



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Mineral Administration	
Position Number	Community	Division/Region
63-14349	Yellowknife	Mineral and Energy Regulation Division

## PURPOSE OF THE POSITION

The Manager, Mineral Administration (Manager) leads the public-facing Office of the Mining Recorder and administers mineral interests on public lands under the Mineral Resources Act (MRA) and associated regulations. The Manager holds the title of Mining Recorder and exercises delegated authorities from the Minister to receive, assess, approve or refuse applications, register instruments and maintain the public registry. The role provides clear guidance to applicants and Indigenous governments and supports engagement and consultation processes required under legislation and policy.

## SCOPE

Based in Yellowknife, the Manager, Mineral Administration (Manager) reports to the Director, Mineral and Energy Regulation and leads a unit of six employees delivering statutory functions for mineral tenure, with authority to assign work, set service standards, and assess performance.

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

The Manager operates with a high level of independence in interpreting and applying the MRA, regulations and legacy frameworks, including settled land claim and self-government agreements, interim measures agreements and the Devolution Final Agreement. Decisions affect client rights, Crown revenues and compliance obligations. The Manager controls receipt and reconciliation of about \$5 million in annual mineral-related revenues and ensures registry and financial controls meet audit requirements.



Working with the Manager of Data and Information Technology, the Manager ensures the usability of the Mineral Administration and Registry System (MAARS) and the public registry. The Manager identifies and mitigates data quality, privacy and compliance risks. The Manager leads operational readiness and implementation of process and system changes (e.g., online map staking), including procedures, training and client support.

The Manager builds working relationships with Indigenous governments and organizations, exploration and mining proponents, other jurisdictions and GNWT departments to coordinate tenure administration and share information.

The Manager manages unit resources in a fiscally and environmentally sustainable manner, supports the development of staff and communicates ITI's and the Government of the Northwest Territories (GNWT) vision and priorities.

## **RESPONSIBILITIES**

### **1. Administers mineral interests under the *Mineral Resources Act* and maintains the public registry**

- Receives, reviews and decides on applications for mineral claims and leases, production licenses, prospecting permits and zones in accordance with legislation and policy; issue instruments or provide refusals with written reasons.
- Registers documents and filings; verifies statutory content and timing and ensures required notices are issued to Indigenous governments and organizations.
- Administers oaths and declarations as a Notary Public for statutory submissions.
- Maintains complete case files and a registry of applications received, refused, abandoned and approved; ensures documents are posted to the public registry within service timelines.
- Monitors and reconciles fees, rents, security and other payments; safeguards records and supports audit examinations.
- Answers inquiries from and exchanges information with the public, applicants and federal and territorial government departments and agencies.

### **2. Manages mineral interest maintenance and compliance requirements**

- Verifies annual work and reporting requirements for mineral interests; confirm formats, completeness and confidentiality provisions; and record in MAARS.
- Validates evidence of deposit technical report submissions and distribute to relevant Indigenous governments and organizations.
- Confirms payment of rents and other charges; issue reminders, deficiency notices and administrative direction per legislation.
- Supports broader GNWT and MRA-specific inspections and enforcement actions by providing records, interpretations and recommendations.



### **3. Resolves disputes and manages appeals**

- Conducts informal dispute resolution and hearings; gathers evidence and submissions and document findings.
- Prepares recommendations for the Director of Mineral and Energy Regulation/Supervising Mining Recorder or Minister on protests, appeals and complex administrative questions.
- Appears as a witness in formal proceedings as required.

### **4. Builds and maintains collaborative relationships with stakeholders and provide guidance.**

- Provides clear guidance to clients and partners on tenure requirements and processes; responds to inquiries and interpretations from the public and governments.
- Coordinates information sharing with GNWT work units to ensure complete and timely posting to the public registry.
- Develops and delivers internal and external presentations, training and reference materials on mineral rights administration in the NWT.
- Participates in development and amendment of legislation, regulations and policy by providing operational input, advice and options.

### **5. Manages the human resources, financial and administrative functions of the unit to provide effective and efficient services within budgeted frameworks**

- Develops and implements annual work plans that establish short and long-term objectives.
- Manages human resource functions within the unit including staffing, direction setting, and performance evaluations.
- Accountable for the effective stewardship of financial, human, and operational resources supporting compliance and enforcement activities, including planning future resource requirements and advising senior management on capacity needs.
- Oversees contract management and administration of contribution agreements provided to various stakeholders to foster participation in socio-economic initiatives and processes.
- Prepares terms of reference and statements of work to direct contractors.
- Develops objectives and performance indicators for the Unit including individual staff goals, ensuring they are complimentary to the Division's and Department's goals and objectives.
- Provides positive leadership and advice to Mineral and Energy Resources Branch staff.
- Encourages employee development through performance appraisals, training plans, and professional development opportunities.
- Supports objectives of succession planning within the unit and the Division.
- Participates as a member of the Divisional management team in planning the short and long-term objectives for the Division.



## **WORKING CONDITIONS**

### **Physical Demands**

Normal office environment.

### **Environmental Conditions**

Normal office environment.

### **Sensory Demands**

Normal office environment.

### **Mental Demands**

This position potentially deals with confidential and politically sensitive information.

Travel, including to NWT and other northern communities and occasionally remote locations, is required. This position travels approximately two days a month. Overtime occurs during peak filing periods.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the Mineral Resources Act, associated regulations and legacy mineral administration frameworks, including their interaction with land claim and self-government agreements, interim measures agreements and the Devolution Final Agreement.
- Applied knowledge of mineral tenure and land administration practices, including claims, leases, permits, licenses and their recording and maintenance requirements.
- Knowledge of public registry requirements, privacy and records management standards and evidence handling.
- Knowledge of mineral administration systems and data management (e.g., MAARS), including data quality and system quality assurance/quality control practices.
- Knowledge of financial administration related to fees, rents, securities and revenue reconciliation.
- Knowledge of contract and contribution agreement administration in a GNWT context.
- Knowledge of human resources supervision, assignment of work, coaching and performance management in a unionized environment.
- Knowledge of map reading.
- Knowledge of the mining industry.



- Knowledge of Indigenous groups and of historical and current relationships between different levels of government, and knowledge of the legal, financial and social underpinnings of these relationships.
- Knowledge of land claim agreements, both finalized and under negotiation, Land Use Plans and Interim Measures Agreements and Protocols.
- Knowledge of the Collective Agreement as it affects indeterminate, term and casual employees.
- Knowledge of the Financial Administration Act and associated directives and guidelines.
- Skilled at interpreting legislation, compiling and assessing evidence and drafting clear decisions and reasons.
- Skilled at dispute resolution, mediation and preparation of recommendations for protests and appeals.
- Skilled communicator able to prepare guidance, training and correspondence suited to technical and non-technical audiences, including Indigenous governments and organizations and industry.
- Demonstrated interpersonal skills with colleagues, clients and other stakeholders.
- Ability to manage competing priorities, maintain service timelines and mitigate operational risks.
- Ability to work effectively in a cross-cultural environment and to apply GNWT diversity, inclusion and cultural safety approaches.
- 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:**

The completion of a bachelor's degree in a related field with five (5) years of experience in this field with progressively increasing responsibility and one (1) year of supervisory or managerial experience.

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