



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Mining Recorder	
Position Number	Community	Division/Region
63-14349	Yellowknife	Mineral and Petroleum Resources Division

PURPOSE OF THE POSITION

The Mining Recorder under the direction of the Director, Mineral and Petroleum Resources is responsible for the administration of subsurface rights on Crown Land, and working with mineral exploration, mining companies and Indigenous organizations in regards to subsurface rights.

SCOPE

The Mining Recorder reports directly to the Director, Mineral and Petroleum Resources and is allowed a general freedom of responsibility over the management and administration of the Mining Recorder's Office (MRO). The Mining Recorder is supported by a team of seven individuals, four of which are direct reports. These four direct reports are the Mineral Rights Specialist, the Mining Records Clerk/Data Manager and two Deputy Mining Recorders.

The Mining Recorder's Office is responsible for the subsurface rights administration of Crown Land with regards to Mineral Resources. The Mining Recorder accepts and assesses applications for sub-surface rights against applicable Legislation and Regulations to determine the validity of the request and to approve or reject an application. In this way the Mining Recorder administers mineral, coal and dredging tenures and licenses.

The Mining Recorder is also charged with tracking these applications and their status in a database for future reference. The incumbent communicates the status of applications to clients, and if an application is rejected, provides an explanation and list of corrective measures that can be taken for the client to come within compliance.

The Mining Recorder works within a legislative framework which includes the Northwest Territories Mining Regulations, the NWT Coal Regulations, the NWT Dredging Regulations, the Northwest Territories Lands Act as well as settled Lands, Resources and Self-Government

Agreements within the NWT; Interim Measures Agreements; and the Devolution Final Agreement.

The Mining Recorder may also be involved in Land Claims processes or related inquiries and may serve as an arbitrator to come to an agreement between affected parties. In this way, the Mining Recorder works with private land owners and its own office, as well as representatives from the mining industry and members of the general community.

The Mining Recorder builds collaborative relationships with stakeholders to facilitate successful process development and program delivery.

As a Manager within Industry, Tourism and Investment (ITI), the Mining Recorder 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.

The Mining Recorder manages an annual budget of approximately \$1.08M.

RESPONSIBILITIES

1. Responsible for the administration of the Northwest Territories mineral rights and the registry of affiliated records.

- Enforces and interprets GNWT legislation and regulations concerning mining and mineral development in the NWT by administering tenure (e.g. permits, licenses, leases) established under the *Northwest Territories Mining Regulations, the NWT Coal Regulations and the NWT Dredging Regulations*, as applied for by a variety of clients.
- Administers oaths on affidavits and declarations as a Notary Public.
- Manages and maintains a registry of applications received, refused and abandoned as well as correspondence received and maintains current files on each claim, lease and permit.
- Reviews, processes and approves and/or rejects applications for mining dispositions after thorough evaluation for compliance with legislation and advises clients on corrective actions to bring applications into compliance, assists with interpreting legislation and makes recommendations as necessary.
- Creates and manages and/or facilitates contracts for goods and services in support of mineral management programs, including contract performance, conformance to schedule and contingency planning.
- Conducts informal dispute hearings, collects evidence and prepares reports and recommendations on formal protests and ministerial appeals, may testify in formal legal proceedings as required.
- Monitors the collection, care and control of revenue received, approximately \$5,000,000 yearly.



- Answers inquiries from and exchanges information with the public, applicants and federal and territorial government departments and agencies.
- 2. Builds collaborative relationships with stakeholders to facilitate successful policy development and program delivery.**
- Establishes and maintains a network of contacts and working relationships with federal and territorial government departments, private mineral rights managers, provincial mining recorders, clients and partners by having a thorough knowledge of their plans, activities and aspirations and how they relate to the administration of mineral rights.
 - Participates in legislative and regulation creating engagements with various internal and external clients to design appropriate terms and conditions for the issuance of mineral rights, including environmental and industrial benefits considerations. Advises stakeholders on regulatory requirements with respect to the mining regulations to ensure their compliance.
 - Develops, prepares and delivers formal presentations on mineral rights management in the NWT and provides training, guidance and advice and supporting materials to lands and mining staff, clients and partners.
 - Engages beneficiaries and designated organizations on the terms and conditions of resource rights issuances and benefits.
- 3. Leads the Mining Recorder's Office team, ensuring that approved divisional and departmental objectives and budgets are met in an effective manner while ensuring a continuous improvement philosophy.**
- Supervises, directs and monitors activities for the Mineral Rights Specialist, the Mining Records Clerk/Data Manager and the two Deputy Mining Recorders. Monitors and participates in all seven Mining Recorder's Office staff training, prepares performance evaluations and recommends training on learning plans.
 - 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. Participates in providing a Division and Department budget with regards to the MRO, and tracks financial progress.
 - Coaches and motivates staff to continually maximize team performance.
 - Creates and manages and/or facilitates contracts for goods and services in support of mineral management programs, including contract performance, conformance to schedule and contingency planning.

WORKING CONDITIONS

Physical Demands

Normal office environment.



Environmental Conditions

Normal office environment.

Sensory Demands

Normal office environment.

Mental Demands

This position is subject to high levels of stress related to competing priorities, dealing with confidential and politically sensitive information, dealing with members of the public and working to tight deadlines on a daily basis. Travel, including to NWT communities and occasionally remote locations, is required, approximately two days per month.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the concepts, principles, theories and application of mining rights legislation and common law such as established legislation, maps, policies, and procedures.
- Knowledge of the theories, principles and practices related to mineral rights and land management are required in order to provide expertise and guidance on more complex files.
- Knowledge of legal terminology and research methods, practices and procedures.
- Knowledge of human resource and project management principles and techniques to effectively manage staff and project teams.
- Knowledge of the techniques and practices of general accounting and reconciliation of revenue.
- Knowledge and understanding of methods and principles of research, statistical analysis.
- Knowledge of the information holding and document filing systems, principles and techniques stipulated by law to manage and maintain departmental records.
- Knowledge of the techniques and practices of map reading.
- Consultation and presentation skills to present findings to senior management and deliver training and presentations.
- Knowledge of a variety of automated systems and software.
- Knowledge of the role, responsibility, mandate, services, programs, regulations, requirements, organization and personnel of the MRO.
- Knowledge of other divisions/sections of the department that affect mineral tenure to exchange information and expertise.
- Knowledge of other government departments and agencies as they affect mineral tenure.
- Knowledge of mining industry, its problems, and effects of legislative and marketing conditions.
- Knowledge of various Indigenous land claim groups and of the historical relationship between the different levels of government, and knowledge of the legal, financial and social underpinnings which define these relationships.



- Knowledge of Indigenous subsurface rights management regimes on privately owned lands.
- Knowledge of the interrelationships between the mining industry, Indigenous groups and the various levels of government.
- Knowledge of GNWT Legislation and Regulations as they relate to Mining Recording and the Mining Industry as a whole.
- Knowledge of the various 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.
- Demonstrated interpersonal skills with colleagues, clients and other stakeholders.
- Demonstrated communication skills.
- Writing skills to write concisely, clearly and persuasively and befitting for various audiences.
- Listening and interpretation skills, as well as body language interpretation skills.
- Reading and comprehension skills.
- Speaking and presentation skills to communicate with clients, senior management, and colleagues, as well as other stakeholders.
- Negotiation skills are required to garner support for GNWT mining initiatives.
- Moderating, negotiating, facilitating, and conflict resolution skills are also required in informal dispute resolution.
- Ability to work closely in a team, in a cross-cultural environment.
- Ability to handle competing and conflicting deadlines through prioritization and optimizing team resources.
- 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, and five years of experience in this field with progressively increasing responsibility, including two years as a supervisor or manager.

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