



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Community Relations Advisor	
Position Number	Community	Division/Region
63-17710	Yellowknife	Mineral Resource Legislation and Implementation

PURPOSE OF THE POSITION

The Community Relations Advisor provides advice and support for communities and resource development industries to order to encourage responsible and sustainable resource development and ensure that NWT residents are familiar with, consulted on, and maximize benefits from resource projects.

SCOPE

Resource development continues to be the main driver of the NWT economy providing significant employment and business opportunities for NWT communities and residents. The Government of the Northwest Territories (GNWT) is committed to supporting sustainable and responsible resource development that benefits northern residents.

In order to achieve this goal, it is essential to continue to attract investment in large scale resource development projects. The NWT has a highly complex regulatory process, and the political and social environment can be seen as a deterrent to resource development projects. It is therefore essential to provide the supports required to ensure that responsible resource development companies remain interested, and are able to pursue, viable and beneficial projects.

It is also essential to ensure that Indigenous governments, communities and stakeholders are fully consulted on proposed development projects and northerners in general, and impacted communities specifically, participate in, and benefit from resource development activities.

The Mineral Resources Legislation and Implementation Team is responsible for managing the development and implementation of the *Mineral Resources Act and Regulations*. Part of that work is ensuring that Indigenous governments and communities are prepared to work within



the new regulatory environment. Many of the regulations pertain to Indigenous governments and communities and their understanding and participation is essential to be able to sustain and/or increase investment in the north in the mineral resource sector.

The Community Relations Advisor reports to the Director of the Mineral Resources Legislation and Implementation Team and is primarily responsible for providing expert advice and support to communities and Indigenous governments to assist them to understand, make informed decisions on, and participate in resource development. The Advisor requires an in-depth knowledge of regional and community Indigenous governments and organizations as well as the potential benefits, and impacts, of resource development.

A key to the success of the position is to develop strong relations with community and regional leaders and residents and establish a high level of trust. This can be highly challenging as there are a wide range of governance structures and processes and individuals in leadership positions regularly change, leading to the need to form new and trusting relationships.

While the Community Relations Advisor's primary responsibility is to work closely with communities and Indigenous governments, the incumbent must also work with the Mineral Rights Specialists and be very familiar with and establish strong relations with industry proponents and resource development operators.

The Community Relations Advisor is also responsible for facilitating resource development project consultations with Indigenous governments and communities including those required under Section 35 of the *Constitution Act*; building community and public awareness and education of the resource development industry; working with other government departments and agencies in terms of community relations and community development; promoting the NWT as a destination of choice for resource development investment; and preparing reports and conducting research.

RESPONSIBILITIES

- 1. Provide advice and support to assist Indigenous governments, organizations, regions and communities to understand and be able to function effectively under the new *Mineral Resources Act and Regulations* and to maximize benefit capture.**
 - Ensure that communities and Indigenous governments are informed of the new Mineral Resources Act and Regulations.
 - Inform communities and Indigenous governments on the most effective way to work under the new *Mineral Resources Act and Regulations*.
 - Provide advice to Indigenous governments and community representatives to assist in maximizing community benefits from resource development activities.
 - Assist communities and Indigenous governments with the identification of potential opportunities for training, employment and business development.



- Facilitate community capacity building and community development in preparation for and because of resource development projects.
 - Identify sources of funding and resources for project preparation and participation and assist with preparing funding proposal development.
 - Support community participation in resource infrastructure and research projects.
 - Ensure communities have access to appropriate government assistance to identify potential impacts of proposed resource development projects on areas such as regional communities and infrastructure.
- 2. Facilitate the resource development consultations process on projects that may impact established or potential Indigenous and Treaty Rights under Section 35 of the *Constitution Act*.**
- Communicate ITI's consultation processes to stakeholders, including industry, Indigenous governments and organizations and GNWT and Federal Government representatives.
 - Communicate engagement and consultation protocols unique to each Indigenous government.
 - Ensure that consultation processes are in alignment with Section 35 of the *Constitution Act*.
 - Establish and maintain open and productive relationships across sectors and groups as a base for effective consultation.
 - Facilitate meetings to support effective consultation and engagement.
 - Provide guidance on approaches to consultation and engagement with Indigenous groups and communities.
 - Support community member engagement in consultation process by reducing barriers to participation.
- 3. Promote the NWT as a place for minerals and petroleum exploration and investment.**
- Establish networks and relationships to promote minerals and petroleum investment opportunities in the NWT.
 - Participate in industry conferences and trade shows to promote awareness and help attract increased investment throughout the lifecycle of quality projects in the NWT.
- 4. Conduct research on resource development and community engagement issues and prepare reports for review by departmental senior managers.**
- Maintain records of support provided and provide regular activity reports to the Director.
 - Track 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.



- Track questions and issues and ensure that they are addressed or escalated.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental demands.

Sensory Demands

No unusual sensory demands.

Mental Demands

Competing priorities and tight deadlines occur. Travel, including to 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.
- Excellent writing and editorial skills.
- Knowledge of NWT Indigenous land claim and self-government processes and resource issues and activities.
- Familiarity with NWT community lifestyles and Indigenous cultures.
- 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.
- Skill and ability in networking, relationship building, consultation and facilitation.



- Strong organizational and project management skills.
- Proven 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.
- 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 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 post-secondary diploma in Communications or similar field including but not limited to education, social sciences, counselling and 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