



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Senior Mineral Administrator	
Position Number	Community	Division/Region
63-14353	Yellowknife	Mineral and Energy Regulatory Division

## PURPOSE OF THE POSITION

The Senior Mineral Administrator is responsible for providing subject matter expertise and advice in the review and development of recommendations related to regulatory approvals or rejections and the interpretation and implementation of NWT mineral development legislation. The Senior Mineral Administrator is also responsible for the review and accountable processing and maintenance of a wide variety of legal documentation for acquisition, maintenance and security of mineral dispositions, submitted by the mineral industry, financial receipts and deposits collected for the Regulatory Division, and for responding to inquiries from industry, the public, and governments. The incumbent carries out this work within the context of GNWT and federal legislation, regulations and policies in a manner that directly supports 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

Located in Yellowknife and reporting to the Deputy Mining Recorder, the Senior Mineral Administrator is responsible for reviewing submissions from the mining industry related to mineral rights. The Senior Mineral Administrator ensures that the required documents are in order and valid before reviewing and providing recommendations to the Deputy Mining Recorder for approval or rejection of applications. This position ensures that applications are documented, entered into the mining database, and that fees and deposits are paid in a timely manner.

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 regulated and managed to ensure that northerners receive maximum benefits from the sector while negative impacts are minimized and effectively mitigated.

The Regulatory Division is responsible for ensuring the effective, transparent, and accountable implementation of the NWT's resource development regulatory framework related to subsurface land interests and tenure and compliance with the *Mineral Resources Act* (MRA), *Oil and Gas Operations Act* (OGOA), and *Petroleum Resources Act* (PRA) and associated Regulations.

The Mineral Administration Unit acts as the statutory Office of the Mining Recorder and administers subsurface mineral interests on public lands in accordance with the MRA and associated regulations, settled land claim and self-government agreements, interim measures agreements, the Devolution Final Agreement, land use plans, Section 13 agreements under the *United Nations Declaration on the Rights of Indigenous Peoples Implementation Act* (UNDRIP), other relevant resource management legislation, and policies.

The Senior Mineral Administrator has financial accounting authority for all Office of the Mining Recorder revenue and extension deposit control matters. This includes receiving and processing payments from clients totaling on average \$5 million annually, and carrying out other selected transaction processes. These responsibilities must be fulfilled for each respective client with often competing priorities, timelines, and workload demands. The Senior Mineral Administrator is responsible for a final review of applications and financial transactions and makes recommendations to the Deputy Mining Recorder on applications. This position supervises the work of the Mineral Administrator, who assists with collecting and validating applications, as well as with the review process before final recommendation. As a mentor, the incumbent must show some management skills and must be able to train and supervise their work.

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. Adequate documentation supporting financial transactions is a requirement for this position. The role carries accountability for ensuring exemplary attention to detail and transactional integrity in all matters related to mineral tenure acquisition, security, and certainty. Fulfillment of these responsibilities is fundamental to maintaining the Department's reputation, reinforcing public trust, and supporting a resilient and prosperous NWT resource development sector.

## **RESPONSIBILITIES**

- 1. Reviews and processes various types of mineral rights related documents, maps, geospatial data, ensuring accuracy and adherence to the MRA and its Regulations, policies, agreements, land use plans, other relevant legislation, and business processes.**



- Maintains a registry of applications received, refused, and abandoned and documents received.
- Maintains a record file of each claim, lease, and permit.
- Prepares leases and renewals of leases, abstracts of records, and certified copies of documents.
- Reviews, processes, and recommends for approval or rejection to the Deputy Mining Recorder applications for mineral dispositions after thorough evaluation for compliance with legislation and other legal requirements.
- Calculates, collects, distributes, balances, and reports on revenue received from clients and maintains a financial accounting system, ledgers, deposit books, and refunds.
- Receives, reviews and processes work reports on mineral tenures and cost allocations of millions of dollars submitted by clients.
- Prepares correspondence and reports for clients, managers, and other departments and agencies and prepares legal documents for signature.
- Reads and interprets the National Topographic System, maps and reference material, and ensures permits, claims and leases are accurate on the department's mylar maps and digital and online mapping systems.
- Assists with research on background material, contributes to formal requests for legal opinions, and uses these opinions to recommend changes to policies and procedures.
- Assists in the development and maintenance of information sources, such as databases, registries, and third-party inventories.
- Assists with the research and summary of specific issues and complex files and provides recommendations to the Deputy Mining Recorder, senior management, and other divisions.
- Assists with the preparation of draft policies and procedures for the Regulatory Division.
- Participates on committees and project teams conducting research projects.

**2. Processes financial transactions (accounts receivable for revenue, and deposits) entered into GNWT financial systems, pursuant to applicable sections of the *Financial Administration Act (FAA)*.**

- Receives, reviews, and processes all financial revenue and deposits for the Office of the Mining Recorder, approximately \$5 million annually.
- Reviews documents to ensure accuracy in the recording of cheques and direct deposits and to ensure adequate documentation in support of transactions and reports.
- Provides daily financial reports and reconciliations and handover of the SAM receipts and revenue deposits with coding to ITI Finance personnel.
- Maintains a cash float in the Office of the Mining Recorder.
- Prepares financial metric reporting for monthly, quarterly, and annual reports for the Mineral Administration Unit budget and spending and tracks all rental payments in a Deferred Revenue Report.



- Provides support for SAM AP/AR Inquiry, GL deposit Inquiry, Project Costing, and Purchasing processes for the business unit.
  - Prepares and maintains Land Claim Rent payments for settled land claim groups.
  - Prepares and maintains all customer refunds of deposits and overpayments.
- 3. Coordinates the management of records for the unit to ensure safe handling and storage of government records, ensuring the Office of the Mining Recorder accurately and transparently maintains a public registry.**
- Maintains the file index and information retrieval system for the Unit.
  - Implements the Administrative Records Classification System.
  - Maintains an index of the public registry files and assists staff in assigning file numbers to documents.
  - Maintains an orderly and up-to-date filing system, including the opening and closing of files.
  - Files all documentation on a regular basis and in a timely manner.
  - Maintains a Bring Forward system for correspondence, reports, and other documents for the Unit.
  - Maintains all chronological files of the unit's transactions and correspondence.
  - Coordinates with Records Management on the disposition and retrieval of records.
  - Prepares and maintains records for records storage.
  - Liaises with the Records Management Coordinator for changes to procedures.
  - Works with the Records Management Coordinator to monitor the Unit's network drives ensuring electronic filing guidelines are followed.
  - Collect and reports weekly work data for the Office of the Mining Recorder.
  - Produces and distributes accurate mining activity statistics conducted throughout the NWT.
- 4. Provides advice to members of the public, industry, GNWT departments, Indigenous governments, and other levels of government on the interpretation of the MRA and associated Regulations and departmental policies, processes, and procedures.**
- Interprets and explains legislation, regulations, and policies to assist clients with acquiring and maintaining mineral dispositions and complying with the resource management regulatory framework in the NWT.
  - Interprets and explains legislation, regulations, and policies to Indigenous governments to support productive communication and engagement with industry.
  - Receives visitors, answers inquiries from and exchanges information with the public, applicants, and federal, territorial, and Indigenous governments and agencies.
- 5. Supervises staff in the daily execution of procedures and processes within the Mineral Administration Unit.**
- Trains and mentors mineral administrators and summer students.
  - Keeps statistics regarding workflow and volume.



- Supervises the work of Mineral Administrators and summer students.
- Fulfills duties and responsibilities of Mineral Administrators and the other Senior Mineral Administrator during staff absences and vacancies.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent regularly interacts with disgruntled members of the public, external government representatives, and clients, who may not understand or be satisfied with regulatory registration or filing requirements or timelines.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the resource development sector and resource management regulatory framework in the NWT.
- Knowledge of the application of mineral rights legislation, regulations, policies, procedures, and principles.
- Knowledge of the techniques and practices of the National Topographic Mapping System, departmental maps and reference material.
- Knowledge and understanding of methods and principles of research methods and statistical analysis.
- Knowledge of the methods and techniques of human resources management to mentor and supervise staff.
- Knowledge of accounting and reconciliation practices for tracking revenue.
- Knowledge of legislated fee and deposit schedules as it relates to mining tenure.
- Knowledge of data entry, manipulation and retrieval techniques for a variety of automated systems.
- Knowledge of other legislation, policies, negotiations, legal requirements, and areas of government that affect mineral tenure.
- Knowledge of mineral industry goals and problems, as well as the effect of legislation on its operations and mining terminology used within the industry.
- Knowledge of the principles and best practices associated with demonstrating Corporate Social Responsibility in the mining sector.



- 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, both finalized and under negotiation, that affect jurisdiction, rights, and legal obligations and processes in the NWT.
- Knowledge of subsurface and surface rights, interests, and tenure legal frameworks in the NWT.
- 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 interrelationships between the mining industry, Indigenous groups and the various levels of government.
- Knowledge of current events, political factors, and issues of the day affecting the NWT.
- Knowledge of public and Indigenous engagement practices.
- Knowledge of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Problem-solving skills to synthesize and interpret complex information, identify cross divisional and departmental linkages, and assess risk and opportunity.
- Organizational, prioritization and planning skills to meet deadlines and manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Research and analytical skills.
- Oral and written communications skills to effectively convey messages and provide clarity to communications including on legislation, regulations, policies, and procedures, 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.
- Strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze, synthesize multiple concepts and priorities, make feasible recommendations, and write reports.
- Listening skills to assist communication with a variety of stakeholders.
- Reading and comprehension skills.
- Ability to work independently without supervision and take initiative.
- Ability to work closely in a team, in a cross-cultural environment.
- Ability to prepare reports.
- Ability to analyze complex situations with changing political and economic factors.
- Ability to acquire knowledge and develop skills to review, analyze, and contribute to the development and implementation of complex legal instruments such as legislation and regulations, including an understanding of case law research practices.
- 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 excellent 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.
- 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, diplomatic manner and ability to work in a politicized environment.
- Ability to work effectively with team members from a variety of backgrounds and cultures.
- Understanding of 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 high school diploma, and two years of relevant 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