Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Senior Advisor, Mineral and Energy Audit	
Position Number	**Community**	**Division/Region**
63-14639	Yellowknife	Mineral and Energy Royalties and Beneficiation

PURPOSE OF THE POSITION

The Senior Advisor, Mineral and Energy Audit is accountable for supporting royalty submissions and other mandatory reporting requirements to ensure that they are in compliance with the *NWT Mineral Resources Act* and the *NWT Mining Regulations*, the *Petroleum Resources Act* and *Petroleum Lands Royalty Regulations.*

SCOPE

The Senior Advisor Mineral and Energy Audit (the Senior Advisor) is located in Yellowknife and reports to the Manager, Mineral and Energy Audit (the Manager). The Manager is responsible for executing audit processes to verify that mineral and petroleum royalty submissions, as well as other legislated reporting, comply with the NWT Mineral Resources Act and the NWT Mining Regulations, the Petroleum Resources Act, and the *Petroleum Lands Royalty Regulations*. In doing so, the Senior Advisor also plays an important role in supporting the development and interpretation of resource-royalty policy and regulations in the Northwest Territories (NWT).

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 Senior Advisor works within a complex legislative and regulatory framework. These instruments are highly technical and often interdependent, and their interpretation can be challenging, requiring careful analysis and sound judgment. The ability to accurately interpret and apply legislation, especially when provisions are nuanced or ambiguous, or require reconciliation across multiple statutes, is essential to ensuring the proper and consistent administration of the royalty regime.

The Senior Advisor schedules, coordinates, and participates in the year-end audits of mineral and energy resources as required. This includes audits of rough diamonds held in inventory by mine operators. These year-end audits may take place in various locations, including India and Belgium. The Senior Advisor is required to make decisions on behalf of the GNWT during these year-end valuations, acting autonomously and using judgment. Additional year-end valuations will be required as new mineral and energy projects come online.

The Senior Advisor receives annual royalty returns from mine operators and petroleum operators, ensures that correct payments are received, and reviews the company's filings for compliance with applicable regulations.

The Senior Advisor conducts audits of the operator's royalty returns to provide an opinion on whether they have been completed in compliance with the criteria established in the regulations. In providing this opinion, the Senior Advisor gathers evidence to determine whether the royalty returns contain material errors or omissions. When errors or omissions are identified, the Senior Advisor presents them to the operator and investigates the issue, including collecting sufficient and appropriate audit evidence, to determine whether an adjustment is required. The Senior Advisor's audit work has a direct financial impact on the GNWT. Additional resource revenues are collected as a direct result of the audit of royalty returns, based on the adjustments proposed by the Senior Advisor. Between 2014 and 2024, $19 billion worth of diamonds were produced in the NWT, and approximately $338 million in royalties were paid. Annually, the audit group is responsible for the audit (based on 2020 -2024 annual average) of revenues of approximately $1.7 billion, operating costs of $1.3 billion, and capital additions of $0.2 billion.

The Senior Advisor requires critical thinking skills to interpret an operator's financial and inventory data from the operator's independent systems, often provided in inconsistent formats, an exercise complicated by the operator's typical staff turnover.

The Senior Advisor provides input into the development of procedures, systems, and processes related to mining royalty collection. They also contribute to refining policies, processes, documentation, and communications for the division.

The Senior Advisor must ensure the integrity, confidentiality, and security of highly sensitive information, including complex royalty records, reports, summaries, submissions, and materials, by developing and implementing appropriate control systems.

The Senior Advisor collaborates closely with the rest of the Division and with colleagues across the Department, particularly Policy, Planning, Communications, and Analysis, Mineral and

Energy Strategy Division, and the Northwest Territories Geological Survey. The Senior Advisor also works with colleagues in the Department of Finance, the Office of the Auditor General, and third-party valuation contractors.

While this work is performed under the direction of the Manager and within the framework of legislation, policies, and processes, significant judgment is required in the application of valuation and audit processes, sometimes requiring immediate decisions to be made without Management support. Diplomacy and tact are required to interact with operators and other stakeholders.

RESPONSIBILITIES

1. **Leads the development of comprehensive planning, fieldwork, and reporting of audits of mining and petroleum royalty returns.**
   - Receives mining and petroleum royalty returns and ensures collection of associated revenue.
   - Ensures that mining and petroleum royalty returns are compliant with Regulations and royalties payable are maximized by undertaking a compliance audit and quality assurance review of the royalty returns.
   - Liaises with mining and petroleum companies on proposed adjustments and makes revisions as required.
   - Prepares a final audit report and assessment letter detailing the audit adjustments and financial impact on the operators.
   - Prepares a clear and concise report for review by the Manager of any issues to be followed up on during future audits.
   - Prepares sufficient and appropriate working papers that effectively convey procedures performed, audit evidence obtained, and associated results.

2. **Supports regular and year-end rough diamond valuation processes.**
   - Assists with the preparation of the contract with the third-party valuator.
   - Assists with the regular valuation of rough diamonds prior to their export from the NWT at the mine operator's sorting and valuation facilities in Yellowknife.
   - Addresses any disagreements between the third-party valuator and the operator with respect to the valuation of the diamonds and escalates issues to the Manager as required.
   - Reviews the third-party valuator's report and the information provided by the company on the valuation results and communicates any issues or concerns to the Manager.
   - Participates in the year-end diamond valuations in Antwerp, Mumbai, and Visakhapatnam in order to assess the value of inventories for royalty purposes.
   - Selects samples, interprets complex and often inconsistent data from operators, and manages contractor requirements, often under little or no supervision by the Manager.
   - Provides information as required to meet the GNWT's Kimberley Process obligations and liaises with Natural Resources Canada as required.

- Keeps up-to-date on the diamond industry (for example, diamond prices, offer vs. demand, companies operating in the market, sales methodologies, DTC box prices, diamond exploration projects, security, branding, etc.).

3. **Supports the audit of royalty returns from mineral and petroleum operations and conducts reviews of mineral and petroleum regulatory documents.**
   - Supports audit programs and procedures that are used to conduct the office and field audits of royalty returns.
   - Ensures compliance with audit legislation, adherence to policies and procedures, and recognized audit principles and procedures.
   - Provides input to the unit's annual audit plans and programs, including confirmation of risk areas and audit focus.
   - Ensures that tracking of audits, issues, and other business information is up-to-date and that reporting is timely and meets the needs of the organization.
   - Administers audit contracts, ensuring the deliverables are as agreed and verifying invoices for payment.
   - Audits procedures and controls that safeguard critical and highly sensitive records and information.
   - Enforces compliance through statutory inspection powers, including the authority to search, inspect, and seize relevant mine plans, records, and documentation as permitted under the *Mineral Resources Act.*

4. **Supports the audit of monitoring agreements with Approved NWT Diamond Manufacturers (ANDM)s.**
   - Audit of business reports provided pursuant to the DPF.
   - Audits business plans for ANDMs.
   - Audits the chain of custody of purchased rough diamonds made available through the beneficiation agreements and manufactured in the NWT.
   - Physically monitors the checking in and out of diamonds at the local facilities.

5. **Contributes to the development, implementation, monitoring, and continuous improvement of royalty-related legislation, policies, procedures, and methodologies.**
   - Ensures that applicable acts, regulations, and policies are adhered to internally and by mining companies.
   - Implements the division's systems and processes for the collection of royalties and the valuation process, participating in the development of related policies, regulations, guidelines, and best practices, and contributing to the refinement of processes and practices by identifying opportunities for improvement.
   - Develops a list of issues related to the application of royalty-related legislation/regulations and associated options/scenarios where regulatory and

guideline changes are recommended and elevates these recommendations to the Manager.

- Contributes to the development and implementation of mining and petroleum royalty policies and procedures.
- Reviews the results of audits to identify any need for regulatory amendments.

WORKING CONDITIONS

Physical Demands

Most responsibilities are managed in a normal office environment. Travels to remote mine sites in small aircraft once per year.

Periodic trips to local (Yellowknife) diamond manufacturing operations and diamond sorting facilities are required as part of the duties of the position. These trips require the incumbent to participate in search protocols imposed by external operators.
This position travels to India and Belgium on long-haul flights. Travel overseas may require immunizations against disease, which are mandatory in some countries.

Environmental Conditions

Travel domestically and internationally is required. The incumbent will travel to Belgium once per year and to India every five years.

May visit underground mining operations. The incumbent is occasionally subjected to manufacturing plant conditions, such as dust, dirt, and air particles.

Sensory Demands

The incumbent may experience eye strain when performing valuations as they are required to count and weigh large volumes of small diamond packages.

Mental Demands

This position involves high-profile, politically sensitive issues. Consequently, the incumbent is often placed in difficult and awkward positions dealing with proponents, the public, and government officials.

Confidentiality and discretion are critical in the management of resource royalties. The incumbent must sign a confidentiality agreement and disclose all conflicts of interest (real and perceived).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the processes and requirements related to diamond manufacturing, distribution, and certification.

- Knowledge of principles of auditing, accounting, financial planning, taxation, and contract administration; ability to apply those principles to the development, application, and tracking of processes related to royalty, audit, and administration.
- Knowledge of the NWT mining and petroleum royalty regimes and associated legislation and processes.
- Knowledge of conflict resolution and demonstrated ability to resolve issues and challenges on the team or with stakeholders with tact and diplomacy.
- Knowledge of diamond value-added industries.
- Knowledge of policy and program development in a government environment.
- Knowledge of federal and GNWT taxation and trade authority and responsibilities as they relate to diamond value-added industries.
- Knowledge of existing GNWT strategies and policies, especially those that impact on the development of diamond value-added industries.
- Knowledge of exploration and development activities and practices, as well as industry accounting practices.
- Knowledge of financial management best practices with the GNWT to manage resources in a sustainable manner.
- Knowledge of the techniques and practices used in the diamond industry (including the DTC system, cutting and polishing, and the Kimberley Process).
- Knowledge of the use of MS Operating Systems, MS Office, Internet, and Email applications with a focus on database and presentation software.
- Organizational skills to accurately maintain unique databases related to diamond value-added activities, analyze business records, conduct inspections, coordinate audits, and adapt new and changing processes and procedures related to the diamond certification and monitoring program.
- Verbal, graphic presentation and writing skills to effectively interact with government officials and businesses.
- Project and contract management skills.
- Policy development and analysis skills.
- Analysis andjudgment skills to synthesize, interpret, and communicate data and information.
- Ability to develop and manage audit plans and administer contracts.
- Ability to communicate complex subjects clearly and concisely, in writing and orally.
- Ability to exercise tact and diplomacy in dealings with colleagues, operators, and external stakeholders.
- Ability to handle and safeguard complex, sensitive and confidential information with integrity, judgment, discretion and professionalism.
- Ability to develop the 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 the required authorities and qualifications within agreed timeframes.

- 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:
A combination of an undergraduate degree in a related field (commerce, finance, or accounting); a recognized Canadian accounting designation (i.e., CMA, CGA, CA, or CPA), or advanced standing towards one; and a minimum of two (2) years of current, related experience.

Specialized training in diamond valuation is required for this position, but can be acquired post-hire.

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