



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Engagement Advisor	
Position Number	Community	Division/Region
63-14345	Yellowknife	Mineral and Energy Strategy Division

PURPOSE OF THE POSITION

The Engagement Advisor provides expert advice, support and information to Indigenous governments and communities to facilitate the advancement of resource development projects, encourage responsible and sustainable resource development, and ensure that Indigenous governments, communities, and NWT residents more broadly, are engaged and consulted on resource development projects, have the opportunity to plan for, participate or partner in the projects, and can maximize benefits as a result. Operating in a context of competing projects, the position aligns engagement advice with departmental priorities and ensures activities also meet the needs of Indigenous governments and communities. 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 viability and growth of the NWT economy.

SCOPE

The Engagement Advisor reports to the Manager, Pathfinding. The Engagement Advisor is responsible for the provision of expert advice, support, and information to Indigenous governments and communities to ensure they are kept fully informed about the existence and progress of resource development projects, provide assistance as requested, respond to any questions they have or any information they require to make informed decisions about the project, and facilitate Indigenous governments and communities to be able to fully participate and potentially partner in resource development projects.

The Engagement Advisor is also responsible for facilitating resource development project engagements and consultations with Indigenous governments and communities, including supporting departmental consultations as required under Section 35 of the *Constitution Act*; building community and public awareness and education of the resource development industry;



working with other government departments and agencies to support community relations and community development; promoting the NWT as a destination of choice for resource development investment; and preparing reports and conducting research.

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. It is also essential to ensure that Indigenous governments, communities and stakeholders are fully engaged and consulted on proposed development projects and northerners in general, and impacted communities specifically, participate in, and benefit from resource development activities. The 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 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 Engagement Advisor 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. The role also requires advanced knowledge of complex, 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.



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 Engagement Advisor's primary responsibility is to work closely with Indigenous governments and communities, the incumbent must also work with the Resource Pathfinders and be familiar with and establish strong relationships with resource development proponents.

The Engagement Advisor 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, support and information to Indigenous governments and communities related to resource development projects and on maximizing project benefits.

- Informs communities and Indigenous governments of resource development projects, participation opportunities, potential benefits and risk factors.
- Provides advice to Indigenous governments and community representatives to assist in maximizing benefits from resource development activities.
- Assists communities and Indigenous governments with the identification of potential opportunities for training, employment, business development, and investment partnership.
- Responds to requests for information to assist Indigenous governments and communities make informed decisions about resource development projects.
- Facilitates community capacity building and community development in preparation for, and as a result of, resource development projects.
- Identifies sources of funding and resources for project preparation and participation and assists with preparing funding proposals.



- Supports Indigenous government and community participation in infrastructure and research projects related to the resource sector.
 - Meets with Indigenous business development corporations to encourage investment in resource development projects.
 - Works with Indigenous governments and communities to identify employment skills and training needed to participate in resource development projects and to identify potential business opportunities related to projects.
 - Supports the Socio-Economic unit in the negotiation of Socio-Economic Agreements.
 - Supports Indigenous governments in the negotiation of Benefit Agreements, as and when requested.
 - Provides advice to Indigenous governments on requirements with the *Mineral Resources Act*.
- 2. Working with Policy, Planning, Communications and Analysis Division, facilitates Consultations on resource development projects and legislative initiatives that may impact established or asserted Indigenous and Treaty Rights under Section 35 of the Constitution Act or that may be required by an agreement.**
- Communicates the GNWT's Consultation processes to industry, Indigenous governments, communities, residents and federal government representatives.
 - Communicates engagement and Consultation protocols unique to each Indigenous government, which are determined based on land, resource, self-government, modern treaty, and bilateral agreements.
 - Ensures that Consultation processes are in alignment with Section 35 of the Constitution Act to fulfill the Duty of the Crown.
 - Establishes and maintains open and productive relationships across sectors and regions as a base for effective consultation.
 - Facilitates meetings, correspondence, and communication to support effective Consultation and engagement.
 - Provides guidance on approaches to Consultation and engagement with Indigenous governments and communities.
 - Supports community member and Indigenous government involvement in the engagement process, and Indigenous government involvement in the Consultation process, by reducing barriers to participation.
- 3. Builds public awareness and support for mineral and energy resources development in the NWT.**
- Develops and supports the delivery of programs that provide information on the resource development industry.
 - Conducts resource-sector related education and outreach services to communities across the NWT.
 - Identifies and supports additional opportunities to explain the benefits of resource development to NWT citizens.



- Develops information for the Department's website to provide updates on resource development projects.
- 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 Indigenous government and community engagement 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

Eight (8) times a year, for one (1) week at a time, the incumbent is required to travel throughout the NWT. Two (2) times a year, for one (1) week at a time, the incumbent is required to travel outside the NWT to attend sector-specific conferences and forums. Occasional additional travel outside the NWT to interjurisdictional meetings may occur.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of departmental mandate, goals and objectives, priorities and strategies.
- 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 history, culture, political, and economic aspirations of Indigenous people and other Northerners and of inherent and Treaty Rights.
- 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 surface and subsurface rights and land use.
- Ability to acquire knowledge of the NWT resource development industry, government systems, communities, and Indigenous governments.
- 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 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 or post-secondary diploma in public administration, communications, policy studies, political science, Indigenous studies, Canadian studies, Indigenous relations, intergovernmental relations, planning, social sciences, resource management, geology, humanities, or a related field, and three (3) years of relevant experience in Indigenous engagement, public affairs and communications, public engagement, intergovernmental relations, interest-based negotiations, resource management, or planning.



Equivalencies in 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: Any NWT Official Indigenous Language

- Required
- X Preferred