



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Industry, Tourism and Investment	Resource Pathfinder	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
63-13269	Yellowknife	Mineral and Energy Strategy Division

## **PURPOSE OF THE POSITION**

The Resource Pathfinder provides advice and support to resource industry proponents, industry associations, communities, and governments to facilitate the advancement of resource development projects, encourage responsible and sustainable resource development, and ensure that NWT residents are familiar with, engaged and consulted on, and receive maximum benefits from resource projects. Operating in a context of competing projects, the position aligns pathfinder and engagement work with departmental priorities and ensures activities also meet the needs of partners and stakeholders. The incumbent carries out this work within the context of Government of the Northwest Territories' (GNWT) legislation, regulations and policies and the socio-economic context of the NWT in a manner that directly affects the achievement of the mandate and priorities of the Department of Industry, Tourism and Investment (ITI) and the growth of the NWT economy.

## **SCOPE**

The Resource Pathfinder (Pathfinder) reports to the Manager, Resource Pathfinding. The Pathfinder is responsible for the planning, development, delivery, and evaluation of industry pathfinding programs. The Pathfinder is considered a subject-matter expert on how to navigate the regulatory system for resource development projects. The Resource Pathfinder delivers expert, strategic and operational advisory services to resource proponents and other clients on how to navigate the NWT resource management regulatory system. The incumbent also connects proponents to the appropriate authorities and rights holders and provides advice to ensure that applications are positioned to meet statutory, consultation, and socio-economic obligations.

The Department of ITI is mandated to carry out the development, implementation, and monitoring of programs and services to promote and support the growth of the NWT economy, prosperity, and socio-economic development. ITI programming strives to create a positive climate for industry that will attract investment capital, stimulate economic growth, support



sustainability, and support growth in new business and job opportunities and benefits for Northerners.

Mineral and energy development is a foundational contributor to the NWT economy and socio-economic well-being. It is essential to ensure that it is responsibly administered to ensure that northerners receive maximum benefits from the sector while negative impacts are minimized and effectively mitigated.

The Mineral and Energy Strategy Division develops and delivers strategy, legislation, policy, programs, and services related to minerals and energy exploration, development, and market access to ensure mineral and energy development remains a foundational contributor to the NWT economy in a manner that results in meaningful benefits to NWT businesses and residents.

Attracting investment and supporting investors and industry to navigate the regulatory system is critical to the advancement of viable projects that result in benefits for NWT residents and businesses. The Resource Pathfinding unit is the primary point of contact in the GNWT for proponents wishing to initiate and progress resource development projects in the NWT. The unit is also responsible for communicating with, engaging, and supporting communities and Indigenous governments to fully understand and participate in these projects. Critical support provided by the Resource Pathfinding unit includes the provision of assistance to help clients enter into and navigate the regulatory and environmental assessment processes and ensure that early, meaningful and effective engagement occurs between proponents, stakeholders, communities, and Indigenous governments.

The Resource Pathfinder requires advanced knowledge of multi-jurisdictional legislative regimes and the exercise of independent judgement in interpreting regulatory, policy, consultation, and political requirements across departments, and territorial, federal, municipal, and Indigenous governments. The role also requires an in-depth knowledge of regional and community Indigenous governments, recognized and asserted rights by geographic area, the political priorities of Indigenous governments and communities, and the interests of Indigenous business development corporations. The incumbent must also have the knowledge and experience to recognize the expected magnitude and likelihood of benefits and impacts of resource development projects.

A key to the success of the position is to develop strong and trusting relations with industry proponents as well as with community and Indigenous government officials. This requires navigating a wide range of governance structures and protocols. In addition, community and Indigenous leadership and personnel change regularly, leading to the need to form new and



trusting relationships quickly.

While the Resource Pathfinder's primary responsibility is to work closely with industry representatives, the incumbent must also work with the Engagement Advisors to support the unit's work with Indigenous governments, communities and stakeholders. The Resource Pathfinder works collaboratively with colleagues within ITI, particularly in the divisions of Policy, Planning, Communications and Analysis, Minerals and Energy Royalties and Beneficiation, and the NWT Geological Survey. The Resource Pathfinder regularly collaborates with GNWT colleagues in the Departments of Finance, Justice, Executive and Indigenous Affairs, Infrastructure and Environment and Climate Change. The incumbent also works with colleagues within Natural Resources Canada, Canadian Northern Economic Development Agency, Crown-Indigenous Relations and Northern Affairs Canada, NWT Indigenous governments and Indigenous organizations, investors, industry representatives, and non-government organizations.

The incumbent has significant latitude and a high level of accountability and is expected to be able to work within best practices, functional precedents, and broadly defined policy objectives that are foundational to the Department's reputation. The ability to build and maintain relationships and work in a collaborative manner with colleagues across the Department, GNWT, and other governments and organizations is essential to ensure success.

## **RESPONSIBILITIES**

### **1. Provides advice and support to industry proponents and industry associations related to the NWT regulatory system as well as government programs and services.**

- Establishes, promotes and delivers an integrated approach to resource development client service in the NWT.
- Acts as a key point of contact for companies and other stakeholders to ensure that they are able to access information and programs.
- Provides regulatory system navigation and pathfinding services for industry and company representatives.
- Meets with proponents before applications are filed to understand the nature and scope of the proposal and confirm criteria are satisfied to warrant project facilitation services.
- Arranges meetings with approval agencies and boards, the impact assessment and security management division of the GNWT, and proponents to determine the range of issues that need to be addressed and ensure applicants are aware of all statutory approval requirements.
- Facilitates communication between proponents and GNWT securities staff to ensure project securities structures and expectations do not create unnecessary barriers to development.
- Provides information on opportunities and programs available to resource exploration development companies and individuals.



- Provides information to proponents on NWT royalties and resource revenues.
- Monitors projects at the operational stage and ensures timely advice is provided to operators on issues such as obtaining necessary regulatory amendments to permits or navigating through environmental reassessment procedures.
- Facilitates high level meetings between industry, communities, Indigenous governments, and public government agencies.
- Provides advice and information related to designated restricted areas and special development zones set out under the *Mineral Resources Act*.

**2. Provides advice and support to industry proponents and industry associations in meeting requirements, best practices, and NWT accepted rules of engagement with communities and Indigenous governments.**

- Establishes and maintains effective relationships with industry, Indigenous governments and organizations, other GNWT departments, federal government contacts and regulatory agencies.
- Provides expert advice to proponents on Indigenous, community, government, and stakeholder engagement legislated requirements.
- Provides expert advice to proponents on best practices and expectations for engaging in the NWT specifically with Indigenous governments, communities, and stakeholders.
- Provides expert advice to proponents on GNWT and federal government communications and engagement protocols.
- Provides proponents with detailed information on the project area, land claims, Indigenous governments and community leadership and other key areas of information.
- Supports proponents in the negotiation of Benefit Agreements, as and when requested.
- Provides advice to proponents on requirements related to Benefit Agreements, in accordance with the *Mineral Resources Act*.
- Provides advice related to Indigenous engagement work credits that can be used to assist a proponent meet the criteria to maintain its mineral interests.

**3. Participates in coordinating an integrated GNWT approach to providing on-going advice, support and review of resource development projects.**

- Provides insight and information within the Department and GNWT about industry, community and Indigenous government requirements, interests and plans.
- Promotes clarity of roles regarding various department and division specific mandates to coordinate input concerning resource development, including in environmental assessment and regulatory processes.
- Ensures appropriate interdepartmental and interagency working groups are established.
- Advises on and participates in the development of government positions concerning resource development and project-specific positions.



- Fosters effective relationships with key individuals in other GNWT departments and works closely to facilitate review of, and support for, responsible resource development.
  - Provides advice and support to ITI and other departments on the nature, scope and magnitude of resource exploration and development opportunities and impacts, as well as on legislation, policies, strategies, initiatives, programs, and services.
- 4. Promotes the NWT as a place for minerals and energy exploration and investment.**
- Provides advice on the development of departmental and GNWT mineral and energy investment attraction strategies.
  - Implements departmental and GNWT investment attraction strategies.
  - Establishes networks and relationships to promote minerals and energy investment opportunities in the NWT.
  - Participates in industry conferences and trade shows to build awareness and help attract increased investment throughout the lifecycle of resource development projects in the NWT.
- 5. Conducts research on resource development and community engagement issues and prepares reports for review by GNWT senior managers.**
- Maintains a database to track explorers and producers active in the NWT.
  - Maintains records of support provided and produces regular activity and performance reports to the Manager.
  - Participates in the preparation of briefings on issues related to resource development.
  - Tracks projects and identifies issues and options for resolution.
  - Tracks project-related questions and issues and ensures that they are addressed or escalated.

## **WORKING CONDITIONS**

### **Physical Demands**

One (1) time a year, for up to one (1) week at a time, the incumbent is required to visit high-risk and remote worksites. This may require hiking into the bush for long periods of time, traveling in awkward and constrained positions by small boat, helicopter, ATV, or snowmobile, wearing heavy or cumbersome personal protective equipment, and lifting or moving heavy materials.

### **Environmental Conditions**

One (1) time a year, for up to one (1) week at a time, the incumbent is required to visit high-risk and remote worksites. This may include exposure to extreme cold or warm temperatures, dangerous equipment, hazardous materials, smoke, wildlife, toxins and contaminated sites, and use of personal protective equipment.



### **Sensory Demands**

One (1) time a year, for up to one (1) week at a time, the incumbent is required to visit high-risk and remote worksites. This requires a high level of concentration and spatial awareness in high-risk environments and active industrial work sites for extended periods of time.

### **Mental Demands**

Up to four (4) times a year, for one (1) week at a time, the incumbent is required to travel throughout the NWT. Up to three (3) times a year, for one (1) week at a time, the incumbent is required to travel outside of the Territory.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of departmental mandate, goals and objectives, priorities and strategies.
- Knowledge of the resource development industry, including corporations and investors.
- Knowledge of GNWT's approach to Section 35 Consultation and engagement with Indigenous Governments and organizations, and of practices and methods with respect to engagement and Consultation.
- Knowledge of the principles and best practices associated with demonstrating Corporate Social Responsibility in the mining and energy sectors.
- Knowledge of the operating environment and structure of the Canadian and NWT energy and mineral exploration and development sectors and broader resource development, Indigenous relations issues and environmental issues and assessment.
- Knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners, Inherent Rights, Treaty Rights, Section 35 of the Constitution, and the Duty of the Crown.
- Knowledge of Indigenous land, resource, self-government and modern treaty agreements and negotiations, including transboundary, that affect jurisdiction, rights, and legal obligations and processes in the NWT.
- Knowledge of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Adobe Acrobat Pro, and appropriate and secure use of the internet.
- Knowledge of interest-based and position-based negotiations skills and strategies.
- Knowledge of resource management and sustainable development theory.
- Knowledge of current events, political factors, and issues of the day affecting the NWT.
- Networking, relationship building, consultation, and facilitation skills.
- Consensus-building skills.
- Problem-solving skills to synthesize and interpret complex information, identify cross divisional and departmental linkages, and assess risk and opportunity.
- Project management skills.



- Organizational, prioritization and planning skills to meet deadlines and manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Oral and written communications skills to effectively convey messages and provide clarity to communications, using plain language, diplomacy, tact, and good judgement.
- Interpersonal skills to build or maintain ethical relationships or networks or contacts with a broad range of individuals and teams.
- Strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze, synthesize multiple concepts and objectives, make feasible recommendations, and write reports.
- Ability to work independently without supervision and take initiative.
- Ability to acquire knowledge of the history, culture, political, and economic aspirations of Indigenous people and other Northerners and of inherent and Treaty Rights, surface and subsurface rights and land use.
- Ability to acquire knowledge of legislation and regulatory processes related to surface and subsurface land use rights and interests, resource development, preliminary screening, and environmental assessment, and benefits, including under the *Mineral Resources Act*, *NWT Mining Regulations*, *Mackenzie Valley Resource Management Act*, *Public Land Act*, *Waters Act*, *Petroleum Resources Act*, *Oil and Gas Operations Act*, Inuvialuit Final Agreement, Tłı̨chǫ Final Agreement, and other territorial authorities.
- Ability to acquire knowledge of NWT Indigenous governments, communities, various business communities, and government systems.
- Ability to develop knowledge required for the position. Certain technical knowledge, statutory designations, and certifications may be developed on the job. The Department will provide mandatory training and a structured onboarding plan to achieve required authorities and qualifications within agreed timeframes.
- Ability to build and maintain effective working relationships with colleagues and stakeholders.
- Ability to analyze, interpret and critically assess legislation, policies, and the resource development sector, and ability to develop appropriate approaches to address various legislative and policy issues affecting NWT competitiveness and investment climate.
- Ability to assess implications of decisions for the larger organization and to effectively interpret and convey this information to senior decision-makers.
- Ability to represent the organization and its positions accurately and professionally, while developing and maintaining effective relationships with key partners and stakeholders.
- Ability to work with people in an effective, tactful and diplomatic manner, use persuasion when necessary, and encourage flexibility, and ability to work in a highly politicized environment.
- Ability to work effectively with team members from a variety of backgrounds and cultures.
- Ability to understand the impacts of colonization and institutional and structural racism and biases on society, in particular Indigenous people who make up more than half the NWT population.



- 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:**

Completion of a bachelor's degree in public administration, communications, policy studies, political science, Indigenous studies, Canadian studies, planning, social sciences, resource management, geology, environmental science, humanities, or a related field, and three (3) years of relevant and progressive experience in the mineral or energy sector, resource management regulatory system, communications, public engagement, intergovernmental relations, Indigenous relations, planning, or project management.

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