



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Mineral Resources	
Position Number	Community	Division/Region
63-4385	Yellowknife	Mineral and Energy Strategy Division

PURPOSE OF THE POSITION

The Manager, Mineral Resources leads the development and implementation of territorial policy, legislation, regulations, and strategic initiatives governing the responsible development of the Northwest Territories' mineral resources. The position provides authoritative policy and strategic advice to senior leadership and is accountable for advancing regulatory, legislative, and economic development frameworks that support sustainable mineral development and long-term economic benefits for the people of the Northwest Territories.

SCOPE

Reporting to the Director, Mineral and Energy Strategy (Director), the Manager, Mineral Resources (Manager), is located in Yellowknife and is responsible for developing, implementing and administering strategies, policies and programs designed to grow the mineral resource development sector of the economy of the NWT. The Manager is considered the Government of the Northwest Territories (GNWT) authority in, and is responsible for, setting the direction for growth in this sector.

Mineral and energy development is a foundational contributor to the Northwest Territories' 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 Mineral and Energy Strategy Division develops and delivers strategy, regulations, policy, programs, and services related to minerals and exploration, development and transportation to market.

The Manager leads the renewal and implementation of the Mineral Development Strategy (MDS). The MDS is the GNWT's approach to encouraging and facilitating the mineral resource



development sector.

The Manager leads the development, amendment, and implementation of legislation, regulations, and territorial policy governing mineral resource development. This includes coordinating policy analysis, providing subject matter expertise to draft legislative proposals, supporting the development of drafting instructions for legislative counsel, and advancing regulatory amendments through government decision-making processes. The position operates within a complex legislative and co-management environment that includes the Mackenzie Valley Resource Management Act and associated co-management boards; Waters Act; Lands Act; Mineral Resources Act and associated regulations; settled land, resource and self-government agreements; Interim Measures Agreements; Interim Land Withdrawals; and the Devolution Agreement.

The Manager provides authoritative policy advice to the Director and senior GNWT leadership on strategic issues affecting mineral resource development, investment competitiveness, Indigenous participation in the mineral economy, and regulatory modernization.

The Manager is responsible for leading policy development and supporting the co-development of legislative and regulatory amendments in collaboration with Indigenous governments, co-management partners, and federal and territorial departments.

The Manager must be highly skilled in relationship management to foster a collaborative environment amongst the GNWT, Indigenous governments and organizations, mineral exploration and mining companies, associations and other stakeholders.

RESPONSIBILITIES

1. Manages the development and implementation of GNWT legislation, regulation, strategy, and policy.

- Leads the development of mineral regulation amendments and policy guidance
- Oversees research, analysis and synthesis of information and data to provide expert advice.
- Prepares research reports, recommendations and position papers on issues.
- Evaluates existing legislation, regulation and policy to determine their effectiveness in the sound management of mineral resources.
- Monitors the political, environmental, social and economic environment with respect to implications for the management and administration of the mineral resources sector.
- Provides strategic oversight of the territorial mineral policy framework to ensure legislation, regulations, and programs remain aligned with government priorities, Indigenous government agreements, and industry competitiveness.



2. Provides strategic policy leadership for the mineral resource sector.

- Leads complex policy initiatives affecting mineral development, regulatory modernization, and economic participation.
- Advises senior leadership on emerging mineral sector issues, investment competitiveness, and policy risks.
- Coordinates multi-departmental policy initiatives affecting mineral resource governance.

3. Manages the development, implementation and evaluation of strategies, programs, and services designed to increase investment, regulatory certainty, and economic participation in the Northwest Territories mineral sector.

- Leads the implementation of the MDS.
- Identifies strategy, programs and services goals and objectives.
- Evaluates and reports on existing strategies, programs and services to determine their effectiveness and recommends improvements as appropriate.
- Provides guidance, advice and direction in setting and meeting sector objectives and priorities.

4. Manages the design, implementation, and evaluation of territorial programs and initiatives intended to increase Indigenous, community, and business participation in the mineral resource sector.

- Works closely with Regional Offices to define needs, opportunities and options related to development of the mineral resources sector.
- Reviews and approves sector plans including planned commitments, expenditures and reportable results.
- Manages institutional and/or academic research concerning leading industry practices and adaptability to northern conditions.
- Facilitates departmental involvement in the delivery of Federal programs.
- Evaluates industry and business program performance by developing key performance indicators and undertaking evaluations.
- Prepares terms of reference and statements of work to direct contractors.
- Provides expert advice to the Manager, Oil and Gas Planning and Regional offices concerning sector strategies and programs.

5. Leads strategic engagement with industry, Indigenous governments, and investment partners to advance mineral development opportunities in the Northwest Territories.

- Provides ongoing assistance to Canadian and international companies and other clients on the application of legislation, regulations and guidelines, including the development of written guidelines and processes that guide the interpretation of the legislation.
- Develops and manages stakeholder management plans within the industry to ensure



that relationships are pro-actively managed.

- Addresses and/or escalates issues that arise, balancing the need for diplomacy and strong relationships.
- Prepares terms of reference and statements of work to direct contractors.

6. Leads engagement and consultation activities with Indigenous governments, industry, federal departments, and other stakeholders to advance mineral policy development, negotiate program agreements, and promote sector growth.

- Liaises and consults with communities, Indigenous governments and organizations, industry and business representatives, Non-Government Organizations and Federal, Territorial and Provincial governments and agencies.
- Represents the NWT in negotiations with Federal government representatives on various cost shared bi-lateral agreements for new or continuing sector programming.
- Develops partnerships with various organizations, private and public, to enhance the development of the sectors.
- Facilitates public and stakeholder consultations and engagements 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.

7. Manages the human resources, financial, and administrative functions of the unit, including oversight of program budgets, contribution agreements, and cost-shared funding arrangements.

- Manages human resource functions within the unit including staffing, direction setting and performance evaluations.
- Develops and implements annual work plans that establish short- and long-term objectives.
- Identifies budget requirements and identify funding sources directly or through partnerships.
- Forecasts and manages the unit's budget in a fiscally responsible manner.
- Negotiates cost shared arrangements with Regional Offices to meet agreed upon objectives and priorities.
- Provides regular and annual reporting on territorial obligations under multi and bi-lateral agreements and on grants and contribution agreements with the Federal Government and other funding agencies.
- Manages contribution agreements and associated projects, including deliverables and financial reporting with recipient partners including Indigenous Governments and Indigenous Organizations and mineral training, educational and outreach providers.



8. Supports integrated development and promotion of the Northwest Territories' mineral and energy resource sectors through cross-portfolio collaboration and operational flexibility.

- Works collaboratively with the Manager responsible for the energy resource portfolio to advance the responsible development of both the mineral and energy resource sectors in the Northwest Territories.
- Provides strategic advice, sector knowledge, and policy support across mineral and energy resource files where operational priorities, staffing capacity, or project requirements necessitate shared leadership.
- Represents the Government of the Northwest Territories at industry events, investment forums, intergovernmental meetings, and stakeholder engagements to promote both mineral and energy resource opportunities in the NWT.
- Supports the coordination and advancement of regulatory, legislative, policy, and strategic initiatives that have implications across both resource sectors.
- Provides oversight or direction on files within the complementary resource portfolio when required to ensure continuity of program delivery, decision-making, and stakeholder engagement.
- Shares sector intelligence, market information, and policy analysis to support integrated resource development strategies and coordinated government positions.
- Collaborates on strategic planning, communications, and investment attraction initiatives to promote the NWT's resource development opportunities in a coordinated and consistent manner.

WORKING CONDITIONS

Physical Demands

Normal office environment with occasional travel (to communities, conference, exploration and mine sites).

Environmental Conditions

Normal office environment with occasional travel (to communities, conference, exploration and mine sites).

Sensory Demands

No unusual sensory demands.

Mental Demands

The position is subject to heavy peak workloads and is required to travel both within and outside of the NWT to support department mandates and support the Minister at various events. Occasional overtime is also required. This position travels approximately eight weeks per year – on various trips.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislation, regulatory frameworks, and policy governing mineral resource development in the Northwest Territories.
- Knowledge of public policy development processes, legislative drafting frameworks, and regulatory impact analysis.
- Knowledge of the operating environment and structure of the Canadian and NWT mineral exploration and mine operations sectors and of resource development, Indigenous relations issues and environmental issues and assessment.
- Knowledge of geological concepts and economic theory.
- Knowledge of public policy theory and principles, development, analysis and evaluation and their application to mineral resource development.
- Knowledge of interest-based and position-based negotiations skills and strategies
- Negotiating and consensus-building skills.
- Stakeholder engagement skills.
- Project management, organizational, and time management skills.
- Supervisory, performance management, and motivation skills.
- Communication skills, both written and oral.
- Ability to acquire an understanding of relevant settled and unsettled land claims, Treaty Land Entitlements, and Indigenous Rights.
- Ability to assess proposed policy initiatives, legislation and plans to ensure that they correspond to departmental and territorial government strategic objectives.
- Ability to provide expert advice on major policy files.
- Ability to lead multi-stakeholder and multi-disciplinary working groups.
- Ability to research and analyze data in the context of policy development.
- Ability to manage multiple projects with strict deadlines and limited budgets.
- Ability to work with minimal direction.
- Ability to handle confidential material in a discreet and professional manner.
- Ability to use a computer proficiently including word processing, database, spreadsheet, graphics, internet and electronic mail.
- Ability to communicate and collaborate effectively and represent divisional, departmental and GNWT interests before a wide range and size of audiences including politicians, senior officials, scientists and specialists, business leaders, interest groups, communities, and the public.
- Ability to exercise tact and diplomacy in dealings with colleagues, industry, investors, and other external stakeholders
- 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 mandatory training and a structured onboarding plan to achieve required authorities and qualifications within agreed timeframes.
- 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 5 years of applied experience in the field of business administration, economics, or earth sciences combined with one year of supervisory experience. Experience in private and/or public sector resource development 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