



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Socio-Economic Specialist	
Position Number	Community	Division/Region
63-17087	Yellowknife	Mineral and Petroleum Division

## PURPOSE OF THE POSITION

The Socio-Economic Specialist (Specialist) is responsible for providing expert analysis, management, and advice concerning socio-economic programming in the mineral and petroleum resource industry on a Government of the Northwest Territories (GNWT) wide basis.

## SCOPE

Located in Yellowknife and reporting to the Manager, Socio-Economics (Manager), the Socio-Economic Specialist is responsible for providing expert analysis, management, and advice concerning 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 Environmental Assessment (EA) process as well as the negotiation, establishment, management, and evaluation of highly complex Socio-Economic Agreements (SEAs) with resource development companies.

Under legal requirements, resource development companies must seek public approval for the development of a project through the Environmental Assessment (EA) process. Primary components of EAs are GNWT submissions on socio-economics that identify how the project can and should be of benefit to Northwest Territories (NWT) residents.

A Socio-Economic Agreement (SEA) is an agreement between the resource development company and the GNWT to meet the requirements established through the EA process including employment and business opportunities; cultural well-being and traditional economy; community well-being; net effects on government; public reporting and engagement.

The Socio-Economic Specialist is required to conduct in-depth research and analysis concerning the agreements. There is a significant requirement for the Socio-Economic Specialist to engage and liaise 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 and other related issues. The engagements are of a highly political and sensitive nature that require a significant level of tact and diplomacy. There is a high level of political risk associated with miscommunications, misinformation, or insensitive engagements and communications.

The Socio-Economic Specialist is required to monitor, evaluate, and report 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 GNWT is developing and implementing regulations to support the *Mineral Resources Act* (MRA) that are designed to ensure the maximization of Indigenous and Northern benefits from resource development projects. The regulations are considered leading edge both nationally and internationally. As a result, there are few similar regulations to rely on and a need to be highly creative and collaborative in the development of the regulations.

The Socio-Economic 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 have an expert understanding of the socio-economic risks and benefits for resource development as well as the negotiation, management and evaluation of environmental assessments and socio-economic agreements. The Specialist must have an understanding of the legislative regulatory process and the ability to collaborate with a range of stakeholders in the development of the regulations.

The Socio-Economic Specialist 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.

The position will also represent the GNWT in various forums and liaise with Indigenous governments and organizations, businesses, other organizations, agencies and governments to further the socio-economic goals of the GNWT.

## **RESPONSIBILITIES**

### **1. Lead the development, negotiation, analysis and evaluation of Socio-Economic Agreements in order to maximize resource development benefits for northern peoples, businesses, and communities.**

- Develop strategies, policies and planning tools related to the development and implementation of SEAs.
- Provide expert advice to senior management and decision makers regarding GNWT positions and priorities on the negotiation and implementation of SEAs.
- Participate as the content expert in the negotiation of SEAs between Senior GNWT

Managers and Senior Industry Representatives.

- Ensure that SEAs provide maximum local and northern involvement and benefit in terms of employment, training, business involvement and cultural consideration.
- Conduct 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.
- Play a lead role in stakeholder engagement sessions, particularly with Indigenous governments and organizations, related to expectations and joint positions on SEAs
- Consult with other Departments and Canada to establish government-wide positions and ensure communication and coordination of participation in SEA negotiations and implementation.
- Conduct ongoing risk assessment and risk management functions related to the negotiation and implementation of SEAs.
- Conduct ongoing monitoring and evaluation of the implementation and management of SEAs to ensure obligations are being met.
- Provide contract interpretation and make recommendations on areas of disagreement or dispute concerning SEAs.
- Oversee the completion of mandated annual reporting on each of the SEAs.
- Conduct retrospective analysis of SEAs to inform decision makers of trends and opportunities for improvement in future agreements.

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

- Provide 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.
- Conduct research and analysis on socio-economic benefit best-practices to support and identify priorities/options for the new regulations.
- Conduct wide ranging and in-depth engagement sessions with stakeholders, and particularly Indigenous governments and organizations and industry, to gather input on the regulations.
- Play the primary GNWT role in preparing the draft regulations in collaboration with the NWT Intergovernmental Council.
- Work closely with the Policy, Planning, Communications, and Analysis Division and the Department of Justice to ensure the newly developed regulations meet legislative requirements.
- Provide final copy/edit review for submission to departmental senior management, Minister, and/or Legislative Assembly Standing Committees.

**3. Take a lead role in the analysis of socio-economic aspects of the Environmental Assessment process.**

- Act as the GNWT lead in the review and assessment of socio-economic components of

- EA submissions.
- Engage and/or liaise with key stakeholders including Indigenous governments, communities, government departments, industry and public on socio-economic components of EAs.
  - Conduct in-depth research on socio-economic aspects of EAs including research based on past submissions, other jurisdictions, and best practices.
  - Provide expert advice on the adequacy of socio-economic components of EA submissions and make recommendations on areas for improvement.
  - Monitor, evaluate, and conduct analysis on the socio-economic components of completed EAs.
  - Provide regular reports and updates on socio-economic components of EAs including identifying areas where commitments and measures are not being met.
- 4. Establish, cultivate, and maintain positive relations with key stakeholders to ensure on-going and open communications and gather input necessary for negotiations and decision-making concerning SEAs, EAs, and the development and implementation of the legislative regulations.**
- Engage and/or liaise 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 and other related issues.
  - Serve as Departmental lead on intra-governmental and governmental Committees dealing with SEAs and other related issues.
  - Address and/or escalate issues that arise, balancing the need for diplomacy and strong relationships with the requirement for due diligence.
  - Ensure the fulfillment of departmental obligations with respect to Indigenous engagement required in the context of managing SEAs and other related issues.
- 5. Represents the Department on various committees relating to the remediation economy.**
- Act as a content expert in maximizing local benefits arising from projects relating to remediation activity in the NWT.
  - Perform comparative analyses of benefits derived from remediation projects and SEAs.
- 6. Provide thorough and timely reporting on SEAs, EAs, and the regulatory process to ensure decision makers are fully informed of the status of the each of these areas.**
- Prepare Cabinet or FMB decision submissions related to the scope of this position, as well as briefing notes for Directorate or the Minister.
  - Prepare written reports and make presentations on socio-economic agreement implementation and performance updates.
  - Take a lead role in the development, implementation and evaluation of socio-economic performance indicators and metrics.

- Prepare the SEA annual report for submission to the Executive Committee for review and approval.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent is exposed to tight deadlines and large workload with competing priorities and demands and there's lack of control, which may lead to mental fatigue or stress. This position potentially deals with confidential and politically sensitive information.

The incumbent is expected to travel several times a year to communities throughout the NWT including remote locations.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- 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 and awareness of northern concerns, issues, history and culture, particularly related to the resource development industry.
- Knowledge and skills in reviewing, analyzing, and contributing to the development and implementation of complex legal instruments such as legislation and regulations including an understanding of case law research practices.
- Knowledge of land claim, Indigenous, and treaty rights.
- Knowledge of management theory, principles and practices including risk management theory and practice.
- Knowledge of negotiation, 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.
- Interpersonal and communications skills to facilitate engagement processes, negotiations and prepare reports, submissions and presentations.

- Ability to analyze complex situations with changing political and economic factors.
- Ability to develop and maintain relationships with key stakeholders.
- Ability to prioritize and manage work to meet competing and often tight deadlines.
- 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.
- Proficiency in MS Office applications.
- 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 relevant Bachelor's degree combined with three (3) years of applied experience in the field of socio economics, preferably in private and/or public sector resource development.

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