



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Resource Pathfinder	
Position Number	Community	Division/Region
63-14344	Yellowknife	Client Service and Community Relations/HQ

## PURPOSE OF THE POSITION

The Resource Pathfinder provides advice and support to resource industry proponents, industry associations, communities and governments in order to encourage responsible and sustainable resource development and ensure that NWT residents are familiar with, consulted on, and maximize benefits from resource projects.

## SCOPE

Resource development continues to be the main driver of the NWT economy providing significant employment and business opportunities for NWT communities and residents. The Government of the Northwest Territories (GNWT) is committed to supporting sustainable and responsible resource development that benefits northern residents.

In order to achieve this goal, it is essential to continue to attract investment in both resource exploration and large scale resource development projects. The NWT has a complex regulatory process which, in combination with the political and social environment, can sometimes be seen as a deterrent to resource exploration and development projects. It is therefore essential to provide the supports required to ensure that responsible resource companies and their investors are attracted, remain interested and are able to pursue viable and beneficial projects.

It is also essential to ensure that Indigenous governments, communities and stakeholders are fully consulted on proposed development projects which northerners in general and impacted communities specifically, can participate in and benefit from resource development activities.

The Client Service and Community Relations (CSCR) Unit was established to serve as 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 CSCR Unit includes the provision of assistance to help clients enter into, and navigate, the regulatory and assessment processes and ensure that early, meaningful and effective engagement occurs between proponents stakeholders, communities and Indigenous governments.

The Resource Pathfinder reports to the Manager of Client Service and Community Relations and is primarily responsible for providing expert advice and support to industry proponents and resource development operators to assist them to navigate the regulatory process and fulfil their requirements for consultation with Indigenous governments, communities and stakeholders. The Pathfinder requires an in-depth knowledge of the full range of the resource development lifecycle, NWT regulatory requirements and regional and community Indigenous governments and organizations as well as the potential benefits, and impacts, of resource development.

A key to the success of the position is to develop strong relations with industry proponents as well as community and regional leaders and residents and establish a high level of trust. This can be highly challenging as there are a wide range of governance structures and processes. As well, individuals in leadership positions regularly change, leading to the need to form new and trusting relationships.

While the Resource Pathfinder's primary responsibility is to work closely with industry representatives, the incumbent must also work with the Community Relations Advisors, and be very familiar with and establish strong relations with Indigenous governments, communities and stakeholders.

The Resource Pathfinder is also responsible for facilitating resource development project engagement with Indigenous governments and communities and assisting to identify potential consultations requirements in accordance with Section 35 of the *Constitution Act*;

The Resource Pathfinder will also participate and assist in building community and public awareness and education about the resource development industry; working with other government departments and agencies in terms of community relations and community development; promoting the NWT as a destination of choice for resource development investment; and preparing reports and conducting research.

## **RESPONSIBILITIES**

### **1. Provide advice and support to industry proponents and industry associations concerning NWT regulatory process as well as government programs and services.**

- Establish, promote and deliver an integrated approach to resource development client service in the NWT.

- Act as a key point of contact for companies and other stakeholders to ensure that they are able to access information and programs.
  - Provide regulatory navigating and pathfinding services for industry and company representatives.
  - Meet with proponents before applications are filed to begin to scope the nature and scale of the proposal and confirm criteria are satisfied to warrant project facilitation services.
  - Arrange meetings with approval agencies and Project Assessment Branch and proponents to scope the range of issues that need to be addressed and ensure applicants are aware of all statutory approval requirements.
  - Provide information on opportunities and programs available to resource exploration development companies and individuals.
  - Monitor projects at the operational stage and ensure timely advice is provided to operators as required on issues such as obtaining necessary regulatory amendments to permits or navigating through environmental reassessment procedures.
  - Facilitate high level meetings between industry, communities and government agencies.
- 2. Provide advice and support to industry proponents and industry associations in meeting the requirements for engaging with communities and Indigenous governments.**
- Establish and maintain strategic relationships with industry, Indigenous governments and organizations, other GNWT departments, federal government contacts and regulatory agencies.
  - Provide expert advice to proponents on Indigenous, community and stakeholder engagement requirements.
  - Provide proponents with detailed information on the area, land claims, Indigenous government and community leadership and other key areas of information.
  - Facilitate high level meetings and assist with engagement between industry, communities and government agencies.
- 3. Participate in coordinating an integrated GNWT approach to providing on-going advice, support and review of resource development projects.**
- Provide insight and information within the Department and GNWT about industry, community and Indigenous government requirements, interests and plans.
  - Participate in the GNWT's assessment and policy review of a project's "worthiness" for government support with respect to tax incentives, infrastructure support, energy subsidies and so forth.
  - Promote clarity of roles regarding various departments and divisions specific mandates to coordinate input concerning resource development including in environmental and regulatory processes.
  - Ensure appropriate interdepartmental/interagency working groups are established.
  - Advise on and participate in the development of government positions concerning resource development.
  - Foster strategic relationships with key individuals in other GNWT departments and work closely to facilitate review of, and support for, responsible resource development.

- Participate in the coordination of all relevant government processes in order that they occur concurrently to the extent practical and without duplication.
  - 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 regulations and requirements.
- 4. Promote the NWT as a place for minerals and petroleum exploration and investment.**
- Establish networks and relationships to promote minerals and petroleum investment opportunities in the NWT.
  - Participate in industry conferences and trade shows to promote awareness and help attract increased investment throughout the lifecycle of quality projects in the NWT.
- 5. Conduct research on resource development and community engagement issues and prepare reports for review by departmental senior managers.**
- Maintain a database to track explorers and producers active in the NWT.
  - Maintains records of support provided and provide regular activity reports to the Manager.
  - Participate in the preparation of Ministerial briefings on issues related to resource development.
  - Track projects and identify issues and options for resolution, including referral to the Assistant Deputy Minister or Deputy Minister for solution as needed where issues or “bottlenecks” cannot be resolved at the officer and technical working group level.
  - Track questions and issues and ensure that they are addressed or escalated.
- 6. Perform other related duties.**

## **WORKING CONDITIONS**

### **Physical Demands**

The Resource Pathfinder must be prepared to travel over long distances to both southern as well as remote locations and communities (sometimes frequently) in many types and sizes of aircraft from small and medium to large. Highway driving between communities will also occur.

### **Environmental Conditions**

No unusual conditions when in the office.

### **Sensory Demands**

No unusual demands.

## **Mental Demands**

High work volumes, competing priorities and tight deadlines occur. A significant degree of flexibility is required to provide a high level of service to a diverse range of clients and internal requests and requirements. Occasional overtime is also required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of subjects within the Departmental mandate, covering a broad spectrum of subject areas including resource development, Indigenous relations and most aspects of the NWT Regulatory Regime.
- Knowledge of GNWT's approach to consultation with Indigenous Governments and organizations, and of practices and methods with respect to engagement and consultation.
- Knowledge of legislation and regulatory processes related to resource development, preliminary screening and environmental assessment under the *Mineral Resources Act*, NWT Mining Regulations, *Mackenzie Valley Resource Management Act*, Inuvialuit Final Agreement and other territorial authorities.
- Knowledge of the principles and best practices associated with demonstrating Corporate Social Responsibility in the mining and petroleum sectors.
- Excellent writing and editorial skills
- Ability to analyze and evaluate resource development policy
- Knowledge of NWT Indigenous land claim and self-government processes and resource issues and activities.
- Familiarity with NWT community lifestyles and Indigenous cultures.
- Knowledge of resource management and sustainable development theory.
- Knowledge of northern institutions, corporations, government systems and communities, and community organizations and the various business communities.
- Knowledge of current events, political factors and issues of the day affecting the NWT.
- Skill and ability in networking, relationship building, consultation and facilitation.
- Strong organizational and project management skills.
- Proven research skills, as well as a demonstrated ability to express ideas, negotiate and communicate effectively; the ability to analyze critically and suggest an appropriate means of action, sometimes in a short time frame.
- Analytical skills required to conceptualize, implement and carry out or co-ordinate a project from beginning to end.
- The ability to work cooperatively with others, whether as a member of a team or as an individual.
- The ability to manage and coordinate interdivisional and interdepartmental working groups with diverse and competing interests.
- Knowledge of computer software, including word processing, database, electronic e-mail and communications programs.
- The ability to work independently and without supervision.
- Ability to use tact, persuasion, diplomacy and flexibility.
- Ability to work in a cross-cultural environment.

**Typically, the above qualifications would be attained by:**

The extensive operating experience in the NWT within the resource industry or within government serving the resource industry. That experience can be enhanced by a university degree or college diploma with specialization in community development, geology or earth sciences or a related field, along with at least two years of operational experience in the mineral and/or petroleum industry and one year of experience in undertaking policy development, analysis, and evaluation relating to non-renewable resources and community development.

**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