



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Database Specialist	
Position Number	Community	Division/Region
63-14357	Yellowknife	Mineral and Energy Regulatory Division

PURPOSE OF THE POSITION

The Database Specialist is responsible for ensuring the integrity of the mineral and energy-related subsurface tenure databases that support administration of third-party rights and interests, including the development of policies, objectives, strategies and technical standards, the preparation and publishing of information (statistics, reports, maps and databases in paper and digital format), and making information available to the public in an accessible manner and on a timely basis. The incumbent carries out this work within the context of Government of the Northwest Territories' (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 NWT resource development sector.

SCOPE

The Database Specialist (Specialist) is located in Yellowknife and reports to the Manager, Data and Information. The Specialist is responsible for the development, implementation, maintenance, and ongoing evaluation of the Regulatory Division's subsurface tenure datasets.

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 Specialist's primary responsibility is the data management and control of the mineral and energy-related tenure information systems for the Division by ensuring integrity of the data and verifying data input. This information is used by staff, industry, and management to provide readily available mineral tenure information to determine availability of mineral rights, ownership of claims and mineral leases, and permits. Industry uses this information to make decisions on exploration and land use; staff and management use this information for responding to enquiries and the general business of the Division. The Specialist operates in a complex multijurisdictional environment that includes Indigenous governments with self-government authorities, federal regulators, interdepartmental GNWT partners, and private industry.

The Specialist supports the development and implementation of information management and information technology systems and solutions for mineral and energy-related subsurface land tenure administration. Critical for successful implementation is the availability of modern electronic data and information and management systems to collect and allocate mineral (third party) rights. Outdated systems erode functionality, create unnecessary costs and delays, and will detract industry from conducting business in the NWT. Modern technology for administrators and clients is critical for maintaining and enhancing the NWT's efficiency and competitiveness in the mineral and energy sectors. Information systems and information technology solutions cover all aspects of mineral rights and build mineral resources administration capacity for governments, industry and the public, ensuring a modernized information system for mineral interest management and administration.

The Specialist works closely with colleagues within the Division, Information Systems Shared Services (ISSS), Technology Service Centre (TSC), and vendors. The incumbent also works closely with ITI Divisions, such as Mineral and Energy Royalties and Beneficiation (MERB), the Northwest Territories Geological Survey (NTGS), and the Mineral and Energy Strategy Division (MESD).

The Specialist determines when issues should be escalated to a higher level and monitors their own work competently within limited deadlines and according to relevant standards and procedures. 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. The ability to build and maintain relationships and work in a collaborative manner with colleagues across the GNWT is essential to ensure success. This role is accountable for delivering its mandate effectively in order to sustain the Department's reputation, reinforce public trust, and contribute to a strong and stable resource development sector in the NWT.



RESPONSIBILITIES

- 1. Manages and controls daily data input in mineral and energy-related information systems.**
 - Manages, controls and administers SAP Business Intelligence reporting tool data catalog associated with the Mineral Information and Tenure System (MITS) database for use in preparing ad hoc and scheduled reports.
 - Manages and controls historical and current information in MITS to ensure accurate and timely responses to public inquiries and requests of a statistical nature.
 - Creates ad hoc and standard reports using available report building tools, including SAP within the GNWT to assist staff in providing information regarding mineral and energy activities.
 - Assists staff in recommending appropriate training courses for computer software.
 - Ensures data integrity of ITI website resource development land tenure information, working with the Public Affairs and Communications staff to ensure consistent operation.

- 2. Provides oversight and project management of changes or adjustments to Division applications.**
 - Liaises with ISSS staff on proposed changes or adjustments to MITS.
 - Troubleshoots electronic media, printers, computers and scanners for the Division as it relates to the MITS and Mineral Administration and Registry System (MAARS) databases.
 - Ensures data quality and integrity by verifying problems identified by staff.
 - Prepares and is project manager for all contracts or change requests related to MITS and MAARS.
 - Coordinates the testing of new software versions for MITS, Mineral Tenure Map Viewer and MAARS.

- 3. Supports the implementation of the MRA and the operationalization of new information management systems and information technology solutions by contributing advice, expertise, and recommendations.**
 - Researches, analyzes, and develops recommendations.
 - Review actions or proposals to determine the impact on mineral tenure data systems.
 - Conducts analysis and formulates advice on new regulation and data management systems and contributes to the Department's recommendations for consideration by Senior Management.

- 4. Supports the development of legislation, regulation, policies, and strategies.**
 - Participates in task teams as a subject matter expert on the current MITS and Mineral Tenure Viewer databases in order to ensure a smooth transition from MITS to MAARS.



- Participates in task teams as a subject matter expert to ensure smooth transitions to future application systems related to mineral and energy interests and tenure.
 - Analyzes and provides inputs and recommendations for the design and management of existing and new regulations, applications, databases, and guidelines related to the Division's responsibilities.
 - Troubleshoots and provides guidance for system applications and solutions.
- 5. Manages statistical information and other reports that are generated by the Division.**
- Makes non-privileged information available to the public.
 - Provides analytical support and statistics for Mining Recorder and divisional reporting.
- 6. Ensures the integrity, confidentiality, and security of highly sensitive information such as industry reports, summaries, submissions and materials by developing and implementing appropriate controls systems.**
- Ensures the security and protection of privileged information.
 - Develops and maintains a business resumption plan for mineral and other subsurface tenure digital data.
 - Responsible for processing client refunds, forfeitures, and financial reporting of the revenue for the Mining Recorder.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of database theory, design principles, modeling, and administration.
- Knowledge of principles and practices of project management to plan, organize and coordinate the activities of a project team that includes contractors, related to information technology and information management systems.



- Knowledge of the software development lifecycle, as well as the various methodologies including predictive (plan-driven) approaches or adaptive (iterative/agile).
- Knowledge of records management and information management principles, including statistical information, documents and technical reports, and physical specimens.
- Knowledge of legislation, regulations and policies that pertain to the management of mineral and energy surface and subsurface rights.
- Knowledge of information management applications.
- 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.
- Writing, presentation, and public speaking skills are needed when providing training to employees on various information technology and information management applications.
- Verbal and written skills to be able to convey complex technical issues to a non-technical audience.
- Project management, organizational, and time management skills.
- Ability to work independently without supervision and take initiative.
- Ability to acquire knowledge of departmental mandate, goals and objectives, priorities and strategies.
- Ability to manipulate and retrieve data from automated systems and various application software and spreadsheet applications.
- Ability to handle and safeguard complex, sensitive, and confidential information with integrity, judgement, discretion, and professionalism.
- Ability to read and comprehend two dimensional, three dimensional spatial and graphical information such as maps.
- Ability to build and maintain excellent working relationships with colleagues.
- 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 bachelor's degree in computer science, information management systems, Geographic Information Systems, business administration, or a related field and two (2) years



of directly relevant experience in database design, implementation, administration, and project management.

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