



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Director, Compliance and Licensing	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-00445	Yellowknife	Compliance & Licensing

## PURPOSE OF THE POSITION

The Director, Compliance and Licensing (Director) is accountable for the effective and efficient development, implementation and management of transport compliance, road licensing programs, and electrical/mechanical/elevator safety compliance.

## 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 planning, design, project management, construction, acquisition, operation and maintenance of government infrastructure, including airports, buildings, ferries, highways and bridges, and to promote the development and increased use of energy efficient technologies. The department is also responsible for the provision of motor vehicle and mechanical/electrical/elevator regulatory safety services to the public, the provision of petroleum products to communities that are not serviced by the private sector, environmental assessment and remediation, property management, disposal of surplus property and goods, fleet management, and the marine transportation of cargo to Northwest Territories communities.

The Compliance and Licensing Division, Transport Compliance Section is responsible for providing compliance and enforcement activities in accordance with twenty-five acts and regulations in addition to various pieces of federal legislation, designed to improve commercial vehicle and driver fitness and the protection of highway infrastructure. The effectiveness of the department's educational, enforcement, monitoring and inspection programs motivates and facilitates safe operators, thereby securing safer highways for residents, industry, and visitors in the Northwest Territories.

Located in Yellowknife, the position reports to the Assistant Deputy Minister, Programs and Services. Safety and regulatory compliance are essential services, with regulatory authority established in NWT legislation. The Director holds a statutory appointment as Registrar, Motor



Vehicles, and is responsible for administering the *Motor Vehicles Act*, the *All-Terrain Vehicles Act*, the *Transportation of Dangerous Goods Act* (NWT) and the attendant Regulations. The Director is also appointed federally as an administrative director for the *Transportation of Dangerous Goods Act* (Canada) and the National Safety Code. The Director is responsible for the administration of the *Deh Cho Bridge Act*.

With a network of issuing offices throughout the north, the Director must be aware of the context of northern driving and having Compliance and Licensing staff geographically spread throughout the territory, during the development of policies and procedures for the licensing of vehicles and drivers within the NWT.

### **DIMENSIONS**

Reporting Positions:	4 direct, 24 indirect
Compensation & Benefits:	\$2,446,985
Operations & Maintenance:	\$1,054,000
Grants & Contributions:	
Capital:	Varies with annual capital plan
Total O&M Budget:	\$3,500,985
Revenue:	\$13,000,000

### **RESPONSIBILITIES**

1. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practices and ensures that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Leads the Division, ensuring that all areas of accountability achieve objectives within the broad guidelines set within the scope of regulatory authority established in NWT legislation, including managing the delivery of the Division's activities to all areas of the NWT. This includes regulatory licensing and permitting, inspections and enforcement, collection of revenues, incident and accident investigations, and the administration of a specialized computerized system and network with security requirements interconnected and integrated with the national system, in accordance with the *Motor Vehicles Act* and other GNWT legislation such as the *Access to Information and Protection of Privacy Act*.
3. Ensures that service levels, standards, interpretation and application remain consistent territorial and nation-wide, that the public has ready access to the Division's programs and services, that the Division's objectives are met in an effective and consistent manner



throughout local and regional levels by government, as well as through selected private sector agencies, and that all compliance and enforcement activities are effectively and consistently implemented to manage any concern or perception regarding departmental or political interference with the legislated authority of the regulator.

4. Provides oversight over programs for the collection of approximately \$13 million of revenue in accordance with the *Motor Vehicles Act* and the *Deh Cho Bridge Act* and related regulations.
5. Provides strategic direction, oversight, and monitoring of the development and implementation of on-line driver and vehicle licensing and registration programs and services to the public and commercial carriers.
6. Contributes to the development of legislation to promote driver and vehicle safety and protect the investment of public funds on the Northwest Territories (NWT) highway infrastructure. Included in this field are programs and legislation related to commercial trucking that, while protecting the highway infrastructure, also generates revenue, and has impacts on the territorial economy.
7. Accountable for the licensing and registration program that serves motor vehicle operators of the NWT, as well as an enforcement program which regulates the activities of the motor transport sector operating on NWT highways.
8. As Registrar, carries out regulatory powers, roles and responsibilities including enforcement. Develops and implements standards, regulations, and administrative programs pertaining to the National Safety Code for motor carriers is also included. Authority to suspend, cancel or call into review an individual's driving privileges or vehicle registrations; approve the form of all documents and plates issued under the Act. Under the *Motor Vehicles Act* the Registrar is required to hold hearings regarding appeals, and present evidence to third party adjudicators with respect to administrative suspensions of drivers. As Registrar, the Director is also responsible for identifying existing and potential problem areas within current legislation or regulations and recommending directing and monitoring appropriate changes ensuring that national, uniform standards are maintained.
9. Engages nationally and internationally with other motor vehicle authorities to harmonize and improve the security and exchange of licensing administration and administers several pieces of legislation that affect all users of the highway system, with the objective of reducing highway injuries and fatalities. Is an appointed member of the Board of Directors on the Canadian Council of Motor Transport Administrators, as well as other external national and international committees. The incumbent will not always be provided with a firm GNWT position when dealing with these external entities but must use experience and management knowledge to be able to speak on behalf of the government.



- 10.** Ensures the administration and enforcement of the *Gas Protection Act*, *Electrical Protection Act* (including elevators) and *Boiler and Pressure Vessels Act* and associated regulations for all public and private NWT Facilities, including: review, evaluation and approval of plans for installation and operation of boilers and pressure vessels and electrical and gas installations; electrical/elevator, boiler and pressure vessel, and gas installation inspections. Responsible for registration of certified workers in the NWT as required by legislation.
- 11.** Enforces existing laws and regulations, while considering practical and realistic approaches to the cultures and lifestyles of the residents of the NWT. Oversees investigations of incidents, accidents, and hazards to determine root cause and rectify public safety concerns. Represents the GNWT in legal proceedings related to the compliance and enforcement under various acts and legislation.
- 12.** Maintains awareness of trends and developments in motor vehicle and electrical/mechanical activities, legislation, and regulations across jurisdictions. Monitors and evaluates to determine potential for GNWT impacts and/or opportunities and proposes appropriate action accordingly. Manages issues associated with legislation and ensures that adequate information regarding new laws and associated regulations is communicated to the public in an effective manner.
- 13.** Aligns short, medium, and long-term goals with business plans. Achievement of the Division's goals requires that the Director monitors and analyzes results, trends, situations, issues, and opportunities, and develops strategies to facilitate positive outcomes in an effective manner. Participates in the Department's overall business planning and budget process.
- 14.** Manages the Division's financial resources, both expenditures and revenues, through established accounting procedures, and use financial reporting systems to ensure that budgets are utilized appropriately and in a manner that maximizes achievement of the Division's objectives.
- 15.** Develops, directs and evaluates staff. Ensures qualified staff are recruited and retained. Creates a positive work environment where staff is motivated to provide quality programs and services.
- 16.** Ensures that appropriate technology is used to deliver programs and services, including developing sound business cases for new technological initiatives as required. For example, ensuring that the Motor Vehicle Information System (MVIS) is current in order to address needs for security and data management exchange with other jurisdictions.



17. Contributes to public information and public relations programs in support of the Division's objectives and legislation. Ensures that the Division's messages, products, and services are promoted to clients and partners through a wide range of media tools. Develops and maintains effective relationships both within all levels of government and outside of government (public, industry, and media) that contribute to achieving the Division's objectives.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The position deals with changing priorities, conflicting demands and short deadlines. Due to the regulatory environment, the Director is often faced with client complaints resulting from the punitive environment in which the position must operate, and the need for responsiveness to client concerns.

Travel time to attend meetings is estimated at 20 days a year.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of theory, policy, regulatory frameworks, compliance and enforcement best practices and case law, and best practices related to transport compliance, driver and vehicle licensing, registration, and compliance, and electrical and mechanical safety compliance.
- Knowledge of the northern environmental context as it pertains to road safety and building systems,
- Knowledge of statutory roles and responsibilities.
- Knowledge of road licensing and safety legislation and practices.
- Knowledge of legislation and practices as they pertain to boilers, electrical and elevators.
- Knowledge of policy development.
- Knowledge of change management and ability to lead change initiatives.
- Leadership, human resource and interpersonal skills.



- Ability to develop and mentor staff.
- Ability to lead teams remotely.
- Ability to set broad objectives to be implemented by the Managers, and review items having public, political or economic impact in an expedited manner.
- Problem-solving skills working within a regulatory framework and ability to direct others in a manner that ensures solutions are properly and consistently implemented.
- Facilitation, negotiation, and conflict resolution skills.
- Ability to communicate effectively verbally and in writing.
- Ability to organize, write, and communicate with a wide range of clients within and outside the department and the broader government structure.
- Ability to analyze and evaluate complex issues and develop suitable solutions.
- Ability to think strategically and on a system-wide basis linking the activities of the division to the Department's objectives and GNWT priorities.
- Financial and audit management skills.
- Project and contract management skills.
- Ability to lead confidently in challenging situations and address issues efficiently and effectively.
- Ability to provide direction over and inform the development and interpretation of complex legislation.
- Knowledge of the impacts of colonization, and institutional and structural racism and biases, on society and in particular Indigenous people.
- 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 social sciences, business management, or public administration and a minimum of 8 years' work experience in the transportation, regulatory, and/or compliance and licensing field, including 3 years of experience at the managerial level directing a team.

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