



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Transparency Specialist	
Position Number	Community	Division/Region
63-17785	Yellowknife	Mineral and Energy Regulatory Division

PURPOSE OF THE POSITION

The Transparency Specialist is responsible for the Government of the Northwest Territories' (GNWT) public transparency obligations supporting the overall integrity, governance, and strategic use of mineral and energy resource data and information systems. Decisions made by this position directly affect the quality, defensibility, and accessibility of resource rights information that underpins significant economic activity and public revenues in the NWT. The incumbent carries out this work within the context of Government of the Northwest Territories' (GNWT) and federal legislation, regulations and policies in a manner that directly supports the achievement of the mandate and priorities of the Department of Industry, Tourism and Investment (ITI) and the NWT resource development sector.

SCOPE

The Transparency Specialist (Specialist) is located in Yellowknife and reports to the Manager, Data and Information Technology. The Specialist is responsible for GNWT's regulated commitments for information transparency via public registries for the mineral and energy resource sectors. The Specialist operates in a complex multijurisdictional environment that includes Indigenous governments with self-government- authorities, federal regulators, interdepartmental GNWT partners, and private industry. The position ensures information systems and data practices remain compliant with multiple statutes, agreements, and regulatory frameworks.

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 NWT economy and socio-economic well-being. 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 Regulatory Division is responsible for ensuring the effective, transparent, and accountable implementation of the NWT's resource development regulatory framework related to subsurface land interests and tenure and compliance with the *Mineral Resources Act* (MRA), *Oil and Gas Operations Act* (OGO), and *Petroleum Resources Act* (PRA) and associated Regulations.

The Specialist is responsible for public transparency and reporting for the mineral and energy resource sectors, including the administration and provision of a Public Registry Office, and of security deposits and revenue collection including rentals and fees. The Specialist supports the overall administration of a comprehensive information system for mineral and energy management activities as part of the Data and Information work unit.

The Specialist works closely with the Division's Engagement Advisor, providing back up on the engagement program for the regulatory system. Similarly, the Specialist works closely with the Senior Energy Officer in support of management activities and in providing information for stakeholders and the general public, and administration and provision of a Public Registry for energy projects.

The incumbent has significant latitude and a high level of accountability and is expected to be able to work within best practices, functional precedents, and broadly defined policy objectives. The ability to build and maintain relationships and work in a collaborative manner with colleagues across the GNWT is essential to ensure success. The position is accountable for the effective execution of its responsibilities to maintain the Department's reputation, sustain public confidence, and support a strong and stable NWT resource development sector.

RESPONSIBILITIES

1. Delivers the government's regulated information transparency program for mineral and energy projects.

- Proposes policies and activities to develop and advance the information transparency program.
- Identifies key performance indicators to monitor the impact and effectiveness of the program.
- Monitors and reports on the program's performance.
- Problem solves emergent issues with program performance, offering technology and policy-based solutions.
- Prepares briefing notes for leadership.



- 2. Designs, implements, and maintains the Public Registry Office for mineral projects.**
 - Safekeeps, views, and inspects public documents and titles.
 - Develops, implements and maintains title and working file information and storage systems for use by the GNWT, stakeholders and public.
 - Implements information systems to support GNWT information management requirements.
 - Ensures that information in the Public Registry Office is available for use by individuals for distribution and inspection services and by other government departments, agencies and stakeholders.
 - Provides certified copies and registry extracts in accordance with legislative standards, ensures public access requirements are met and applies confidentiality provisions where authorized.
 - Ensures the orderly, phased transfer of over 70 years of records and materials into the public registry.
 - Maintains a public registry to receive and retain applicable documents relating to regulatory applications and regulatory processes.
 - Develops publication standards and formats and ensuring they are followed for digital and printed materials posted to the public registry.
 - Ensures all applicable documents relating to any regulatory action are accessible to all parties, including the public, with an interest in the regulatory action.

- 3. Implements the management of the Public Registry Office for energy projects.**
 - Safekeeps, views, and inspects public documents and titles.
 - Develops, implements and maintains title and working file information and storage systems for use by the GNWT, stakeholders and public.
 - Implements information systems to support GNWT information management requirements.
 - Ensures that information in the Public Registry Office is available for use by individuals for distribution and inspection services and by other government departments, agencies and stakeholders.
 - Provides certified copies and registry extracts in accordance with legislative standards, ensures public access requirements are met and applies confidentiality provisions where authorized.

- 4. Provides back up to the Senior Energy Officer.**
 - Assists in the management of a comprehensive land registration system and documentation and monitors compliance with requirements.
 - Assists in overseeing the management of the Public Registry Office for energy projects.
 - Assists in overseeing the administration of other financial functions, such as the collection of administrative and registration fees, accounts receivable, revenue reports, revenue forecasting estimates, and related management reports.



- Assists in interpreting and advising on the various statutes, regulations, guidelines, policies and activities related to rights issuance for NWT petroleum resources to senior management, industry, its consultants and advisers, special interest groups and the public.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of resource governance, regulatory administration, and land tenure systems used in the mineral and energy sectors.
- Knowledge of data governance, privacy legislation, and public registry statutory requirements.
- Knowledge of Indigenous land rights frameworks and implications for data, mapping and rights management.
- Knowledge of database development and administration.
- Knowledge of records management and information management principles, including statistical information, documents and technical reports, and physical specimens.
- Knowledge of legislation, regulations, and policies that pertain to the management of mineral rights.
- Knowledge of other legislation, policies, negotiations, legal requirements, and areas of government that affect mineral tenure.
- Knowledge of mineral industry goals and problems, as well as the effect of legislation on its operations and mining terminology used within the industry.
- Knowledge of the principles and best practices associated with demonstrating Corporate Social Responsibility in the mining sector.



- Knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners, Inherent Rights, Treaty Rights, Section 35 of the Constitution, and the Duty of the Crown.
- Knowledge of Indigenous land, resource, self-government and modern treaty agreements and negotiations, including transboundary, both finalized and under negotiation, that affect jurisdiction, rights, and legal obligations and processes in the NWT.
- Knowledge of subsurface and surface rights, interests, and tenure legal frameworks in the NWT.
- Knowledge of various Indigenous land claim groups and of the historical relationship between the different levels of government, and knowledge of the legal, financial and social underpinnings which define these relationships.
- Knowledge of the interrelationships between the mining industry, Indigenous groups and the various levels of government.
- Knowledge of current events, political factors, and issues of the day affecting the NWT.
- 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.
- 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.
- Writing, presentation, and public speaking skills are needed when providing training to employees on various information technology and information management applications.
- Verbal and written skills to be able to convey complex technical issues to a non-technical audience.
- Project management, organizational, and time management skills.
- Interpersonal skills.
- Oral and written communication skills, including the ability to translate technical information to general users.
- Time management and organizational skills.
- Program planning and program management skills.
- Ability to work independently without supervision and take initiative.
- Ability to acquire knowledge of departmental mandate, goals and objectives, priorities and strategies.
- Ability to handle confidential data and information in a discrete and professional manner.
- Ability to communicate effectively with system users.
- Ability to prepare briefing notes, reports, analyses, position papers, background information documents, replies to Ministerial enquiries, advice and recommendations.
- Ability to develop knowledge required for the position. Certain technical knowledge, statutory designations, and certifications may be developed on the job. The Department will



provide training and a structured onboarding plan to achieve required authorities and qualifications within agreed timeframes.

- Ability to build and maintain excellent working relationships with colleagues.
- Ability to work effectively with team members from a variety of backgrounds and cultures.
- 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 a related field and three years of relevant experience.

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