



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Mineral Resources Specialist	
Position Number	Community	Division/Region
63-14336	Yellowknife	Mineral and Energy Strategy Division

PURPOSE OF THE POSITION

The Mineral Resources Specialist is responsible for providing subject-matter expertise and strategic and technical advice to support Government of the Northwest Territories policy initiatives impacting mineral resource development in the Northwest Territories (NWT). Operating in a context of competing policy objectives, the position aligns strategic work with departmental priorities and ensures projects and initiatives are informed by the interests 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 Mineral Resources Specialist (Specialist) reports to the Manager, Mineral Resources (Manager). The Specialist supports the implementation of the Mineral Development Strategy (MDS) and provides strategic advice and technical input into regulatory, land use and policy initiatives.

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.

The Mineral Resources Unit of the Mineral and Energy Strategy Division leads the renewal and implementation of the strategies, leads legislative and policy initiatives related to mineral development, provides strategic advice and recommendations on the mineral sector to leadership and senior management, and develops and delivers programs and services to promote the responsible administration and development of the mineral resource sector in the NWT.

The Specialist is considered the subject-matter expert on mineral markets and investment climate analysis and knowledge of current mineral exploration and operations in the NWT. The incumbent supports the renewal and implementation of the Mineral Development Strategy, manages regulatory legislative initiatives and policy initiatives related to mineral development, provides strategic advice and recommendations on the mineral sector to leadership and senior management, and represents the Department at intergovernmental and sector-specific meetings, conferences and forums. The incumbent also participates in and contributes to the broader NWT land and resource management regime, by providing expert advice and knowledge to inform land-use planning and land withdrawal decisions, environmental assessments, regional studies and environmental audits.

The Specialist works collaboratively with colleagues within the ITI, particularly the divisions of Policy, Planning, Communications and Analysis, Minerals and Energy Royalties and Beneficiation, and the NWT Geological Survey. The Specialist regularly collaborates with GNWT colleagues in the Departments of Finance, Justice, Executive and Indigenous Affairs, Infrastructure and Environment and Climate Change. The Manager also works with colleagues within Natural Resources Canada, Canadian Northern Economic Development Agency, NWT Indigenous governments and Indigenous organizations, mine operators and mineral explorers and non-government organizations.

The Specialist manages myriad projects and collaborates with diverse people simultaneously through different stages of project development, approval, review or evaluation, requiring considerable project management expertise.

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. Conducts research into and provides expert advice and analysis on legislation and policies.

- Reviews, analyzes and makes recommendations on departmental and GNWT legislation and policies pertaining to and affecting mineral resources.
- Reviews departmental, GNWT, federal, Indigenous government, and co-management board policies and processes to identify concerns, recommend resolutions or approaches, and provide support to policy development.
- Identifies gaps and inconsistencies in policies, procedures, and legislation that may cause political and operational issues and recommends potential solutions.
- Conducts research to assist in development of legislation, analyzing methods of addressing legislative issues, including in other Canadian and international jurisdictions, and makes recommendations regarding the same.
- Analyzes and reports to senior management on the impact of both federal and territorial legislative changes on natural resource management.

2. Leads the development of departmental legislative initiatives for regulations and policy initiatives related to mineral resources and natural resource development.

- Manages and coordinates the development of new regulations and policies or amendments to existing regulations and policies.
- Engages with departmental divisions and regions, other GNWT departments, Indigenous governments, the federal government, industry, and subject matter experts and targeted stakeholders in the development of new and amended regulations and policies.
- Develops briefing materials to inform decision-making related to initiatives.
- Leads and participates on departmental project teams to coordinate departmental, Indigenous government, industry, targeted stakeholder, subject matter expert, and public input into regulations and policy development.
- Reviews, revises, and prepares documents used in the regulations and policy development process, including Executive Council decision papers, drafting instructions, policy intention documents, discussion papers, terms of reference, and public engagement materials.
- Supports implementation planning necessary to bring new and amended regulations and policies into force and ensure departmental compliance.
- Contributes to financial management board submissions necessary to gain resources to implement new or amended regulations and policies.



- 3. Develops reports, briefing materials and correspondence on mineral market developments and outlooks.**
 - Monitors mineral commodity markets.
 - Identifies emerging opportunities and prepares proposals to leverage opportunities to create economic benefits for NWT residents.
 - Prepares briefing materials and correspondence related to mineral resources for use by senior management, the Deputy Minister, and Minister, including briefing materials for use during Intergovernmental Council, Legislative Assembly, Standing Committee, Executive Council and Financial Management Board meetings, Committee of the Whole reviews, and reviews of business plans and main estimates, as well as intergovernmental meetings.
 - Supports informed-decision making in the GNWT by undertaking research and preparing reports and studies on mineral and metal market issues.

- 4. Leads development of technical and evidenced-based content to promote investment in NWT to target markets.**
 - Works with the NWT Geological Survey to identify NWT mineral deposits and create maps that should be promoted to the exploration investment community.
 - Prepares technical information materials, including brochures, to make maps commodity fact sheets and PowerPoint presentations to increase awareness of the NWT's mineral potential.
 - Provides technical support for the Minister and ITI executives in preparing for, during and after meetings with exploration and mining and investment companies.

- 5. Monitors mineral exploration and mine operations activity in the NWT to support informed decision-making.**
 - Monitors websites of mineral exploration and mine operations companies in the NWT and reports on activity on properties in the NWT.
 - Reviews NI43-101, financial statements, management discussion & analysis reports and annual reports, mine plans and analyzes information to provide advice to decision-makers.
 - Prepares Briefing Notes on policies and issues and provides advice on proactive actions and responses that GNWT may take to avert adverse implications and to leverage opportunities for the NWT.

- 6. Monitors and reviews mineral exploration and mine operations regulatory processes.**
 - Provides expert technical advice on regulatory processes for NWT industry projects and applications.
 - Collaborates on intergovernmental working groups and provides input on behalf of ITI in regards to exploration and mining projects.



- Prepares reports, briefing materials and correspondence on regulatory process issues.
- 7. Cultivates, builds and maintains relationships with key stakeholders, individuals and business associations in Canada and internationally.**
- Provides ongoing assistance to Canadian and international mineral sector companies and other clients.
 - Leverages networks and relationships to promote mineral resource development opportunities in the NWT.
 - Communicates ITI's and GNWT's vision and priorities for NWT mineral resource development.
 - Participates in and represents GNWT interests in intergovernmental working groups and negotiations.
 - Addresses and/or escalates issues that arise, balancing the need for diplomacy and strong relationships with the requirement for accurate and complete business plan and audit activities.

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 (4) 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.

During the busy resource conference season each year, the incumbent will experience increased workloads and long work hours, including overtime and long hours. This requires attention to detail and a high level of concentration 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, Acts and Regulations, agreements, frameworks, strategies, and policies.
- Knowledge of legislation, regulations, and policies relevant to mineral resource development.
- Knowledge of the operating environment and structure of the Canadian and NWT mineral exploration and mine operations sectors and broader resource development, Indigenous relations issues and environmental issues and assessment.
- Knowledge of geological concepts and economic theory.
- Knowledge of public policy and performance theory and principles, development, analysis and evaluation and their application to mineral resource development.
- Knowledge of federal legislation affecting departmental activities, including the *Mackenzie Valley Resource Management Act*.
- 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 the interconnectedness and paramountcy of acts, regulations, case law, and policies.
- 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
- 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.
- Research and analytical skills.
- 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.
- Written and verbal communications skills.
- Stakeholder engagement skills.
- Ability to research and analyze data in the context of policy development.
- Ability to manage multiple projects with deadlines and limited budgets.
- Ability to exercise sound judgement.
- Ability to handle confidential material in a discreet and professional manner.
- Ability to work independently and take initiative.
- Ability to build and maintain effective working relationships with colleagues and stakeholders.
- Ability to analyze, interpret and critically assess legislation, policies, government and departmental initiatives, Executive Council and FMB direction, and ability to develop appropriate approaches to address various legislative and policy issues.
- Ability to provide advice regarding feasibility of proposed policies and legislation.
- 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 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.
- Experience in the mineral resources sector is an asset.
- 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 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 earth science, engineering, public administration, policy studies, social sciences, resource management, law, or a related field, and three (3) years of relevant and progressive experience in the resource industry, resource management, policy or legislative development, or research related to the resource sector.



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