



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Socio-Economic Specialist Intern	
Position Number	Community	Division/Region
63-16512	Yellowknife	Mineral and Petroleum Resources Division

PURPOSE OF THE POSITION

The Socio-Economic Specialist 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.

SCOPE

The Socio-Economic Specialist Intern is located in Yellowknife and reports to the Socio-Economics Manager. The Socio-Economic Specialist intern supports all aspects of stakeholder engagement activities in relation to the development, negotiation and implementation of Socio-Economic Agreements (SEAs) created between the Government of the Northwest Territories (GNWT) and Mineral and Petroleum Resource Industries in the Northwest Territories (NWT).

The mandate of the Minister of Industry, Tourism and Investment and the Department of Industry, Tourism and Investment (ITI) is to promote economic self-sufficiency to foster a positive economic environment for the residents of the NWT. The Department of Industry, Tourism and Investment is divided into program branches structured under two directional priorities – Economic Development and Mines and Petroleum Resources. The priority of Mines and Petroleum Resources includes the Mines and Petroleum Resources Division (MPRD). The MPRD has the responsibility for maximizing benefits to Northerners from mineral and petroleum resources development.

Under legal requirements, when a mineral or petroleum resources company wants to construct and operate a major resource development in the Northwest Territories it must seek public approval for the project through an environmental assessment. An environmental assessment

gives residents a chance to understand what the project will mean to them, and how it could have an important impact on lands, resources, and people. A Socio-Economic Agreement is an environmental assessment follow-up program that focuses on maximizing socio-economic benefits and minimizing adverse impacts from a major resource development in the NWT.

A Socio-Economic Agreement creates significant benefits for the residents and businesses of the Northwest Territories, and it is a way that the GNWT can carry out its commitment to ensure wise use of natural resources. SEAs ensure priority hiring, training and procurement opportunities for all Northerners. The Government of the Northwest uses the revenues generated from major resource development in the NWT to deliver programs and services such as health care, transportation and education.

In collaboration with other GNWT Departments, the MPRD is responsible for negotiating and implementing SEAs on behalf of the Government of the Northwest Territories. A Socio-Economic Agreement reflects the commitments and predictions made by a Mineral and Petroleum Resource Industry during its environmental assessment. Provisions under the SEAs include, employment and business opportunities; cultural well-being and traditional economy; community well-being; net effects on government; and public reporting and engagement. The MPRD oversees the implementation of these agreements and coordinates GNWT's efforts under each agreement while monitoring how well each company carries out its respective responsibilities.

In the summer of 2019, the Government of the Northwest Territories passed a new Act to legislate benefits from resource development for the NWT - the *Mineral Resources Act*. The *Mineral Resources Act* guides the way mining and mineral exploration and production in the NWT will happen, and how it should benefit the Northwest Territories. Enabling powers under the Act, includes a provision that two new regulations be established to ensure the maximization of Indigenous and Northern benefits from resource development respectively. The Mines and Petroleum Resources Division will act as a lead in the development and implementation of the two new socio-economic benefit regulations under the *Mineral Resources Act*.

The Socio-Economic Specialist Intern administers seven current Socio-Economic Agreements as well as future such agreements, 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 Socio-Economic Specialist Intern works within the strategic direction of the GNWT's Mineral Development Strategy (MDS). The initiatives of the MDS include, creating a competitive edge, establishing an improved NWT regulatory environment, enhancing Indigenous and community capacity building and promoting sustainability.

The Socio-Economic Specialist Inter collaborates with a variety of internal and external stakeholders including but not limited to colleagues within the Department of Industry,

Tourism and Investment, other departments, industry partners, Indigenous groups and the general public.

RESPONSIBILITIES

1. The Socio-Economic Specialist Intern administers current Socio-Economic Agreements as well as future such 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. The Socio-Economic Specialist Intern supports the development of new socio-economic regulations under the *Mineral Resources Act*

- Conducts research and analysis on socio-economic benefit best-practices to support and identify priorities/options for the new regulations
- Assists in the preparation of the draft regulations, and provides final 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 design and implementation of the GNWT's Mineral Development Strategy.

- Assists in reporting activities on socio-economic program implementation under the GNWTs MDS.
- Assists in the coordination of the development of new policies and/or programs that may be required to achieve the goals and objectives of the MDS and establishes clear priorities for implementation on the socio-economic file.

4. The Socio-Economic Specialist Intern develops and prepares written reports, materials and publications etc. related to socio-economics through the collection and analysis of data and information sourced directly from resource projects/companies and/or by commissioning research/surveys and statistical reviews, etc.

- 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 GNWT's Mineral Development Strategy by contributing to its monitoring, evaluation and reporting system
- 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 ITO and its partners.

- Liaises with Indigenous governments, communities, government departments, industry and 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/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

This position travels approximately eight weeks per year – various trips.

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
- Demonstrated computer skills and knowledge and use of computer applications (MS Office - Word, Excel, PowerPoint, and Outlook etc.)

- Demonstrated written and verbal communication skills
- Ability to lead and work effectively in team environment
- Ability to develop and maintain relationships with key stakeholders
- Ability to think innovatively in the field of socio-economics

Typically, the above qualifications would be attained by:

Completion of a Bachelors' Degree in Arts, Business Administration, Human Resources, Economics, Law or Humanities or a relevant field of study. Equivalent combinations of education and experience may 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:

- Required
- Preferred