



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Mineral Administrator	
Position Number	Community	Division/Region
63-14358	Yellowknife	Mineral and Energy Regulatory Division

PURPOSE OF THE POSITION

The Mineral Administrator is responsible for providing advice and assistance related to regulatory approvals, reviewing and processing documents for the acquisition, maintenance and security of mineral dispositions, as well as the entry and processing of all financial receipts and revenues collected by the Mineral Administration Unit. 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, with day-to-day supervision by the Senior Mineral Administrator, the Mineral Administrator is responsible for accepting and processing applications regarding mineral tenure. This involves communication with the mining industry, but also a thorough examination and analysis of documentation to ensure compliance with applicable legislation, regulations, policies and procedures. The incumbent is also responsible for ensuring applications are properly accounted for in the Division's mineral information system 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 Mineral Administrator has financial accounting authority for 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 Mineral Administrator submits applications and financial transactions to the Senior Mineral Administrator for review and recommendation for approval or rejection. In the process of analyzing the application, the Mineral Administrator provides advice and insight into the application that assists the Senior Mineral Administrator in making a recommendation on the file.

The incumbent has a high level of day-to-day latitude and accountability, subject to broad practices and procedures covered by functional precedents, policies, and supervisory direction. Adequate documentation supporting financial transactions is a requirement for this position. This role carries responsibility for maintaining high standards of accuracy and transactional integrity to enable sound decision-making related to mineral tenure acquisition, security, and certainty. Accountable execution of these responsibilities is essential to the Department's credibility, public trust, and positive economic outcomes across the NWT.

RESPONSIBILITIES

- 1. Reviews and processes various types of mineral tenure 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.**



- Receives, reviews and processes various types of applications and documents related to mineral dispositions to ensure compliance with resource management legislation, and inputs these into and maintains mineral information systems.
 - Calculates variables to receive fees and deposits and process applications submitted by clients as required in accordance with legislation, policies, and procedures.
 - Collects, distributes, balances, and reports on revenue received and maintains a financial accounting system, ledgers, deposit books and refunds.
 - Receives, reviews and processes work reports on mineral tenures, including cost allocations of millions of dollars submitted by clients.
 - Interprets and explains legislation, regulations, and policies to assist clients, Indigenous governments, and other departments and agencies.
 - Prepares legal documents for signature.
 - Reads and interprets the National Topographic System, geospatial data, various departmental maps, reference material, and online map staking information.
- 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 financial revenue and deposits 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.
 - Responsible for maintaining 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, maintain all the rental payments into a Deferred Revenue Report
 - Provides support for SAM AP/AR Inquiry, GL deposit Inquiry, Project Costing, and Purchasing processes for the business unit.
- 3. Coordinates the management of records for the unit to ensure safe handling and storage of government records.**
- 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 a chronological file of the Unit's financial transactions and related 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.

4. Provides front-end receptionist support.

- Plans and coordinates position duties with fellow employees.
- Carries out special projects.
- Helps train and gives guidance to new, term and casual staff.
- Receives screens and responds to visitors, telephone calls, email and fax.
- Photocopies, files, binds and arranges for microfiche retrieval.
- Retrieves mail and processes all incoming and outgoing mail for the Unit.
- Ensures all printers and plotters are maintained and supplied with consumables.
- Runs errands such as deliveries, pick-ups, and supply purchases as needed for the unit.

5. Provides administrative assistance support to the unit.

- Provides administrative support to the Division as needed.
- Processes payments for purchases or services under \$5000 for the Division using a GNWT purchasing card (visa).
- Provides accurate data that will serve to forecast resource requirements and develop the budget.
- Monitors the budget, tracks resource expenditures and variance, and advises the Manager, Mineral Administration of funding pressures.

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 government accounting and reconciliation practices in revenue receipt and reporting.
- Knowledge of data entry, manipulation, and retrieval techniques for a variety of automated systems.
- Basic mathematical knowledge to properly assess fees and deposits.
- Knowledge of records and information systems.
- 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 current events, political factors, and issues of the day affecting the NWT.
- Knowledge of mineral industry goals and common issues.
- 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.
- Organizational and planning skills and the ability to work to deadlines, prioritize, respond effectively to frequently changing deadlines.
- Research and analytical skills.
- Oral and written communications skills to effectively convey messages and provide clarity to communications on complex issues, using plain language, diplomacy, tact, and good judgement.
- Interpersonal skills to build or maintain working relationships.
- Listening skills to interact with clients and colleagues and to understand their concerns, including reading body language.
- Reading and comprehension skills in screening and analyzing applications.
- Interpreting skills to aid clients and staff with breaking down complex issues.
- Ability to work closely in a team, in a cross-cultural environment.
- Ability to acquire knowledge of the National Topographic Mapping System, departmental maps and reference material.
- Ability to acquire knowledge of a wide range of application formats, procedures and practices required by different parts of legislation, as well as the policy to record, renew, and complete mineral claims applications and information.
- Ability to acquire knowledge of legislated fee and deposit schedules as it relates to mineral tenure, claim, lease, and permit records.



- Ability to acquire knowledge of legislation, policies, negotiations, legal requirements, and areas of government that affect mineral tenure.
- 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 and interpret legislation and policies.
- Ability to represent the organization and its positions accurately and professionally, while developing and maintaining effective relationships with clients and Indigenous governments.
- Ability to work with people in an effective, tactful, diplomatic manner.
- 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 one year 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