



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Regional Parks Development Coordinator	
Position Number	Community	Division/Region
63-1134	Yellowknife	Parks and Tourism

PURPOSE OF THE POSITION

The Regional Parks Development Coordinator is responsible for managing the Department of Industry, Tourism and Investment’s (ITI) regional network of Territorial Parks operations and maintenance in the North Slave Region (NSR). The position is also responsible for assisting with the delivery and management of all regional capital projects, departmental assets and safety program in the NSR.

SCOPE

The Regional Parks Development Coordinator position is located in Yellowknife and reports to the Manager, Parks Facilities and Operations of the NSR. The region has a population of approximately 25,000 residing in the communities of Behchokò, Gamètì, Ndı̀łò, Wekweètì, Whatì, Dettah and Yellowknife. Within the region there are twelve Territorial Parks, including 269 sites in three of the Northwest Territories’ (NWT) busiest campgrounds and nine day use areas.

Fred Henne Territorial Park, the largest Territorial Park, located in Yellowknife is situated on a major highway. The balance of parks and day-use areas are on the Ingraham Trail extending 60 kilometers from Yellowknife and one park is outside Behchoko.

Residents of Yellowknife and the NWT, and visitors from southern Canada, the United States and other countries use the parks and day-use areas. Contractors operate the parks, day-use areas and associated facilities, which are owned by the Government of the Northwest Territories (GNWT).

The region is the destination and travel hub of the NWT for virtually all tourists. The effective management of these assets is critical to favorable visitor experiences and can contribute to increased visitations, longer visitations, and ultimately increased tourism revenues.

The position is required to work closely with regional and headquarters colleagues in developing NWT wide parks policies, plans and strategies, which provide an optimal framework within which regional parks operations can be effectively carried out.

ITI has an enhanced commitment to tourism and has committed to working with external Destination Marketing Organizations to address the full range of required activities and initiatives critical to the expansion of the tourism industry in the NWT.

The department will concentrate its activities on the "supply" side of tourism, focusing on the development of market ready tourism products and services. Through the Tourism Marketing Advisory Committee, ITI will work cooperatively with the industry to develop marketing activities addressing the "demand" side. Territorial Parks are critical sectoral infrastructure, which serve as both products and services to the visiting tourist.

A challenge of the position is working with a diversity of organizations and individuals external to the GNWT, at the community and regional level (e.g. associations representing special interest groups, municipals governments, Indigenous organizations and governments, tourism operators and businesses) as well as at the territorial level (e.g. destination marketing organizations, federal representatives, GNWT departmental representatives, Non-governmental Organizations, and environmental organizations, and regulatory agencies). To be successful the Regional Parks Development Coordinator will be required to pursue and facilitate consensus on various key initiatives amongst these various groups to form partnerships for the parks system on the NSR.

The position directly supervises one Parks Maintenance Officer, casual staff, three park contractors and other parks maintenance contracts in the NSR.

The position is responsible for the development, implementation and oversight of the NSR's Occupational Health and Safety Program and asset management.

The position has a significant impact on how the region is perceived as a tourism destination by potential and existing clients (tourists and residents), tourism operators, the general public, other agencies and jurisdictions.

RESPONSIBILITIES

1. Manages the Parks Program for the NSR to a standard that ensures the visiting public has a safe and enjoyable stay

- With the Manager, Parks Facilities and Operations, develops a framework for regional and local parks management, maintenance and compliance.

- Prepares tenders and awards operation and maintenance contracts for parks in accordance with GNWT approved procedures and limits including tendered, sole sourced and negotiated contracts with various private contractors, Indigenous organizations and governments, and community groups.
- Supervises and evaluates contractor performance and authorizes payment accordingly.
- Recruits and directs parks staff and contractors.
- Enforces the *Territorial Parks Act* and regulations and responds to problem people and wildlife. Coordinates effort through the Manager, Tourism Development and Enforcement to utilize the Seasonal Parks Officers, and Renewable Resource Officers in accordance with the Protocol Agreement between ITI and Environment and Natural Resources. Utilizes RCMP as required.
- Conducts general administration duties such as the provision of monthly reports and responding to public, departmental or ministerial inquiries.
- Provides and prepares operational and training manuals for the regional facilities.
- Provides and prepares safety protocols, training manuals and safety plans for the park facilities, contractors and NSR staff.
- Serves as the point of contact for the general public concerned with parks and other publicly funded tourism facilities in the region.
- Participates in the development and implementation of regional parks/tourism strategies, policies and permits for the establishment and operation of parks.
- Establishes a system of consistency and coordination across the region's system of parks, while fostering a regional and local identity.

2. Under the direction of the Manager, Parks Facilities and Operations, the position participates in the implementation of capital projects associated with all Territorial Parks in the NSR.

- Maintains and updates the three year, five year and 20-year capital plans for parks facilities and equipment, and recommends approval to the Manager, Parks Facilities and Operations.
- Assists with the development of capital substantiation documents.
- Manages complex and concurrent projects independently or in teams within time and resource constraints while monitoring progress and evaluating results.
- Prepares and issuance of tender documents or requests for proposals for construction and supply.
- Prepares and awards contracts that meet project requirements, in accordance with GNWT contract regulations and policies.
- Monitors the regional parks capital budget and related budget expenditures to ensure adequate project management.
- Prepares regular project and variance reports for management and to inform interested parties of the status of capital projects.
- Prepares regulatory permit applications and facilitates consultation on parks capital and management plans.

3. Supervises one fulltime Parks Maintenance Officer, casual staff, three park contractors and other parks maintenance and capital contracts in the region and ensures the efficient delivery of all park operations and maintenance programs.
 - Manages human resource functions, including staffing, direction setting and performance evaluations.
 - Develops and implements annual work plans and establishes short and long term goals and objectives.
 - Assigns and directs the work for the delivery of parks operations, fixed assets and mobile maintenance requirements and other related duties.
 - Through delegation from the Regional Superintendent, coordinates and ensures the timely and efficient procurement and surplus of inventory items to minimize the impact within the region, taking into account budget restrictions and life cycle costs.
 - Supervise and coordinates the efficient, safe and timely operations of the parks operations in the NSR to ensure that critical items are available during the year when required.

4. **Ensures proper allocation and utilization of funds identified for the division.**
 - Assists with the management of an operational parks and maintenance budget in the order of \$650,000 annually.
 - Assists with the management of the Region's capital budget in the order of up to \$1 million annually.
 - Maintains a project completion signing authority of \$100,000 and a spending authority of \$50,000.
 - Develops, maintains and reports on the financial status of the program's budget and expenditures in an accurate and timely manner.
 - Reviewing capital related infrastructure plans for comments on long-term maintenance.
 - Oversees the management and maintenance of over \$10 million in assets.

5. **Plans, develops and implements ITI's Occupational Health and Safety Program on behalf of the NSR.**
 - Oversees and supports the on-going development of department-wide OH&S policies, strategies and plans that promote health and safety for the NSR employees.
 - Develops policies and procedures, and ensures they are kept current and readily accessible to NSR employees.
 - Provides advice to NSR employees on health and safety legislation, policies and practices.
 - Identifies, develops and delivers OH&S employee training and orientation tools and resources.
 - Monitors and evaluates the effectiveness of health and safety program strategies and plans for the NSR by making sure program reporting requirements are satisfied.
 - Assists with emergency planning and implementation for the NSR parks.

6. As part of a regional tourism development team, assists in the development of the regional and local tourism industry.

- Assists the Manager, Parks Facilities and Operations, the Manager, Tourism Development and Enforcement and Tourism Development Officer and other officers with tourism development responsibilities.
- Administers and participates in the community consultation process as required to ensure that there is public awareness of departmental tourism and parks programs and initiatives that are reflective of the aspirations and addresses the concerns of stakeholders.
- Participates in tradeshow, familiarization tours and similar programs as required.
- Works with other GNWT Departments such as Infrastructure, Municipal and Community Affairs, Education, Culture and Employment and federal government agencies such as Parks Canada, to ensure an integrated approach to tourism and park infrastructure development.
- Provides guidance to potential tourism partners and small businesses by advising them of means to access departmental and public programs to encourage and promote the long-term sustainable growth of tourism and parks.

7. Assists with the regulation of parks to ensure all park users are in compliance with territorial and federal legislation and regulations, and that park users are provided with a safe and secure experience.

- Assists with staff and contractor training on the Territorial Parks Act and regulations, policies, guidelines, methods and techniques.
- Assists with developing public awareness campaigns for the parks operation and use.
- Assists with the development of recommendations for regulatory changes.

8. Performs minor maintenance as needed.

WORKING CONDITIONS

Physical Demands

Position is expected to walk through rough terrain when inspecting parks. Inspections take place approximately 80 days per year.

Environmental Conditions

Exposure to a variety of weather and encounters with wildlife can occur during park inspections.

Sensory Demands

Sight and hearing are used simultaneously during park inspections, approximately 80 days per year. Otherwise, no unusual demands.

Mental Demands

Competing priorities and deadlines occur. Travel, including to regional communities and parks is required, approximately 90 times per year, for an average of one day per occurrence.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of human resource staffing, objective setting, management and evaluation skills.
- Knowledge of generally accepted procedures on tendering and contracting.
- Knowledge of facility operations, maintenance and programming.
- Knowledge of Canadian building codes, fire codes, applicable health and safety codes and regulations pertaining to such codes.
- Knowledge of OH&S laws and regulations.
- Knowledge and ability to use basic power tools and perform minor maintenance.
- Demonstrate experience in contract administration, training and experience in delivering multi-trade projects.
- Strong project implementation and coordination, training and experience in delivering multi-trade projects.
- Knowledge of the *NWT Tourism Act, Territorial Parks Act* and Regulations.
- Knowledge of basic law enforcement techniques and demonstrated ability to enforce where required.
- Knowledge and experience in budgeting and expense tracking and reporting.
- Knowledge and experience with computer based word processor, spreadsheet, database and electronic mail.
- Excellent communications skills, written and verbal, as well as the ability to work in a team environment and without supervision.
- Skills in outdoor/wilderness survival.
- Demonstrated ability to work in a cross-cultural and highly political environment.
- Public relations and interpersonal skills and abilities to present a positive image for NWT Parks and Tourism.

Typically, the above qualifications would be attained by:

A post-secondary degree or diploma in Landscape Architecture, Parks Operations, Engineering, Tourism, or similar advanced vocational programs, plus three years experience in the Parks and Tourism sector including management, supervisory and contract administration experience. Training and experience working in a cross-cultural environment and outdoor survival training would be an asset. Equivalencies will be considered.

ADDITIONAL REQUIREMENTS

- Must possess a valid Class 5 NWT Driver's License.
Must stay current with Standard First Aid and CPR.

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