



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Compliance and Enforcement	
Position Number	Community	Division/Region
63-14352	Yellowknife	Mineral and Energy Regulation Division

PURPOSE OF THE POSITION

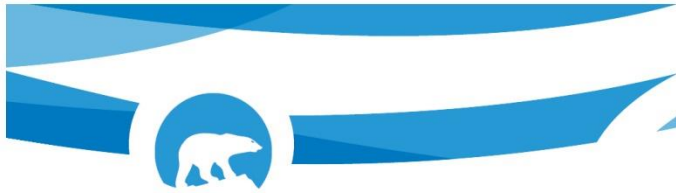
The Manager, Compliance and Enforcement is accountable for the design, implementation and ongoing governance of the GNWT's mineral and energy compliance and enforcement framework. The position ensures that enforcement approaches are legally sound, consistent, risk based and aligned with GNWT policy objectives, while safeguarding public confidence in the regulatory regime. The Manager exercises delegated statutory authorities as an Inspector and Peace Officer and provides authoritative advice to senior management on enforcement strategy, regulatory risk, and emerging compliance issues across the mineral and energy sectors.

SCOPE

The Manager, Compliance and Enforcement (Manager) reports to the Director, Mineral and Energy Regulation, and is responsible for overseeing the compliance and enforcement programs for the mineral and energy resources sectors. Based in Yellowknife, the Manager leads a distributed team across the GNWT that fulfils the legislated requirements for compliance and enforcement functions of the GNWT for mineral and energy projects.

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 Mineral and Energy Regulation Division is responsible for administration of mineral interests on public lands. The Manager operates in an environment characterized by legal, political, and economic sensitivity, where compliance and enforcement decisions may establish corporate, territorial or judicial precedents. The role requires the exercise of significant



judgment in balancing statutory obligations, public safety, Indigenous rights, industry impacts and reputational risk to the GNWT.

This position is formally designated as a Peace Officer and Inspector under applicable GNWT legislation and departmental authorities. The Manager exercises those authorities while delivering compliance and enforcement programs. As the Department's designated Peace Officer for the mineral and energy resource sectors, the Manager plans, develops, implements and continuously improves the GNWT compliance and enforcement program, including inspection planning, enforcement protocols, performance measures and reporting.

The Manager coordinates with the Office of the Regulator of Oil and Gas Operations (OROGO), and the Canada Energy Regulator (CER) for compliance and enforcement functions under Oil and Gas Operations Act (OGOA).

The Manager establishes program performance indicators (e.g., inspection coverage, non-compliance trends, enforcement outcomes), and monitors and reports results to Departmental leadership on a regular cycle.

The Manager leads the development and delivery of a GNWT-wide training and qualification framework for all staff with compliance and enforcement duties, ensuring consistency of procedures and competency across the GNWT.

The Manager coordinates cross-departmental integration of compliance and enforcement activities (e.g., cross-appointments, MOUs, shared procedures, and joint inspections) to present a coherent GNWT regulatory presence.

The Manager participates in legal and quasi-judicial proceedings (e.g., court or administrative tribunals) as a witness of fact or subject-matter expert and prepares files to support prosecutions in collaboration with legal counsel.

RESPONSIBILITIES

1. Leads the development, implementation, and continuous improvement of the GNWT's mineral and energy compliance and enforcement program, ensuring all regulatory activities are risk-based, legally defensible, and aligned with GNWT legislation, policy direction, and public interest objectives.

- Provides for the delivery of training plans and other tools to ensure that all employees who have compliance and enforcement responsibilities are trained and capable of carrying out their responsibilities.
- Develops and implements policies related to compliance and enforcement activities.
- Reviews new or existing legislation, policies and regulations, and identifies potential compliance issues.



- Works with the appropriate Division to address compliance issues in legislation, regulation, and policies.
 - Manages the overall implementation of the Mineral and Energy Resources Branch compliance and enforcement activities.
 - Ensures policies and programs are consistent across the Branch.
- 2. Provides authoritative advice and recommendations to Senior Management on mineral and energy enforcement strategies, systemic compliance risks, emerging industry issues, and required policy and legislative amendments.**
- Establishes cross-appointments and memorandum of understanding with other regulators for a comprehensive and coordinated regulatory framework.
 - Advises on delivery of the Department's enforcement and compliance program, and makes recommendations for continuous improvements, sustainability, and effectiveness.
 - Advises on staff requirements for peace officer qualifications and training and ensures these are met.
- 3. Exercises designated statutory authorities as an Inspector and Peace Officer by conducting mineral and energy inspections and investigations, issuing directions, notices and orders, requiring corrective actions, and determining appropriate enforcement pathways based on legal thresholds and risk assessments.**
- Plans, prioritizes and directs mineral and energy inspection and investigation activities across multiple regions and operational contexts responding to risk, statutory requirements and development conditions.
 - Conducts inspections and investigations; issues directions and orders to regulated parties as authorized; and documents findings in accordance with departmental procedures.
 - Collects, preserves, catalogs, and manages evidence (including documents, samples, photographs, and electronic records) consistent with evidentiary standards and chain-of-custody requirements.
 - Leads the preparation of mineral and energy enforcement and prosecution files ensuring compliance with evidentiary standards, accurate documentation, disclosure requirements and coordination with legal counsel.
 - Appears as a witness of fact or subject matter expert in legal or quasi-judicial proceedings related to mineral and energy enforcement matters.
 - Monitors compliance with petroleum interests and prepares notices, documentation and enforcement files required to support Ministerial Orders or Oil and Gas Committee proceedings.



- 4. Develops and maintains a GNWT-wide training and qualification framework to ensure employees performing mineral and energy compliance and enforcement duties meet required competencies, statutory designations and safety standards.**
 - Oversees the development, delivery, and evaluation of training plans, tools and learning resources supporting mineral and energy enforcement functions ensuring materials reflect legislation, operational needs, and diverse learning styles.
 - Tracks, analyzes, and maintains employee certification records related to mineral and energy enforcement authorities ensuring personnel maintain all required qualifications for delegated powers.
 - Provides expert guidance, coaching, and oversight to staff who conduct mineral and energy compliance and enforcement responsibilities supporting decentralized operations and consistent regulatory standards.
- 5. Streamlines business processes related to mineral and energy compliance and enforcement activities, optimizes workflows using GNWT enterprise systems, and ensures procedural manuals and operational guidance remain current and effective.**
 - Ensures the development, maintenance, and accuracy of guidance documents, manuals, and operational procedures supporting mineral and energy enforcement activity across the Branch.
 - Streamlines compliance and enforcement business processes with the use of enterprise systems.
 - Identifies and documents business rules and best practices for all aspects of the compliance and enforcement functions.
 - Works with other GNWT Departments on opportunities for process integration across other Departments.
- 6. Coordinates cross-departmental and inter-jurisdictional mineral and energy enforcement activities through cross-appointments, memoranda of understanding, and joint operational arrangements with partners such as OROGO, CER and other GNWT departments.**
 - Coordinates with OROGO and CER Safety and Conservation Officers on mineral and energy inspections, spill reporting, incident response, enforcement actions and verification of financial responsibility requirements.
 - Builds and maintains a coordinated network of practitioners engaged in mineral and energy regulatory enforcement enabling alignment, consistent interpretation of statutory authorities, and effective information sharing.
 - Leads a distributed network of staff across the GNWT with compliance and enforcement responsibilities.
 - Influences all levels of Departmental Management to ensure compliance and enforcement functions are prioritized and delivered.
 - Provides compliance and enforcement subject matter expertise.



- Establishes and maintains network for information and knowledge sharing across the Branch.
- Monitors compliance with petroleum interests, prepares Notices to Comply and Default Notices, and assembles records for Ministerial orders and Oil and Gas Committee proceedings.
- Coordinates with OROGO/CER Safety and Conservation Officers in inspections, enforcement actions, spill reporting, incident response, and verification of financial responsibility requirements.

7. Manages the resources and 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.
- Accountable for the effective stewardship of financial 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, ensuring they are complimentary to the division's and department's goals and objectives.
- Provides positive guidance and advice to Mineral and Energy Resources Branch staff.
- 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.

On occasion, conduct site visits that require walking over uneven or industrial terrain, extended standing, climbing stairs or platforms, and carrying inspection materials or documents up to ~20 lbs.

Environmental Conditions

Normal office environment for the majority of the time.

Field inspections may occur in underground or surface mining and energy processing environments with elevated noise, dust, vibration and variable temperatures; appropriate PPE is required.



Sensory Demands

Normal office environment.

Heightened attention to detail is required during inspections, evidence collection, and document review, including sustained visual focus and accurate record-keeping.

Mental Demands

Travel, including to NWT and other northern communities and occasionally remote locations, is required. Occasional overtime is also required and will be compensated according to the applicable employment agreement.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the concepts, principles, theories and application of mining and energy legislation and common law such as established legislation, maps, policies, and procedures.
- Knowledge of statutory authorities, enforcement powers, and compliance pathways under the MRA, PRA, and OGOA, including inspection authorities, order-making, administrative enforcement, and the role of the Regulator.
- Knowledge of compliance and enforcement frameworks in the mineral and energy resource sectors.
- Knowledge of statutory authorities, roles and procedures of Inspectors and Peace Officers in the context of mineral and energy regulation, including inspection, direction/order-writing, and enforcement file management.
- Knowledge of evidence handling, documentation standards, disclosure requirements and court/tribunal processes relevant to regulatory prosecutions.
- Knowledge of the theories, principles and practices related to mineral and energy rights and land management to provide expertise and guidance on more complex files.
- Knowledge of legal terminology and research methods, practices and procedures.
- Knowledge, or the ability to acquire knowledge of the information holding and document filing systems, principles and techniques stipulated by law to manage and maintain departmental records.
- Knowledge of GNWT Legislation and Regulations.
- Knowledge of mining and energy industries, their problems, and effects of legislative and marketing conditions.
- Interpersonal skills with colleagues, clients, and other stakeholders.
- Communication skills – written, oral, listening, non verbal
- Moderating, negotiating, facilitating, and conflict resolution skills.
- Speaking and presentation skills to communicate with clients, senior management, and colleagues, as well as other stakeholders.



- Ability to be appointed and maintain appointment as an Inspector and Peace Officer under applicable GNWT authorities, including maintaining required certifications (e.g., PAL where applicable) and fitness for duty.
- Ability to acquire knowledge of other divisions/sections of the department that affect mineral and energy tenure to exchange information and expertise.
- Ability to acquire knowledge of other government departments and agencies as they affect mineral and energy tenure.
- Ability to provide authoritative, risk informed advice to senior management on compliance, enforcement, and regulatory policy matters in a complex and evolving legal environment.
- Ability to obtain Peace Office Status.
- Ability to obtain a valid Firearms License (PAL) and legal ability to possess and use firearms.
- Ability to guide a distributed network of employees without direct authority over the positions.
- Ability to handle competing and conflicting deadlines.
- Ability to develop knowledge required for the position.
- 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 compliance, regulatory oversight, enforcement, audits or investigations in this, including one year of supervisory experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- 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.
- Must be able to be appointed as an Inspector and Peace Officer under applicable GNWT authorities, including maintaining required certifications (e.g., PAL where applicable) within XX months of hire, and maintain appointment throughout employment.
- Must be able to obtain a valid Firearms License (PAL) and legal ability to possess and use firearms.
- Class 5 driver's license is required.

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