tenure requirements, including ownership, leases, reserves and land exchanges.
- Support the GNWT interdepartmental Land Exchange Working Group and work with various land owners to develop strategies to address land tenure requirements.
- Provide advice on the negotiation of these leases, reserves and exchanges.
- Conduct 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.



5. Broad responsibility statement. Implement Indigenous consultation and engagement strategies.

- Develop supporting material and participate at public and private meetings with Indigenous governments, communities and individuals.
- Establish and maintain strong relationships with Indigenous governments and communities and colleagues in the Departments of Justice and Executive and Intergovernmental Affairs.
- Work with colleagues in the Department and consultant contractors to ensure Indigenous perspectives and priorities are given consideration in developing work product.
- Develop supporting material and undertake public and private meetings with Indigenous governments, communities and individuals.
- Maintain the record of consultation, incorporating all records of consultation and engagement sessions.
- Develop appropriate evaluation tools to monitor the effectiveness of the strategy.
- Support the implementation of arrangements and agreements with Indigenous governments to ensure Indigenous participation and partnership in planning and development.

6. Ensure that the Department's regulatory compliance requirements are met with respect to mitigating the environmental impact GNWT-INF priority projects.

- Research and interpret 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, Environmental Affairs on potential environmental impacts of construction and operation.
- Coordinate and/or undertake 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.
- Provide advice or direction to requests from Divisional staff as required on the interpretation of environmental and land use legislation, regulations and policy.
- Encourage 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.
- Ensure the Department obtains necessary regulatory permits, licenses and approvals.

7. Guide and monitor 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.

- Solicit, coordinate, and analyze comments and input on project documentation,



management plans and drawings from outside agencies and applicable regulatory organizations and incorporates, if possible, into project design and implementation.

- Develop, in collaboration with communities and local developments corporations, plans to help maximize local/northern involvement, training and business development opportunities associated with projects.
- Manage environmental and regulatory aspects of project activities including meetings with regulators, inspection and monitoring program planning and implementation, verification of regulatory compliance; and address outstanding environmental and regulatory issues.

8. Oversee project compliance with governing authorities.

- Identify 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 direct project staff in actions to be taken to achieve policy objectives.
- Ensure consultant and contractor compliance with all the applicable and governing codes, permits, directives, regulations and GNWT technical standards and guidelines and advise Director on action to be taken when in default.

9. Perform associated project management tasks.

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

10. Prepare presentations, submissions for Cabinet and Financial Management Board and other Ministerial correspondence on matters relevant to the Mackenzie Valley Highway.

- Research, analyze and prepare presentations, briefing notes, and Executive Council and Financial Management Board (FMB) submissions and, where appropriate, develop options and recommendations.
- Prepare and coordinate intra- and inter-Departmental input into correspondence, consistent with Departmental processes and procedures and deadlines for approvals and submissions.

11. Promote environmental awareness within the department.

- As required by the Manager, Environmental Affairs, develop or coordinate the development of manuals, workbooks, and training sessions to explain the principles and processes of environmental issues and to assist divisions to meet regulatory



requirements as required.

- Develop or coordinate the development of training sessions to be delivered.
- Promote and encourage the department to adopt environmentally responsible design, construction, operations, and maintenance practices.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be required to 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

- 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 Operations & Maintenance projects.
- Analytical, consulting, problem solving skills, combined with 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 interact with individuals with tact and diplomacy.
- 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.
- 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 university degree in Environmental Planning or similar relevant discipline with three (3) years of relevant experience.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

Incumbent must have a valid NWT Class 5 driver's 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