



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Agriculture and Fisheries	
Position Number	Community	Division/Region
63-3413	Yellowknife	Economic Diversification/HQ

PURPOSE OF THE POSITION

The Manager, Agriculture and Fisheries is responsible for the development, implementation, and administration of strategies, policies and programs designed to enhance and grow the commercial fish and agricultural sectors of the NWT economy. The position provides GNWT-wide leadership and expert authority for agriculture and commercial fishery sectors, developing and administering legislation, strategies, programs, and federal agreements to drive territorial economic diversification that falls within the mandate and priorities of the Department of Industry, Tourism and Investment (ITI) and the growth of the NWT economy.

SCOPE

ITI is responsible for the development, implementation and monitoring of programs and services to promote and support NWT economic diversification, prosperity, and community self-reliance. ITI programming strives to create a positive climate for business that will attract investment capital, stimulate business growth, support sustainability, and support growth in new business and job opportunities for Northerners.

A key element in achieving these goals is support for diversification of the NWT economy. A diversified economy ensures that market fluctuations in any given sector do not have major impacts on the economy. The growth and sustainability of agriculture, commercial fisheries, fur, traditional economy, arts and crafts, and film sectors are particularly important and impactful at the regional and community level, where many residents rely on these sectors for business and employment opportunities. Support for these sectors is also critical to maintaining the unique cultures, languages and traditions of Indigenous peoples and other Northerners.

The agriculture sector of the NWT economy has been steadily and substantially growing since ITI first prioritized this area of economic development. At the same time, ITI's efforts to grow and support the agriculture and fisheries sector have been significant, with these sectors receiving over \$2.2 Million in ITI grants and contributions in 2023, just less than what was



provided to the mining and petroleum sectors. As these sectors continue to grow, the magnitude and diversity of responsibilities associated with ensuring the success of these sectors of the NWT economy have grown significantly.

Reporting to the Director, Economic Diversification, the Manager is the GNWT's expert lead for agriculture and fisheries. The Manager oversees an annual budget of approximately \$5M, including O&M, salaries/benefits and grants/contributions, and is responsible for the territorial delivery of the Sustainable Canadian Agriculture Partnership (Sustainable-CAP; ~\$1.5M annually), the Northern Food Development Program (NFDP; ~\$425K) and the Commercial Fishery Support Program (CFSP; ~\$450K).

The position has one direct report and manages term employees and contractors as required. Decisions taken by the Manager have GNWT-wide implications for sector growth, food production capacity, compliance with NWT/federal legislation and standards, and the success of intergovernmental relationships and funding arrangements.

The Manager represents the GNWT in numerous sector-based and intergovernmental forums, and liaises with businesses, organizations, agencies, and governments while furthering ITI's economic development goals. The incumbent is responsible for negotiating bilateral large-scale contribution agreements with senior federal representatives and liaises with federal, provincial, territorial, and Indigenous government representatives concerning relevant national and regional initiatives and programs.

The incumbent is responsible for setting the priorities for each of the sectors and makes senior level recommendations and decisions regarding the development of NWT legislation, regulations, policies, programs, standards and practices that have a significant impact on business development, the ability of businesses to meet occupational and food safety standards, and the ability to comply with federal Acts and regulations and national professional sector organization requirements.

RESPONSIBILITIES

1. Leads sector strategies, policies and performance management

- Leads the development of agricultural strategies and strategic initiatives aimed at increasing and improving agriculture business development, agri-food business, farming, farm-gate, farm safety, and greenhouse, hydroponic and new growing technologies and developments in the NWT.
- Leads sector strategies, policies and performance management
- Provides strategic recommendations, advice and direction in setting and meeting sector objectives and priorities.
- Establish territorial priorities, targets and KPIs; monitor performance and undertake evaluations to improve value-for-money.



- Directs economic/market analyses (production costs, import replacement, supply chains, logistics, labour, climate risk) to inform policy.
- Evaluates program outcomes for use in negotiations, new program development and strategic planning.
- Provides expert advice and direction to Regional Offices concerning sector strategies, policies, and programs.
- Prepares briefing notes, options analyses and decision papers (Executive Council/FMB) recommending strategic directions and investments.

2. Leads legislative and regulatory development

- Maintains proficiency in the NWT *Wildlife Act*, *Public Health Act*, meat regs (proper name), and the federal *Food and Drugs Act* and *Freshwater Fish Marketing Act*, as well as requirements of the Canadian Food Inspection Agency and Freshwater Fish Marketing Corporation.
- Leads development/amendment of territorial legislation and regulations affecting agriculture, food processing and fisheries (e.g., food safety, meat processing, animal handling, fish processing and marketing).
- Leads development of legislative proposals, policy rationales, regulatory packages, drafting instructions and implementation plans, including resourcing.
- Prepares decision-making instruments, briefing packages, and presentations for Minister and Standing Committee use in the review and enactment of new and amended Acts and regulations.
- Prepares implementation plans and ensures the necessary resources are in place to bring into force new legislation and legislative amendments.
- Ensures alignment with federal frameworks (e.g., CFIA requirements; federal food safety and fish marketing legislation) and national/industry standards.
- Coordinates interdepartmental reviews and formal consultations with Indigenous governments and stakeholders.
- Works with other GNWT departments and federal Ministries, agencies, and corporations with partner jurisdictions that affect the fisheries and agriculture sectors to promote the development of coordinated and cohesive legislative frameworks for the fisheries and agriculture sectors.

3. Directs program design, delivery and financial administration

- Designs, modernizes and oversees delivery of GNWT sector programs (agriculture/agri-food, fisheries, food processing, farm safety, greenhouse and agri-tech).
- Approves program plans, budgets, contribution agreements and results; enforce compliance and take corrective actions as required.
- Conducts research into economic diversification locally, nationally, and internationally to monitor trends and identify relevant strategies.



- Directs continuous improvement of program guidelines/SOPs to ensure integrity, transparency, equity and accessibility across regions.
- Prepares policy proposals, briefing notes, strategic plans and Executive Council and Financial Management Board information items, decision papers, and submissions.
- Monitors and analyzes the political, environmental, social, and economic surroundings with respect to implications for economic diversification and sustainable development of the northern economy.
- Leads and coordinates departmental involvement in the delivery of sector development programs.
- Oversees analysis of business funding proposals seeking ITI, GNWT, or federal funding.
- Ensures and oversees effective and accountable administration and processing of funding program applications, proposals, contribution agreements, and reporting.
- Provides expert advice to Regional Offices concerning program eligibility, process, standards, and overall implementation

4. Leads intergovernmental relations, negotiations, and partnerships

- Manages the research, drafting and implementation of new/revised economic diversification policies.
- Formulates principles and sets objectives with respect to desired policy results.
- Leads policy evaluation teams on unit-specific and regional policy review projects.
- Builds partnerships with Indigenous governments, municipalities, academic institutions, producer organizations, processors and NGOs to leverage investment and capacity-building.
- Represents GNWT at FPT tables and national sector organizations; present GNWT positions and negotiate outcomes.
- Negotiates bilateral cost-shared agreements and special initiatives with federal partners; manage audits and compliance.
- Engages private sector and community proponents to advance commercial greenhouse, controlled environment agriculture, abattoir/facility, and fishery development projects.
- Leads the development of policies in a manner that ensures consistency with departmental strategic direction and makes appropriate consideration of the legal, political and financial issues, as well as stakeholder concerns.

5. Advances market access, value chains, and infrastructure

- Oversees territorial marketing and market access initiatives for northern foods and NWT fish (territorial, interprovincial and export markets).
- Develops partnerships to strengthen logistics, cold-chain, aggregation and distribution for perishable products.
- Works with departmental senior management and Regional Offices to define needs, opportunities and options related to industry, business development and assistance programming.



- Reviews and approves sector program plans including planned commitments, expenditures and reportable results.
- Manages high level research in each sector concerning leading industry practices and adaptability to northern conditions.

6. Leads engagement and consultation activities

- Liaises, engages and consults with federal, provincial, territorial, municipal and Indigenous governments, agencies and business development organizations, community and Indigenous organizations, industry, business representatives, non-government organizations, research think-tanks, and business development organizations.
- Engages with a wide range of partners and stakeholders to identify community priorities
- Negotiates funding agreements that support community and industry needs
- Promotes NWT industry development through ongoing collaboration and outreach
- Represents the GNWT in negotiations with the federal government on cost sharing bilateral agreements for new or continuing sector programming.
- Networks and develops partnerships with various private and public organizations to identify opportunities and enhance the development of the fisheries and agriculture sectors.
- Facilitates jurisdictional partner and stakeholder engagements and consultations on sector priorities, programs and directions.
- Represents ITI in forums and committees involving interprovincial and national agencies on the design, development and evaluation of programs and policies.
- Supports private sector committees and organizations that may be created to guide and lead sector-specific policy, standards and strategy development.

7. Participates in intergovernmental policy activities

- Departmental lead in Federal/Provincial/Territorial (FPT) meetings related to economic policy initiatives and collaboration.
- Develops and/or provides departmental positions and perspectives on shared policy initiatives and provides direction in the management of intergovernmental activities related to agriculture, commercial food and commercial fisheries
- Contributes to the development of nation-wide initiatives that support the development of modernized economic policy frameworks.
- Monitors commitments made at relevant FPT tables.
- Reviews, monitors and provides input to intergovernmental agreements.
- Maintains constant and effective communication with colleagues across the GNWT, with Indigenous governments and in all other jurisdictions.
- Develops materials for FPT meetings.



- Provides support for the participation of the Premier, Minister and Deputy Minister in various national-level conferences.
- Liaises with other departments to ensure a consistent, government-wide response to multi-sectoral issues.
- Works collaboratively with other jurisdictions regarding the development of positions and communiques for Ministers and Deputy Ministers.

8. Leads unit human resources, governance, procurement, and reporting

- Recruits, supervises, coaches and develops staff; manages performance and resolves workplace issues.
- Leads strategic planning processes and establishes appropriate and measurable goals and objectives.
- Develops annual work plans and budgets; monitor variances; prepare monthly/quarterly/annual reports to GNWT and funders.
- Leads procurement and contract management (TORs/SOWs/RFPs); manage contractors and deliverables.
- Negotiates cost sharing arrangements with the Regional Offices to meet agreed upon objectives and priorities related to the unit's responsibilities.
- Develops terms of references, statement of work, and Requests for Proposals, and awards and manages contracts as necessary to retain contractors to undertake work necessary to carry out the unit's responsibilities.
- Acts for the Director as required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Exposure to farms, egg processing plants, meat processing plants, livestock and wildlife with low risk of exposure to bacterial agents and other contaminants. Personal protective equipment required during site visits.

Sensory Demands

No unusual demands.

Mental Demands

Travel required four (4) to six (6) times per year.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislative/policy development, intergovernmental processes, federal agreements and contribution administration.
- Knowledge of GNWT's priorities, business strategies, departmental mandates, and organizational design.
- Knowledge of agriculture, fisheries and food production systems, regulatory frameworks and industry standards.
- Knowledge of industry, business development, community economic development and marketing strategies, programs and methodologies.
- Knowledge of the history, culture, political and economic interests of the NWT and Indigenous peoples.
- Knowledge of Indigenous governance roles and responsibilities, land use planning, land administration, land claims, consultation requirements, and resource development activities and regulatory processes in the NWT.
- Knowledge of and respect for traditional and local knowledge.
- Knowledge of policy and legislation development from the strategic planning stage to approval and implementation.
- Knowledge of federal and third-party funding arrangements and contribution agreement negotiations and implementation procedures.
- Knowledge of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Financial stewardship (budgeting, variance, audits) and contract management.
- Economic/market analysis, performance measurement and evaluation skills.
- Project management skills.
- Financial management skills.
- Organizational skills and the ability to work to deadlines, prioritize, respond effectively to frequently changing deadlines and manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Advanced communication, facilitation, negotiation and political acuity; ability to represent GNWT credibly in national forums.
- Political sensitivity, tact and diplomacy skills.
- Strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze, synthesize multiple concepts and priorities, make feasible recommendations, and write reports.
- Leadership and change management; ability to coordinate complex, concurrent initiatives across multiple partners.
- Ability to analyze and respond to complex situations with changing political and economic factors.
- Ability to develop and express ideas, concepts and recommendations in a clear and concise manner using appropriate verbal and written means to a variety of audiences.



- Ability to work independently and take initiative.
- Ability to interpret and provide advice regarding policies and legislation.
- Ability to assess implications of decisions for the larger organization and to effectively interpret and convey this information to senior decision-makers.
- Ability to exercise discretion and diplomacy in dealing with divergent views and personalities and sensitive information and materials.
- Ability to build and maintain positive professional relationships with colleagues and stakeholders.
- Ability to represent the organization and its positions accurately and professionally, while developing and maintaining effective relationships with key partners and stakeholders.
- Ability to work effectively with team members from a variety of backgrounds and cultures.
- Ability to work with people in an effective, tactful manner.
- Ability to implement management practices and attain collaborative outcomes in a changing environment, in complex multi-stakeholder environments.
- Ability to effectively supervise a diverse range of professionals.
- 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:

A undergraduate degree in business administration, economics, public administration, marketing, agricultural sciences, agri-business, aquaculture, animal sciences or a related field and five (5) years of progressively responsible experience in sector policy/program leadership; a master's degree is preferred.

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