IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Director, Mineral and Energy Royalties and Beneficiation	
Position Number	**Community**	**Division/Region**
63-14313	Yellowknife	Mineral and Energy Royalties and Beneficiation

PURPOSE OF THE POSITION

The Director, Mineral and Energy Royalties and Beneficiation is accountable for all matters relating to mineral and energy beneficiation in the Northwest Territories, and the management of mineral and energy royalties including strategic advice, analyses, and evaluation of government program changes to determine their impact on mineral and energy companies.

The Director also has general operational responsibility for designing, developing and operating mineral and energy value-added programs and services offered by the GNWT to ensure the successful growth and development of all aspects of the NWT mineral and energy industries.

SCOPE

Mineral and energy development is a foundational contributor to the Northwest Territories' economy and socioeconomic wellbeing. The Director operates from Yellowknife with a territory-wide mandate that extends beyond GNWT-administered authorities to include strategic alignment across multiple governments and decision-making systems influencing mineral and energy development.

The Director, Mineral and Energy Royalties and Beneficiation (Director) reports to the Assistant Deputy Minister, Mineral and Energy Resources, and functions as a member of the Department's Senior Management Committee. The Director is accountable for the development, implementation and administration of the minerals and energy royalty regimes and GNWT's mineral and energy beneficiation programs. In that capacity, the Director evaluates and provides advice on policies, legislation and program changes, as well as overseeing operations.

The Director exercises independent professional judgment in a policy and legislative environment characterized by significant complexity, evolving statutory frameworks, and

limited precedent, requiring the balancing of economic, Indigenous, environmental, and intergovernmental considerations.

Key operational responsibilities related to royalty administration is the collection and audit of royalty revenues, pursuant to the relevant legislation and regulations. The Director's primary goal is to maximize revenues from resource development. This work is both sensitive and high-profile in terms of stakeholder interests and interactions, and critical to GNWT revenues and resource revenue sharing with Indigenous governments. As such, the Director must ensure that the royalty regimes are effective, aligned and appropriate; that stakeholder relationships are developed and maintained; that royalty collection and audit is accurate and efficient; and that regulations, policies, processes and results are understood by a wide variety of stakeholders. The Director works closely with the Department of Finance to ensure that the royalty regime is in harmony with the GNWT's tax regime and with the fiscal policies and goals of the GNWT.

In directing activities of the division, the incumbent operates GNWT programs within a complex environment influenced by national and international mineral and energy commodity markets, including the global diamond industry, and broader trends in resource development, pricing, and investment across multiple commodities.

The Director must be effective at assessing the strengths and weaknesses of NWT diamond operations, as well as designing and delivering programs and services that enhance NWT value-added activities. The Director completes these tasks with limited tools and regulatory authority. The Director represents the Department with resource industries, NWT and federal departments, and a wide variety of stakeholders on major negotiations and strategic issues and initiatives.

The Director also plays a critical role in projecting strategic opportunities for the NWT. The Director directs and oversees the conduct of technical and financial analyses of major resource projects to determine their commercial and financial viability. The Director provides advice to the Assistant Deputy Minister, senior departmental management, and other GNWT departments on the financial and economic viability of mineral and petroleum industry operations in the NWT. This requires ongoing in-depth knowledge of federal and territorial program changes that may impact ability of mineral and petroleum companies in the NWT to advance their projects, as the Director provides advice and evaluations around such changes.

As a senior executive, the Director manages the resources of the Division with economy, probity and prudence, consistent with departmental and government objectives; and provides exemplary leadership in demonstrating the corporate values and ethics of the GNWT. The Director participates as a member of the Department's Senior Management Committee, and contributes to decision making and to the identification, review and formulation of plans,

strategies, policies, frameworks, objectives, standards and processes governing the programs falling within the mandate.

DIMENSIONS

- Reporting Positions (3 direct, and 3 indirect)
- Compensation & Benefits ($1,287,000)
- Operations & Maintenance ($2,937,000)
- Grants & Contributions ($0)
- Capital ($0)
- Collection of Resource Revenues ($5 million and $150 million per year)

RESPONSIBILITIES

1. **Directs the collection and audit of royalty revenues pursuant to the Northwest Territories regulations and legislation. Directs the annual mining royalty audit plan, including risk areas and audit focus and ensures the timely and accurate collection of royalties through processes that are aligned, effective and efficient.**
    - Oversee the audit of royalty returns from mineral and petroleum operations and conduct reviews of mineral and petroleum regulatory documents.
    - Oversee development, implementation and review of audit programs and procedures used to conduct audits of royalty returns.
    - Ensures compliance with audit legislation, adherence to policies and procedures, and recognized audit principles and procedures.
    - Ensures that tracking of audits, issues, and other business information is up-to-date and that reporting is timely and meets the needs of the organization.
    - Ensure procedures and controls are in place and followed to safeguard critical and highly sensitive records and information.
    - Contributes information and expertise when required to process appeals under the *NWT Mining Regulations*.
    - Reviews and approves the work performed by the auditor, their audit reports and analysis, and the assessments of royalty tax adjustments in the resource sector as a consequence of the audit.
    - Enforces compliance through statutory inspection powers, including the authority to search, inspect, and seize relevant mine plans, records, and documentation as permitted under the *Mineral Resources Act.*

2. **Directs technical expertise to support compliance and verification of resource extraction operations.**
    - Develops and maintains methodologies for determining the value of mineral and energy resources to ensure accurate royalty calculations and compliance with legislation.

- Delivers expert technical advice on the issuance of Production Licences and the review of technical studies for mining and energy resource projects.
- Verifies and validates Statistical Returns for both exploration and production activities, ensuring accuracy before distributing information to internal and external stakeholders.
- Evaluates the validity of the Evidence of Deposit Technical Reports (EDTR) including technical assessments on lease renewals and new lease issuances.

3. **Conducts inspections and verification of mine plans and operators.**
    - Validates and verifies Removal of Minerals submissions, ensuring that quantities, grades, and valuation align with acceptable methodologies and legislative requirements.
    - Conduct inspections of assets, equipment, and operational activities at mine sites to confirm accuracy of reported information and compliance with regulatory and technical standards.
    - Perform engineering and technical reviews of proposed operational changes, evaluating potential impacts on production, resource valuation, and compliance.
    - Enforces compliance through statutory inspection powers, including the authority to search, inspect, and seize relevant mine plans, records, and documentation as permitted under the *Mineral Resources Act.*

4. **Directs the conduct of technical and financial analyses of major resource projects to determine their commercial and financial viability. Provides financial and modeling advice.**
    - Provide technical geological input for the development of comprehensive economic assessments and financial models.
    - Develops models to inform long-term strategic planning and revenue forecasting.
    - Oversee monitoring and reporting related to NI 43-101 geological resource and reserve statements, operating plans, and other economic and financial reports (preliminary economic assessments, preliminary feasibility studies, feasibility studies, etc.) for projects in the NWT using data from public sources and received through confidentiality agreements.
    - Develops high-level mineral and energy deposit models to assist in the cost-benefit analysis of various infrastructure proposals.
    - Provides advice to various land claim negotiating tables on future mineral and energy development opportunities and impacts on current and future royalty sharing agreements.

5. **Advises the Assistant Deputy Minister, senior departmental management and other GNWT departments on the financial and economic viability of mineral and petroleum industry operation in the NWT. Reviews, drafts and finalizes briefing material and**

provides expert opinions as requested by the Deputy Minister, Minister, and Cabinet as required, including meetings, periodic forecasts, marketing missions or other government initiatives.

- Contributes to the Department's engagement in government initiatives that are in response to insolvency and bankruptcy proceedings of resource development companies.
- Oversee monitoring and reporting related to reserves and resources information for companies or projects, related to developing or operating projects in the NWT, using data from public sources.
- Identifies major risk factors related to reserve and resource statements that could have a financial impact on the operation.
- Provides senior management with accurate and timely research, analysis, and recommendations related to the potential for insolvency events.
- Participate in inter-departmental working groups associated with managing insolvency and bankruptcy events.
- Ensures the integrity, confidentiality, and security of highly sensitive information.

6. **Analyses and evaluates federal and territorial fiscal program changes to determine their impact on the ability of mineral and petroleum companies in the NWT to advance their projects.**

7. **Directs the forecasting of royalty revenues resulting from mining and energy operations pursuant to the relevant legislation and regulations.**

8. **Develops policies, statutes and regulations for the management and administration of royalties and beneficiation programs.**

9. **As a member of the Department's Senior Management Committee, contributes to the budgeting and department planning with regards to their division's contributions to the department as a whole.**

10. **Leads the GNWT's beneficiation programs for the mineral and energy sectors. Directs the development of plans, policies and programs related to manufacturing support ensuring the successful growth and development of all aspects of the NWT mineral and energy industries.**
    - Develop, implement and evaluate strategies, programs. and services goals. This includes defining the purpose, of the program, desired outcomes, and measurable targets of beneficiation for new and emerging commodities.
    - Assess global and domestic market demand, price volatility, and competitiveness for value-added products.
    - Identify barriers to entry, scale requirements, and infrastructure dependencies.

- Leads the development and implementation of strategies as well as developing innovative and strategic initiatives aimed at increasing and improving the industry.
- Provides guidance, advice, and direction in setting and meeting sector objectives and priorities. This includes assessing NWT labour market capacity, skills shortages, and training requirements related to new processing or manufacturing activities and identifying opportunities for partnerships to support capacity development.
- Develop an Implementation and Governance Model. This will define roles, responsibilities, and accountabilities across GNWT departments and external partners.

11. **Provides expert advice on the diamond beneficiation industries to ensure strategic planning is directed in a manner which maximizes opportunities. Maintains an understanding of the diamond beneficiation industries in the NWT, Canada and internationally.**
    - Ensures the integrity and credibility of the GNWT Polished kimberlite Certification and Manufacturing Support Programs.

12. **Cultivates, builds, and maintains personal and business relationships with key stakeholders, individuals, and business associations in Canada and internationally.**
    - Provides ongoing assistance to Canadian and international companies and other clients on the application of legislation, regulations, and guidelines, including the development of written guidelines and processes that guide the interpretation of the legislation as it is applied to royalty calculations, allowable deductions, and payouts.
    - Develops and manages stakeholder management plans within the mining and petroleum context to ensure that relationships are proactively managed.
    - Communicates with royalty taxpayers or their financial or legal representatives and GNWT officials in verbal and written form, to explain applicable royalty/tax legislation.
    - Develops and implements marketing and promotional strategies at the Territorial, National, and international levels to promote NWT beneficiation for minerals and energy.
    - Develops and maintains profiles of NWT manufacturers, advertisements, and industry material that support the promotion of secondary mineral and energy industries in the NWT.
    - Works with international industry organizations to enhance promotional opportunities for NWT beneficiation minerals and energy.
    - Participate in the planning and or/attendance of Territorial, National, or international events to promote NWT minerals and energy.

13. **Manages the budget of the Division with economy, probity and prudence, consistent with departmental and government objectives; and provides exemplary leadership in demonstrating the corporate values and ethics of the GNWT.**

14. **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.**

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

This position deals with confidential and politically sensitive information and works to tight deadlines on a daily basis.

Travel is required domestically and internationally, five to six times per year, from two days to two weeks for each trip.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of the global diamond industry, including markets, economics, diamond exchanges and industry players.
- Knowledge of diamonds (rough and polished) and the diamond pipeline with an ability to interpret and evaluate various business and insider reports, market trends and issues.
- Knowledge and understanding of northern mineral, oil and gas development issues.
- Knowledge of the overall GNWT political, fiscal, legislative, social and economic environment.
- Knowledge of business planning and assessment of cost benefit analysis.
- Knowledge and ability to undertake strategic planning and development.
- Knowledge of management theory, principles and practices.

- Knowledge of budgeting principles and the ability to manage a budget for Diamonds, including individual project budgets.
- Skilled in various computer applications with a focus on databases used to manage the diamond program.
- Proven verbal, written and interpersonal skills to communicate, write briefing notes and interact collaboratively with others in a tactful manner.
- Proven skill in developing and maintaining professional contacts.
- Analytical skills required to conceptualize, implement and carry out or coordinate a project from beginning to end;
- Knowledge of NWT and federal policies, legislation and regulation as they relate to NWT mineral and petroleum resources and royalties.
- Knowledge of accounting principles and methods, including techniques of asset valuation, financial liability assessment, structure of receivership and bankruptcy protection, financial analysis and tax sensitivity.
- Knowledge of legal research methods and interpretation.
- Knowledge of techniques and practices in use in mineral and oil and gas resource organizations around accounting, analysis and reporting.
- Knowledge of management control systems and processes, as well as best practices related to financial management and administration.
- Project and process management skills.
- Knowledge of principles of, and practices related to public sector management, socio-economic research and analysis, macro- and micro-economic analysis, strategic analysis, policy development, evaluation and negotiation.
- Knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners and of resource exploration and development.
- Knowledge of industry players, their interests and key contacts among them.
- The ability to work to deadline and respond effectively to frequently changing deadlines.
- The ability to manage a diverse team of individuals.
- The ability to work effectively within a larger branch team.
- The ability to influence and persuade internal and external stakeholders.
- Knowledge of office software and computer operation.
- Written and verbal communication skills, including the ability to maintain professional communication in difficult circumstances.
- The ability to manage time, priorities, and stress.
- The ability to analyze and evaluate complex issues and develop suitable approaches and options for an effective delivery of the programs.

- Ability to conceptualize, design, implement and carry out or coordinate projects involving a number of staff and consultants from beginning to end with professional quality results.
- Ability to work autonomously with minimal direction.
- Ability to deal with competing and conflicting priorities.
- Ability to work effectively with the media.
- 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:

The above noted knowledge, skills and abilities would typically be attained through a relevant degree, such as (but not limited to) commerce, geology, gemology, public administration, business administration or management, and an accounting designation (CPA or CA), and 8 years of experience in this field, with at least 3 years in a management role.

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