



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Engagement Advisor, Regulation	
Position Number	Community	Division/Region
63-15987	Yellowknife	Mineral and Energy Regulation Division

PURPOSE OF THE POSITION

The Engagement Advisor, Regulation provides advice and support for mineral and energy interest holders and Indigenous governments, organizations and communities in order to encourage responsible and sustainable resource development, and to ensure that NWT residents are familiar with, consulted on, and maximize benefits from resource projects.

SCOPE

Located in Yellowknife, the Engagement Advisor, Regulation (Advisor) reports to the Director of Mineral and Energy Regulation and is responsible for delivering the Government of the Northwest Territory's (GNWT) mineral and energy regulatory system's engagement program with regulatory users, including Indigenous governments and organizations, industry, and other stakeholders.

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 Mineral and Energy Regulation Division is responsible for administration of mineral and energy interests on public lands. The Advisor operates in an environment characterized by legal, political, and economic sensitivity, where decisions may establish corporate, territorial or judicial precedents. The role requires an understanding of several regulatory systems at both the territorial and federal level for the mineral and energy sectors, as well statutory obligations, public safety, Indigenous rights, industry impacts and regulatory risk to the GNWT.

A key to the success of the position is to develop strong relations with industry, associations, other regulators, and mineral and energy project proponents and operators. Additionally, engagement activities with Indigenous governments and communities across the Northwest Territories is required.



Responsibilities for the Department's engagement efforts are distributed across various divisions. The Advisor represents the Mineral and Energy Regulation division's engagement priorities and collaborates with other Engagement Advisors to ensure that the Department's overall engagement program is strategically aligned and effective. The Advisor monitors the effectiveness of this program for the Division.

The Advisor works closely with the Mineral Administration and Energy Administration work units to support the engagement activities for the full spectrum of resource development in the NWT. The Advisor provides support to these work units requiring applied understanding of mineral and energy legislation, regulations, processes, and internal procedures.

Working in collaboration with the Mineral and Energy Strategy Division, the Advisor implements solutions for a wide range of users of the regulatory system including Indigenous governments, industry, associations, prospectors, and other stakeholders. The Advisor maintains current knowledge of industry, community, and Indigenous governments and is a subject matter expert resource to the Division.

RESPONSIBILITIES

- 1. Develops and delivers the regulatory engagement program for the mineral and energy sectors.**
 - Establishes an annual work plan for engagement activities for the Division.
 - Manages the budget to deliver engagement activities.
 - Aligns the Division's engagement efforts across the Department to ensure that engagement efforts are strategically aligned and coordinated.
 - Develops and implements metrics and measures to monitor the effectiveness of the program.
 - Collaborates with other regulators and levels of government to coordinate engagement activities.

- 2. Provides advice and supports to assist industry, associations, Indigenous governments and organizations, communities, project proponents, and project operators to understand and be able to function effectively under the new Mineral Resources Act and Regulations and to maximize benefit capture.**
 - Ensures that industry and associated partners are informed of the new Mineral Resources Act and Regulations.
 - Informs industry, and project proponents and operators on the most effective way to work under the new Mineral Resources Act and Regulations.
 - Provides advice to industry representatives on how to navigate the various regulatory requirements for developing and operating mineral and energy projects in the NWT.
 - Assists communities and Indigenous governments with the identification of potential opportunities for training, employment and business development.



- Facilitates Indigenous government, organization and community capacity building and access to appropriate government assistance to enable participation in mineral and energy regulation processes and activities.
- Identifies sources of funding and resources for project preparation and participation, and assists with preparing funding proposal development.
- Supports community participation in resource, infrastructure and research projects.

3. Supports the Mineral Administration and Energy Administration work units.

- Provides subject matter expertise on engagement approaches for all work units in the Division.
- Coordinates and supports engagement and communication activities and products for the various mineral and energy regulatory systems.
- Provides support across the Division for a variety of priorities leveraging an engagement skillset including advising on special projects, maintaining public registries, delivering end user training, and communicating with various audiences.

4. Conducts research on resource development and regulatory engagement issues and prepare reports for review by departmental senior managers.

- Maintains records of support provided and provide regular activity reports to the Director.
- Tracks projects and identify issues and options for resolution, including referral to the Assistant Deputy Minister or Deputy Minister for solution as needed where issues or “bottlenecks” cannot be resolved at the advisor and Director level.
- Tracks questions and issues and ensure that they are addressed or escalated.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Competing priorities and tight deadlines occur. Travel, including NWT communities and occasionally remote locations, is required. Occasional overtime is also required.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of subjects within the Departmental mandate, covering a broad spectrum of subject areas including resource development, Indigenous relations and environmental impact assessment.
- Knowledge of GNWT's approach to consultation with Indigenous Governments and organizations, and of practices and methods with respect to engagement and consultation.
- Knowledge of legislation and regulatory processes related to resource development and environmental assessment under the NWT Mining Regulations, Mackenzie Valley Resource Management Act, Inuvialuit Final Agreement and other territorial authorities.
- Knowledge of the principles and best practices associated with demonstrating Corporate Social Responsibility in the mining and petroleum sectors.
- Knowledge of NWT Indigenous land claim and self-government processes and resource issues and activities.
- Knowledge of resource management and sustainable development theory.
- Knowledge of northern institutions, corporations, government systems and communities, and community organizations and the various business communities.
- Knowledge of current events, political factors and issues of the day affecting the NWT.
- Knowledge of computer software, including word processing, database, electronic e-mail and communications programs.
- Writing and editorial skills.
- Networking, relationship building, consultation and facilitation skills.
- Organizational and project management skills.
- Research skills, as well as a demonstrated ability to express ideas, negotiate and communicate effectively; the ability to analyze critically and suggest an appropriate means of action, sometimes in a short time frame.
- Analytical skills required to conceptualize, implement and carry out or co-ordinate a project from beginning to end.
- Ability to analyze and evaluate resource development policy.
- Familiarity with NWT community lifestyles and Indigenous cultures.
- The ability to work cooperatively with others, whether as a member of a team or as an individual.
- The ability to manage and coordinate interdivisional and interdepartmental working groups with diverse and competing interests.
- The ability to work independently and without supervision.
- Ability to use tact, persuasion, diplomacy and flexibility.
- Ability to work in a cross-cultural environment.
- 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 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:

The completion of a post-secondary diploma in a related field including but not limited to Humanities, Communications, Indigenous Studies, and three years' experience working in a service-oriented area.

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



CERTIFICATION

Title:

Position Number:

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
Deputy Head/Delegate Signature	
Date	
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.