



## IDENTIFICATION

| Department                       | Position Title                   |                                      |
|----------------------------------|----------------------------------|--------------------------------------|
| Industry, Tourism and Investment | Intern - Socio-Economic Benefits |                                      |
| Position Number                  | Community                        | Division/Region                      |
| 63-16512                         | Yellowknife                      | Mineral and Energy Strategy Division |

## PURPOSE OF THE POSITION

The Socio-Economic Benefits Intern is responsible for the administration of Socio-Economic Agreements to ensure the maximization of Northern benefits from mineral and petroleum industries in accordance with the *Mineral Resources Act* as well as other relevant legislation, policies, regulations and best practices. The incumbent carries out this work within the context of Government of the Northwest Territories (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 Intern is located in Yellowknife and reports to the Manager, Socio-Economic Benefits. The Socio-Economic Benefits intern supports all aspects of stakeholder engagement related to the development, negotiation, and implementation of Socio-Economic Agreements (SEAs) created between the GNWT and mineral and energy industry proponents in the NWT.

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 Socio-Economic Benefits Intern administers multiple SEAs. This includes assisting and participating in stakeholder engagement activities, supporting the development, negotiation and implementation of SEAs, tracking and monitoring ongoing fulfillment of the commitments under the SEAs, supporting the development and implementation of new regulations and guidelines under the MRA, and developing and preparing socio-economic related materials and publications.

The Intern works collaboratively with colleagues within ITI, particularly in the divisions of Policy, Planning, Analysis and Communications. The Intern also regularly works with GNWT colleagues in the Departments of Justice, Executive and Indigenous Affairs, and Environment and Climate Change. The Intern also represents the GNWT during meetings and liaises with Indigenous governments and organizations, businesses, other organizations, agencies and governments to further the socio-economic goals of the GNWT.

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 managerial direction. The ability to build and maintain relationships and work in a collaborative manner with colleagues across the Department, GNWT, Indigenous governments, and industry is useful to successfully carry out the duties of the position. The position is accountable for the effective execution of its responsibilities to uphold the Department's reputation, maintain public confidence, and support a strong and stable NWT resource development sector.

## **RESPONSIBILITIES**

### **1. Administers Socio-Economic Agreements.**

- Assists and participates in engagement activities with Indigenous, Northern, Government and Industry stakeholders to ensure maximization of Northern benefits from resource development.



- Assists with the development of strategic negotiation strategies and positions with respect to SEAs.
  - Assists in the planning, organizing and reporting functions of stakeholder engagement activities.
  - Assists in preparation of presentations on socio-economic related topics in public, formal, and quasi-judicial settings.
  - Tracks and monitors the ongoing fulfillment of the commitments under the SEAs and related socio-economic activities.
- 2. Supports the development of socio-economic regulations under the *Mineral Resources Act*.**
- Conducts research and analysis on socio-economic benefit best-practices to support and identify priorities and options for new regulations.
  - Assists in the preparation of the draft regulations and provides a copy/edit review for approval by the Deputy Minister.
  - Assists in the development of guidance material based on the socio-economic regulations under the MRA.
  - Assists in the review and approval content of material before submission to departmental senior management, Minister, and/or Legislative Assembly Standing Committees.
- 3. Collaborates with internal and external stakeholders on the design and implementation of mineral and energy development strategies.**
- Assists in reporting activities on socio-economic program implementation under the GNWT Mineral Development Strategy and other resource and energy development strategies.
  - Assists in the coordination of the development of new policies and programs that may be required to achieve the goals and objectives of strategies and establish clear priorities for implementation on the socio-economic file.
- 4. Develops and prepares written reports, briefing materials, presentation, and publication related to socio-economic benefits through the collection and analysis of data and information sourced directly from resource projects, companies and by commissioning research, surveys and statistical reviews.**
- Prepares written reports on socio-economic agreement implementation and performance updates.
  - Assists in the development and evaluation of socio-economic performance indicators.
  - Supports strategic direction of GNWT mineral and energy development strategies by contributing to monitoring, evaluation and reporting systems.
  - Assists in the development and preparation of the draft SEA annual report for submission to the Executive Committee for review and approval.



**5. Fosters the development and maintenance of positive relationships between ITI and its partners.**

- Liaises with Indigenous governments, communities, government departments, industry and the public.
- Ensures the fulfillment of departmental obligations with respect to Indigenous consultation required in the context of managing SEAs.
- Prepares support materials for GNWT and departmental decision-makers related to socio-economic topics and activities, including updates, briefings, correspondence, and other related documents.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

Six (6) times a year, for up to one (1) week at a time, the incumbent is required to travel within and potentially outside the NWT.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the mining and petroleum industry and socio-economic and cultural impacts from resource development.
- Knowledge of land claim, Indigenous and treaty rights.
- Knowledge of relevant legislation, regulation and best practices related to socio-economics and resource development.
- Knowledge of negotiation, project management, performance management theories, methods, and practices.
- Knowledge and skills in reviewing, analyzing and contributing to the development of complex legal instruments such as legislation.
- Knowledge of theory and practice related to socio-economic research and analysis.
- Knowledge of public engagement and consultation practices.



- 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.
- 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.
- 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 build and maintain good working relationships with colleagues, partners, and stakeholders.
- Ability to work with people in an effective, tactful, diplomatic manner.
- Ability to analyze, interpret and 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.
- 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.

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