



IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Environmental Health Officer	
Position Number	Community	Division/Region
49-17829	Yellowknife	Health Protection / HQ

PURPOSE OF THE POSITION

The Senior Environmental Health Officer Senior is responsible for regulatory and operational, oversight, and quality assurance of environmental public health programs in the Northwest Territories. The position ensures consistent, effective, and legally defensible program delivery by professionally supporting Environmental Health Officers and applying legislation, standards, and policies to protect public health.

SCOPE

Located in Yellowknife, the Senior Environmental Health Officer (Senior EHO) reports to the Chief Environmental Health Officer (CEHO) and operates within the legislative framework of the *Public Health Act* and its associated regulations, standards, and policies. This position is designated as a Public Health Officer and exercises delegated statutory authority in regulatory decision-making, enforcement, and compliance activities.

The Senior EHO provides operational coordination and oversight of Environmental Health Officer (EHO) positions delivering environmental public health programs across the Northwest Territories (NWT). Core program areas include, but are not limited to: Drinking water safety, Food safety, Communicable disease control, Personal Services safety, Housing and sanitation, Recreational water safety, Tobacco control and emerging public health risks, Health Hazard Emergency preparedness and response.

Operating within a geographically vast and logistically complex environment, the Senior EHO ensures consistency in regulatory interpretation, enforcement practices, and service delivery across regions. This position coordinates workloads, sets operational priorities, and supports program integration to address evolving and diverse public health risks.

The Senior EHO provides functional oversight of inspections, investigations, and enforcement activities; coordinates staff workloads and operational priorities; mentors staff; contributes to



performance evaluations; and reviews regulatory decisions to ensure quality, consistency, and legal defensibility.

The Senior EHO plays a key role in ensuring uniform application of regulatory compliance across the unit. The incumbent collaborates closely with the Senior Environmental Health Advisor on the development and advancement of environmental health programs, including environmental contaminants, climate change, and emerging public health issues.

Additionally, the Senior EHO provides frontline public health services on behalf of the Department, including risk assessment, compliance promotion, and enforcement of public health standards across the NWT.

The work of the Senior EHO has a direct and significant impact on the health and safety of NWT residents. Errors in judgment, inconsistent application of legislation, or ineffective oversight may result in increased public health risks, reduced compliance, reputational impacts, or legal consequences.

RESPONSIBILITIES

1. Provide operational coordination for the delivery and oversight of environmental public health regulatory programs.

- Provide direction and guidance to EHOs on the interpretation and application of legislation, regulations, standards, and policies
- Review inspections, investigations, and enforcement actions of all EHOs to ensure consistency, accuracy, and defensibility.
- Establish operational priorities and coordinate program delivery across regions and program areas.
- Monitor regulatory activities and address operational issues, escalating significant risks or precedent-setting matters to the Chief EHO.

2. Provide technical leadership and support to the Environmental Health Officers.

- Provide process and quality oversight to the EHOs.
- Assign work and encourage others to accept responsibility for errors and outcomes, providing balanced and objective feedback.
- Monitor performance and relay concerns to the Chief Environmental Health Officer.
- Support professional development in inspection techniques, enforcement, investigation, and risk assessment.
- Oversee onboarding, training, and cross-training to ensure operational continuity and workforce capacity.

3. Ensure quality assurance and continuous improvement of program delivery.

- Conduct file reviews, audits, and case evaluations to ensure compliance with legislative and professional standards.



- Identify trends, inconsistencies, and gaps in service delivery and implement corrective actions.
 - Lead or contribute to the development and updating of standard operating procedures (SOPs), guidelines, and best practices.
 - Promote consistency and excellence in regulatory practices across a distributed workforce.
- 4. Provide expertise in complex inspections, investigations and enforcement.**
- Lead or support high-risk, complex, or sensitive inspections and investigations.
 - Provide guidance on enforcement actions, including issuance of orders, evidence collection, and court preparation.
 - Ensure adherence to procedural fairness and legislative requirements.
 - Act as a subject matter expert in environmental public health risk assessment and mitigation.
 - May represent the Environmental Health Unit in legal proceedings, hearings, or inter-agency investigations.
- 5. Support overall program planning, policy implementation, and Environmental Health emergency response.**
- Translate strategic direction, legislation, and policy changes into operational practices and field guidance.
 - Provide input on emerging public health risks, regulatory gaps, and operational challenges including new program development and implementation.
 - Participate in emergency preparedness planning and provide operational leadership during public health incidents.
 - Collaborate with internal and external stakeholders, including other GNWT departments, Indigenous governments, and community organizations.
- 6. Manage operational planning and reporting.**
- Support development and implementation of annual work plans aligned with program objectives.
 - Ensure accurate, timely documentation and reporting of regulatory activities to the Chief EHO.
 - Contribute to program evaluation, reporting and continuous improvement initiatives.

WORKING CONDITIONS

Physical Demands

The incumbent is required to walk, bend, reach, drive and walk in order to conduct inspections approximately 50 hours per month.



Environmental Conditions

Approximating 25 hours/month, the incumbent is exposed to hazardous and/or potentially infectious substances, odours and fumes, and higher than normal noise levels during inspections. Exposure to hazardous, infectious, or unpleasant environments (e.g., waste, odours, contaminants) may occur during inspections and investigations. Work may involve animal exposure and varying weather conditions across the NWT.

Sensory Demands

Sight, touch, smell and hearing are required simultaneously when performing field work, which occurs 25 hours per month.

Mental Demands

The incumbent will be required to manage competing priorities, respond to urgent public health risks, and make defensible regulatory decisions.

Travel within the NWT is required, often under challenging conditions.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of environmental public health principles, regulatory systems, and inspection practices.
- Knowledge of program management principles including planning and evaluation of operations and response feedback for program improvements.
- Knowledge of and/or the ability to acquire and apply knowledge of applicable legislation, regulations, standards, and policies.
- Ability to apply knowledge of Northern and remote environmental public health system and context of shared responsibility with various stakeholders.
- Skills relating to risk assessment, investigation, and enforcement methodologies.
- Skills relating to file reviews, audits, and case evaluations to ensure compliance with legislative and professional standards.
- Practice leadership skills and the ability to provide coaching and professional guidance to EHOs on the interpretation and application of legislation, regulations, standards, and policies, and to ensure consistency and quality across geographically dispersed teams.
- Ability to provide functional direction and oversight of environmental public health programs across the Northwest Territories (NWT)
- Skills in regulatory decision-making, enforcement, and quality assurance.
- Communication, negotiation, and conflict resolution skills.
- Ability to interpret and apply legislation in complex and high-risk situations.
- Ability to lead complex inspections and investigations.
- Ability to work effectively in cross-cultural and northern contexts.
- Ability to exercise sound judgment, discretion, and independence.



- 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 bachelor's degree in environmental health from a program accredited by the Board of Certification, Canadian Institute of Public Health Inspectors (CIPHI), and three (3) years of Environmental Health Officer experience, including one (1) year of Northern or remote experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Certification as a Public Health Inspector in Canada issued by the Canadian Institute of Public Health Inspectors is mandatory.

Active membership in good standing and continuous professional education is required to maintain competency and certification as a Public Health Inspector in Canada.

Possession of a valid class 5 NWT 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