



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Director, Mineral and Energy Regulation	
Position Number	Community	Division/Region
63-17748	Yellowknife	Mineral and Energy Strategy / HQ

PURPOSE OF THE POSITION

The Director, Mineral and Energy Regulation, leads the development, modernization and enforcement of the Department's statutory and regulatory framework for mineral and energy activities on lands under the Minister's authority. This role oversees licensing, tenure, leasing, compliance monitoring, and the administration of existing operators, ensuring that regulatory processes are clear, consistent and aligned with broader territorial legislation and inter-governmental agreements. This role focuses on the operations of the regulatory system and influences changes to broad regulation and policy based on this regulatory system subject matter expertise.

The Director provides authoritative legal-policy advice to senior officials, represents the GNWT in regulatory, legal and insolvency matters, and directs the operational systems and procedures that enable predictable, transparent decisions affecting operators, Indigenous governments, other GNWT departments, regulatory agencies, and investors.

SCOPE

Mineral and energy development is a foundational contributor to the Northwest Territories' economy and socio-economic well-being. The Director, Mineral and Energy Regulation (the Director) operates from Yellowknife with a territory-wide mandate that extends beyond GNWT-administered authorities governing the regulation of mineral and energy resources across multiple governments and decision-making systems.

The role requires advanced regulatory, legal, operational, and managerial know-how to design and apply instruments and directives that withstand scrutiny and are workable for operators while respecting the broader land, water and environmental decision-making context in the NWT and abroad.

The Director reports to the Assistant Deputy Minister, Mineral and Energy Resources, and functions as a member of the Department's Senior Management Committee.



The Director exercises independent judgment within the Department's statutory mandate to issue, refuse, amend, suspend, and recommend actions related to regulatory instruments, within delegated authorities. The Director operates in a policy and legislative environment characterized by significant complexity, evolving statutory frameworks, and limited precedent, requiring the balancing of economic, Indigenous, environmental, and intergovernmental considerations.

The Director works in close collaboration with the Director, Mineral and Energy Strategy to ensure that operational policies and delivery are aligned with the Department's long-term strategies, while remaining distinct from sector-wide investment attraction, long-range vision-setting, or intergovernmental strategy leadership.

Decisions made by the Director have continuous operational impacts on the regulatory system that ultimately influence:

- The reliability and transparency of the regulatory system;
- The ability for Indigenous governments to participate in the regulatory administration of the mineral and energy resources sectors;
- The protection and responsible use of lands and resources;
- The GNWT's legal risk of litigation;
- Cross-government alignment affecting the regulation of lands and natural resources;
- The financial performance of mining and energy companies and their investors; and,
- Ultimately, the protection and wise use of lands and resources.

The Division provides client services to existing and prospective industry clients, investors, Indigenous governments, other government Departments, external regulators, and the general public. This requires managing the communication, data, and technology systems required to support these functions.

The Director leads regulatory delivery of the Mineral Resources Act, the Petroleum Resources Act, and the Oil and Gas Operations Act, and operates within a legislative landscape that includes the Inuvialuit Final Agreement, the Mackenzie Valley Resource Management Act, and related instruments. The role's focus is on operational strategy/policy and regulatory administration for activities under the Minister's authority, including:

- Maintaining and improving regulatory instruments, operational policies, directives, and procedures to enable clear, consistent administration;
- Issuing authorizations under the legislation such as mineral claims, leases, Exploration Licences and Significant Discovery Licenses;
- Ensuring alignment with the larger system for land use planning, environmental assessment, and land and water regulation;
- Leading operator-facing delivery, compliance monitoring, tenure administration, and associated GIS/database systems for mineral and energy tenure;
- Representing GNWT interests in legal, enforcement, and insolvency matters affecting regulated parties;



- And ensuring the legal aspect of procedural fairness and the Section 35 Duty to Consult has been met. The Director works with the Department of Justice, provides information and assists in these legal determinations.

The Director operates under broad Departmental policy direction with delegated authority to issue/deny/modify regulatory instruments, determine compliance actions, and set operational standards for regulatory delivery. The Director's decisions directly affect operators' financial performance and legal standing, Indigenous rights and interests engaged in regulatory processes, and the credibility of GNWT regulatory administration. Outcomes from these decisions influence the territory's economic stability, regulatory certainty, and litigation risk. They shape the workloads and dependencies of other GNWT departments, federal regulators, Indigenous governments and industry stakeholders.

As the Department's senior mining and energy regulation and operations lead, the Director provides advice to the Assistant Deputy Minister, the Deputy Minister, and the Minister. This requires current knowledge of the mineral and energy regulatory systems in Canadian provinces and abroad. The mining and energy industries continue to pressure governments for regulatory certainty and efficiency. As such, the Director is required to provide subject matter expertise on a variety of regulatory performance issues.

The Director works with many associations including but not exclusive to the NWT and Nunavut Chamber of Mines, the Mining Association of Canada, the Prospectors and Developers Association of Canada, the Canadian Association of Petroleum Producers, and the Mackenzie Valley Land and Water Board. This position requires a sound knowledge of the departmental, GNWT, and federal policies, legislation and regulations as they relate to NWT mineral and energy regulation.

The Director manages the resources of the Division with economy, probity, and prudence, consistent with departmental and government objectives; and provides exemplary leadership in demonstrating the corporate values and ethics of the GNWT. The Director participates as a member of the Department's Senior Management Committee, leads and contributes to decision making and to the identification, review and formulation of plans, strategies, policies, frameworks, objectives, standards and processes governing the programs falling within the Department's mandate.

DIMENSIONS

- Reporting Positions: (6 direct, and 9 indirect)
- Compensation & Benefits (\$1,800,000)
- Operations & Maintenance (\$400,000)
- Grants and Contributions (\$0)
- Capital (\$0)



RESPONSIBILITIES

1. Leading the development, modernization, interpretation, and enforcement of the Department's statutes, regulations, operational policies and directives governing mineral and petroleum activities under the Minister's authority, ensuring clarity, internal consistency and administrative fairness.
2. Overseeing the end-to-end administration of claims, leasing, licensing and related mineral and energy tenure instruments, establishing service standards, quality controls, and decision protocols that support timely, defensible outcomes for operators and rights holders.
3. Directing risk-based compliance monitoring and enforcement activities; overseeing evidence standards, documentation, and decision records; and managing escalations, including orders, penalties, and legal referrals, within delegated authorities.
4. Establishing operational strategies, performance measures, and continuous improvement cycles for all regulatory services; ensuring integration with Departmental systems and the broader regulatory landscape without duplicating other regulators' mandates.
5. Representing the Department's regulatory interests in legal proceedings and insolvency contexts affecting operators; coordinate with legal counsel to protect the GNWT's position and ensure orderly administration of rights and obligations.
6. Establishing and maintaining authoritative GIS and database systems to map, track, and manage mineral and energy tenure, ensuring accuracy, auditability and accessibility appropriate to regulatory decision making.
7. Leading interest holder consultation and regulatory interfaces with Indigenous governments, other GNWT departments, and federal regulators for matters tied to regulatory delivery; coordinating to ensure predictable processes and clear accountability.
8. Providing legal policy and operational briefings to the ADM, Deputy Minister, and Minister regarding the efficacy of regulations, needs for regulatory/operational improvements, enforcement posture, and risks to regulatory certainty.
9. Representing the GNWT in relevant Federal-Provincial-Territorial (FPT) and intergovernmental regulatory forums; ensuring GNWT's operational perspectives are reflected in guidance, standards, and protocols that affect regulated activities.
10. Leading a specialized team; managing divisional budgets and staffing plans; implementing risk management practices covering legal, operational, information, and reputational risks linked to regulatory administration.



11. Directing the cross-Departmental network delivery of the legislated compliance and enforcement activities.
12. Contributing to departmental governance and executive decision making as a member of the Senior Management Committee.
13. Directing the development of the Division's business and operational plans, manages the analysis and interpretation of planning information, and directs regular assessments of the Department's business needs to accommodate funding pressures.
14. Managing the budget of the Division with economy, probity and prudence, consistent with departmental and government objectives; and providing exemplary leadership in demonstrating the corporate values and ethics of the GNWT.
15. Upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practicing and ensuring that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Standard office environment.

Sensory Demands

Concentrated listening, speaking and writing in frequent meetings and business events.

Mental Demands

This position deals with confidential and politically sensitive information, contentious files, works to tight deadlines on a daily basis and frequently makes decisions with legal and reputational risk implications.

This position travels 5 to 6 times per year, from two days to two weeks for each trip.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge, or ability to acquire knowledge, of departmental, GNWT and federal policies, legislation and regulation as they relate to mineral and petroleum activities under the



Minister's authority, including administration of claims, leasing, licensing, compliance and related operational policy.

- Knowledge of regulatory operation practices, administrative law principles, evidence standards, and enforcement practices applicable to resource activities.
- Ability to design and manage interest holder-facing processes that are timely, predictable and defensible, including service standards and audit trails.
- Knowledge of risk management for regulatory programs, including legal, operational, and information risks.
- Ability to lead multidisciplinary teams, including GIS/data functions supporting authoritative tenure systems.
- Ability to brief and advise senior officials on legal and policy issues, operational posture and risk.
- Skills in stakeholder and Indigenous engagement as required for regulatory administration and delivery.
- Knowledge of issues management, conflict resolution, and management of contentious, confidential and commercially sensitive matters.
- Ability to work across GNWT, Indigenous governments and federal regulators on matters tied to regulatory delivery.
- Project and portfolio management and organizational skills
- Ability to foster and build effective relationships with governments, industry, regulators, and other stakeholders.
- Knowledge of office software and computer operation.
- Written and verbal communication skills, including the ability to maintain professional communication and composure in difficult circumstances.
- Ability to manage time, priorities, relationships and stress.
- Ability to present information at public and private forums and to participate in technical discussions with other parties at various working group meetings and technical sessions.
- Ability to see the big-picture in order to be able to recommend larger non-project initiatives designed to improve the regulatory system in the NWT.
- Ability to effectively manage and lead a diverse team.
- Ability to oversee the management of a budget and deliver on capital projects.
- Ability to work under pressure and in emotionally charged environments.
- Ability to develop knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners.
- 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 degree in a relevant area, such as: natural or social sciences, law, business or public administration, geology, engineering or natural resource management; and 8 years of relevant experience, such as in regulatory administration related to natural resources, minerals and/or energy, overseeing licensing/tenure/compliance or equivalent operational functions, and including 3 years managing people and resources.

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