



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Socio-Economic Benefits Specialist	
Position Number	Community	Division/Region
63-15911	Yellowknife	Mineral and Energy Strategy Division

PURPOSE OF THE POSITION

The Socio-Economic Benefits Specialist is responsible for providing expert analysis, advice and project management related to socio-economic programming in the mineral and energy resource industries, supporting Government of the Northwest Territories (GNWT) efforts to maximize Northern and Indigenous socio-economic benefits, mitigate adverse impacts from mineral and energy resource development, and advance the GNWT's strategic, legislative, and economic objectives. Operating in a context of economic constraint and competing projects, the position aligns socio-economic advice and project management with departmental priorities and ensures projects and activities also result in fulsome benefits for Indigenous governments, communities, and NWT residents and businesses as a whole. The incumbent carries out this work within the context of GNWT legislation, regulations and policies and the socio-economic context of the NWT in a manner that directly affects 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

The Socio-Economic Benefits Specialist is located in Yellowknife and reports to the Manager, Socio-Economic Benefits. The Specialist supports GNWT-wide socio-economic benefit mechanisms that influence major resource development projects and territorial economic outcomes. The position interprets legislation, supports negotiating binding socio-economic commitments, facilitates the negotiation of external benefit agreements, and represents GNWT positions in regulatory and consultation processes with significant economic, political, and cultural implications.

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 Northwest Territories' economy and socio-economic wellbeing. 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 Strategy Division develops and delivers strategy, regulations, policy, programs, and services related to minerals and energy exploration, development, and transportation to market to ensure mineral and energy development remains a foundational contributor to the NWT economy in a manner that results in meaningful benefits to NWT businesses and residents.

The Socio-economic Unit is responsible for the design, negotiation, implementation, and evaluation of socio-economic policy tools – particularly Socio-Economic Agreements (SEAs) and socio-economic regulations under the Mineral Resources Act (MRA), and for facilitating the negotiation of external benefits agreements between industry proponents and Indigenous governments. The Unit advances GNWT-wide socio-economic benefit mechanisms that influence major resource development projects and territorial economic outcomes, and ensure NWT Indigenous governments, communities, residents and businesses can maximize benefits from resource development projects.

The Specialist is responsible for providing expert analysis, advice, and project management related to the development of GNWT socio-economic positions and strategies for industrial and resource development projects. This includes providing advice, analysis, and recommendations on the socio-economic components of the EA process as well as the negotiation, establishment, management, and evaluation of SEAs with resource development companies. The position also supports engagement between industry proponents and Indigenous governments and encourages the negotiation of benefit agreements to ensure compliance with NWT resource development legislation.

The Socio-Economic Benefits Specialist conducts in-depth research and analysis concerning the agreements. The Specialist engages and liaises with key stakeholders including Indigenous governments, communities, government departments, industry, and the public on an ongoing basis to gather input and communicate the GNWT's position and priorities concerning SEAs and other related issues. The engagements are of a political and sensitive nature that require a significant level of tact and diplomacy. Political risk is associated with miscommunications, misinformation, or insensitive engagements and communications.



The Socio-Economic Benefit Specialist monitors, evaluates, and reports on complex SEAs including overseeing mandated annual reporting from resource development companies and identifying and making recommendations on areas where requirements are not being met.

The Specialist contributes to the development, implementation, and management of socio-economic regulatory processes under the *Mineral Resources Act*, which have long-lasting impacts on how resource development occurs and will ensure socio-economic benefits for northern businesses, employees, and communities. The Specialist is the GNWT content expert in the development of the regulations which also involves conducting in-depth research; engaging and liaising with key stakeholders; and collaborating with the NWT Intergovernmental Council in the drafting of the regulations.

The Specialist must understand NWT resource development legislative requirements and socio-economic risks and benefits of resource development as well as the negotiation, management and evaluation of environmental assessments, SEAs, and benefit agreements. The Specialist works collaboratively with colleagues within ITI, particularly in the divisions of Policy, Planning, Analysis and Communications, Mineral and Energy Royalties and Beneficiation, and the NWT Geological Survey. The Specialist also regularly works with GNWT colleagues in the Departments of Finance, Justice, Executive and Indigenous Affairs, and Environment and Climate Change. The incumbent must maintain working relationships with and may negotiate with representatives from Canada-Indigenous Relations and Northern Affairs Canada (CIRNAC), Natural Resources Canada, Canadian Northern Economic Development Agency, NWT Indigenous governments and Indigenous organizations, and industry. The Specialist also represents the GNWT in various forums and liaises with Indigenous governments and organizations, businesses, other organizations, agencies and governments to further the socio-economic goals of the GNWT.

The Specialist manages a myriad of diverse projects and people to collaborate on simultaneous initiatives, each project being at different stages of development, approval, review or evaluation, and requiring considerable project management expertise.

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 Department, GNWT, other governments, and industry 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. Participates in the development, negotiation, analysis and evaluation of Socio-Economic Agreements to maximize resource development benefits for northern peoples, businesses, and communities.

- Develops strategies, policies and planning tools related to the development and implementation of SEAs.
- Provides expert advice to senior management and decision makers regarding GNWT positions and priorities on the negotiation and implementation of SEAs.
- Participates as the content expert in the negotiation of SEAs between Senior GNWT Managers and Senior Industry Representatives.
- Ensures that SEAs provide maximum local and northern involvement and benefit in terms of employment, training, business involvement and cultural consideration.
- Conducts in-depth research and analysis on SEAs (or similar agreements) in other jurisdictions as well as the impacts and benefits of resource development and SEAs on northern populations and communities.
- Plays a lead role in stakeholder engagement sessions, particularly with Indigenous governments and organizations, related to expectations and joint positions on SEAs
- Consults with other Departments and Canada to establish government-wide positions and ensure communication and coordination of participation in SEA negotiations and implementation.
- Conducts ongoing risk assessment and risk management functions related to the negotiation and implementation of SEAs.
- Conducts ongoing monitoring and evaluation of the implementation and management of SEAs to ensure obligations are being met.
- Provides contract interpretation and make recommendations on areas of disagreement or dispute concerning SEAs.
- Oversees the completion of mandated annual reporting on each of the SEAs.
- Conducts retrospective analysis of SEAs to inform decision makers of trends and opportunities for improvement in future agreements.

2. Supports the development, implementation, and evaluation of legislative regulations, in collaboration with the NWT Intergovernmental Council, to ensure maximization of Indigenous and Northern benefits from resource development projects.

- Provides expert technical advice on the regulatory review process for the development, implementation and enactment of new regulations related to the negotiation and implementation of SEAs and benefit agreements under the MRA.
- Conducts research and analysis on socio-economic benefit best-practices to support and identify priorities/options for the new regulations.
- Conducts wide ranging and in-depth engagement sessions with stakeholders, and particularly Indigenous governments and organizations and industry, to gather input on



the regulations.

- Plays the primary GNWT role in preparing policy intention documents and drafting instructions for regulations in collaboration with the NWT Intergovernmental Council.
- Works closely with the Policy, Planning, Communications, and Analysis Division and the Department of Justice to ensure the newly developed regulations meet legislative requirements and policy intentions.
- Provides the final review of draft regulations for submission to departmental senior management, Minister, and/or Legislative Assembly Standing Committees.
- Prepares IGC and Ministerial briefing materials for use in seeking development and approval of regulations.
- Prepares materials for presentation to NWT Legislative Assembly Standing Committees on the development of regulations.
- Prepares and reviews Executive Council and Financial Management Board submissions to support the development, approval, and implementation of regulations.

3. Leads the analysis of socio-economic aspects of the Environmental Assessment (EA) process and for the broader resource management regulatory framework.

- Acts as the GNWT lead in the review and assessment of socio-economic components of EA submissions required as part of the NWT resource management regulatory process.
- Engages and liaises with key partners and stakeholders including Indigenous governments, communities, government departments, industry and the public on socio-economic components of EAs.
- Conducts in-depth research on socio-economic aspects of EAs including research based on past submissions, other jurisdictions, and best practices.
- Provides expert advice on the adequacy of socio-economic components of EA submissions and makes recommendations on areas for improvement.
- Monitors, evaluates, and conducts analysis on the socio-economic components of completed EAs.
- Provides regular reports and updates on socio-economic components of EAs including identifying areas where commitments and measures are not being met.
- Leads the Department's contribution to the legislatively required environmental audit of the resource management framework.
- Develops and provides information and reporting to support the environmental audit.
- Reviews environmental audit recommendations for accuracy and feasibility.
- Oversees implementation of accepted environmental audit recommendations related to socio-economic aspects of the resource management regulatory framework.



- 4. Establishes, cultivates, and maintains positive relations with key stakeholders to ensure on-going and open communications and gathers input necessary for negotiations and decision-making concerning SEAs and EAs, the development and implementation of regulations, and the facilitation of third-party negotiation of benefit agreements.**
- Engages with key stakeholders including Indigenous governments, communities, government departments, industry, and the public on an on-going basis to gather input and communicate the GNWT's position and priorities concerning SEAs, expected benefits of resource projects, and other related issues.
 - Serves as Departmental lead on intra-governmental and intergovernmental Committees related to SEAs, resource management regulations development, benefit frameworks, and other related issues.
 - Addresses and escalates issues that arise, balancing the need for diplomacy and strong relationships, with the requirement for due diligence.
 - Ensures the fulfillment of departmental obligations with respect to Indigenous engagement required in the context of managing SEAs, regulations development, compliance with resource development legislation, and other related issues
 - Liaises with Engagement Advisors and Resource Pathfinders to support proponent-Indigenous government negotiations of benefit agreements.

WORKING CONDITIONS

Physical Demands

One (1) time a year, for up to one (1) week at a time, the incumbent is required to visit high-risk and remote worksites. This may include exposure to extreme cold or warm temperatures, dangerous equipment, hazardous materials, smoke, wildlife, toxins and contaminated sites, and use of personal protective equipment.

Environmental Conditions

One (1) time a year, for up to one (1) week at a time, the incumbent is required to visit high-risk and remote worksites. This may include exposure to extreme cold or warm temperatures, dangerous equipment, hazardous materials, smoke, wildlife, toxins and contaminated sites, and use of personal protective equipment.

Sensory Demands

One (1) time a year, for up to one (1) week at a time, the incumbent is required to visit high-risk and remote worksites. This requires a high level of concentration and spatial awareness in high-risk environments and active industrial work sites for extended periods of time.

Mental Demands

Six (6) times a year, for up to one (1) week at a time, the incumbent is required to travel



throughout the NWT. Two (2) times a year, for one (1) week at a time, the incumbent is required to travel outside the NWT to attend sector-specific conferences and forums. Occasional additional travel within and outside the NWT for interjurisdictional meetings and negotiations may occur.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of departmental mandate, goals and objectives, priorities and strategies.
- Knowledge of socio-economic agreement processes including the development, negotiation, implementation, management, and evaluation of such agreements.
- Knowledge of the resource development industry and the socio-economic and cultural impacts and benefits from resource development.
- Knowledge of the socio-economic aspects of Environmental Assessment processes.
- Knowledge of NWT resource management legislative requirements related to socio-economic benefits.
- Knowledge of the principles and best practices associated with demonstrating Corporate Social Responsibility in the mining and energy sectors.
- Knowledge of the operating environment and structure of the Canadian and NWT energy exploration and development sectors and of resource development, Indigenous relations issues and environmental issues and assessment.
- 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, that affect jurisdiction, rights, and legal obligations and processes in the NWT.
- Knowledge of resource management and sustainable development theory.
- Knowledge of current events, political factors, and issues of the day affecting the NWT.
- Knowledge of management theory, principles and practices including risk management theory and practice.
- Knowledge of interest-based and position-based negotiations skills and strategies.
- Knowledge of project management methods and practices.
- Knowledge of public and Indigenous engagement practices.
- Knowledge of relevant legislation, regulation and best practices related to socio-economics and resource development.
- Knowledge of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook), Adobe Acrobat Pro, and appropriate use of the internet
- Networking, relationship building, consultation, and facilitation skills.
- Negotiating and consensus-building skills.



- Problem-solving skills to synthesize and interpret complex information, identify cross divisional and departmental linkages, and assess risk and opportunity.
- Project management skills.
- 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, 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 and teams.
- 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.
- Ability to work independently without supervision and take initiative.
- Skilled communicator able to facilitate engagement processes and negotiations.
- Ability to prepare reports, submissions, and presentations.
- Ability to analyze complex situations with changing political and economic factors.
- Ability to work in cross-cultural situations.
- Ability to communicate complex socio-economic topics to a variety of audiences in plain language and visual forms.
- 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 related to socio-economic benefits.
- 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, use persuasion when necessary, and encourage flexibility, 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 bachelor's degree in resource management, economics, public administration, business management, communications, policy studies, political science, Indigenous studies, Canadian studies, intergovernmental relations, planning, social sciences, earth sciences, or a related field, and three (3) years of relevant and progressive experience in socio-economic analysis, resource management, Indigenous and public engagement, intergovernmental relations, interest-based negotiations, or resource development 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