



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Tłıchq Area Superintendent	
Position Number	Community	Division/Region
63-5207	Behchokò, NT	North Slave Region

## PURPOSE OF THE POSITION

In conjunction with the Regional Superintendent, the incumbent is responsible for the effective delivery of all departmental business programs and services, and supports the development and implementation of regional strategies and plans within the Tłıchq Region and communities. The intent is to facilitate sustainable business community development and economic self-sufficiency within the Tłıchq Region.

## SCOPE

The Tłıchq Area Superintendent reports to the North Slave Regional Superintendent and is located in Behchokò. The Tłıchq Area Superintendent is responsible for delivering programs in the areas of traditional economy, agriculture, business development, non-renewable and renewable resources, tourism and parks; participating in financial and personnel resource allocation; providing expert advice and support to communities; monitoring and evaluating program delivery at the community and regional level; and acting as the department's Tłıchq Region representative.

The vision of the Department of Industry, Tourism and Investment (ITI) is to be recognized as a client focused organization contributing to a vibrant, diverse and sustainable economy for the Northwest Territories (NWT). The mandate of the Department is to provide quality programs and services in partnership with other partners and stakeholders to promote and support NWT economic prosperity and community self-reliance.

The Tłıchq Area Superintendent is responsible for ensuring the delivery of all Government of the Northwest Territories (GNWT) business development programs in the Tłıchq Region including programs provided by the Business Development and Investment Corporation (BDIC). The Tłıchq Area Superintendent is an agent of BDIC.



The position is responsible for overseeing the Community Transfer Initiative (CTI). This initiative encourages capacity building and economic development in the Tłıchǫ Region but is administered by outside agencies/ governments, such as the Tłıchǫ Government or community governments. The Tłıchǫ Area Superintendent is responsible for the funding and oversight for three positions through the CTI in the communities of Whatì, Gamètì, and Wekweètì. These efforts result in greater local decision making; however they require the Tłıchǫ Area Superintendent to work closely with third party delivery agents to ensure fair, equitable and timely delivery of departmental programs and services.

The Tłıchǫ Area Superintendent provides direct supervision to two employees, a Business Development Officer and Area Corporate Services Clerk.

The Tłıchǫ Area Superintendent is also responsible for the maintenance, enforcement and operations of the North Arm Territorial Park in coordination with the North Slave Regional Office's Parks Division. The position also provides input to the development and capital planning processes for the park through the Manager of Parks, Facilities and Operations, and Regional Parks Development Coordinator. Park operations include contracting, park management plans, and regional planning initiatives with other governments and organizations. Parks enforcement includes oversight of a seasonal parks officer that patrols to ensure compliance and to deliver parks interpretive programs within the park. The Tłıchǫ Regional Superintendent is appointed under the NWT *Parks and Tourism Acts*.

The Tłıchǫ Area Superintendent represents ITI and its interests related to resource management in the region. Specifically, the position provides support and comments for resource development projects and protected area, land use and conservation planning initiatives. The position collaborates and builds partnership with a wide variety of stakeholders, including other departments, Indigenous organizations and governments, and the federal government on matters relating to economic development.

## **RESPONSIBILITIES**

### **1. Responsible for the effective planning, development and delivery of all ITI business development programs and advisory services of the Business Support, Economic Diversification and Tourism divisions' programs and services by:**

- Collaborates and builds partnership with a wide variety of stakeholders, including other departments, Indigenous organizations and governments, and the federal government on matters relating to economic development.
- Identifying regional economic development needs and resources through effective and ongoing consultation and collaboration with the community governments, Tłıchǫ Government, federal government, development corporations, business community and community-based organizations.



- Effectively communicating and collaborating with the department's Regional Management Team and Headquarters management and support staff to ensure quality delivery of programs and services.
  - Overseeing program delivery process requirements, including supporting applicants, committee reviews, file documentation, data entry, file processing and reporting requirements.
  - Effectively directing the activities of the Business Development Officer and supporting the Economic Development Officers.
  - Cooperatively managing an annual budget of approximately \$1 million (including grants and contribution budgets).
  - Making sound decisions, in compliance with policy and legislation, on grant, contribution and loan applications and/or making sound recommendations to the approving authority when funding requests exceed delegated authority limits.
  - Coordinating and providing input to regional program evaluation initiatives.
- 2. Develops, manages and provides expert advice toward the development and implementation of regional strategies, assessments and programs to increase economic and community development for the Tłıchǫ Region, in partnership with other agencies and governments.**
- Participates in, contracts and coordinates regional economic development initiatives and processes on behalf of the department.
  - Provides supports and advice toward the research, development and implementation of regional economic development plans and strategies for the Tłıchǫ Region and communities.
  - Coordinates and participates in working groups, review committees, and partnerships with other departments, agencies and governments.
  - Provides advice on strategic initiatives and natural resource development that impacts on the economic opportunities, employment and incomes of residents of the region.
  - Analyzes and make recommendations on the impact of strategic plans and initiatives on the fulfillment of land claims, self-government and treaty obligations as they effect economic development in the Tłıchǫ Region.
  - Ensures quality economic and business research, information, advice, and assistance is provided toward the planning efforts of outside organizations, governments and clients.
- 3. Manages community development programs and services to increase community capacity and self-sufficiency.**
- Oversees funding and delivery of the Community Transfer Initiative with the Tłıchǫ Government in the communities of Whatì, Gamètì, and Wekweètì.
  - Works closely with third party delivery agents to ensure fair, equitable and timely delivery of community departmental programs and services.



- Encourages capacity building and economic development in the Tłıchǫ Region by providing advice and supports to programs administered by outside agencies/governments, such as the Tłıchǫ Government or community governments.
- 4. Promotes and supports resource development activities in the Tłıchǫ Region to achieve sustainable development and self-sufficiency.**
- Provides expert advice related to economic development during resource development, protected area, land use and conservation planning initiatives.
  - Represents GNWT and its interests related to resource management in the region in the environmental impact assessment processes, on regional economic development committees, conservation and land use planning initiatives.
  - Participates in preparing Regional resource development plans, including specific natural resource and sector strategies.
  - Encourages and supports communities to develop integrated resource management plans for their renewable and non-renewable resources.
  - Encourages secondary processing of natural resources, manufacturing, import replacement and export development.
  - Provides advice and program supports toward securing industrial benefits for residents from major projects occurring in the region.
- 5. Manages the North Arm Territorial Park Day Use and Campground operation, enforcement, and tourism activities.**
- In cooperation with the Regional Parks and Tourism Management team, manages parks operations, including managing contracted services, developing and implementing park capital and management plans, and overseeing enforcement and reporting responsibilities.
  - Supervises the preparation and issuance of tender documents or requests for proposals for construction or supply requirements.
  - Awards contracts that meet project requirements, in accordance with GNWT contract regulations and policies.
  - Promotes and supports tourism interpretive programming and activities within the park.
  - Participate in enforcement activities to ensure the safety of government assets and park patrons.
- 6. Manages the human resources, financial and administrative functions of the Region to provide effective and efficient services within budgeted frameworks.**
- Manages human resource functions within the region including staffing, work planning and performance evaluations.
  - Manages the annual budget for the Tłıchǫ Region and projects future budget requirements.



- Oversees contract management and administration of contribution agreements provided to various organizations and businesses.
- Provides regular and annual reporting on territorial obligations.
- Encourages employee development through performance appraisals, training plans, and professional development opportunities.
- Participates as a member of the regional management team in planning the short and long-term objectives for the division.
- Oversees manage and operation of the Behchokò North Slave Regional Office.

## **WORKING CONDITIONS**

### **Physical Demands**

This position is subject to normal office conditions. The incumbent will be required to work outdoors in rough terrain periodically to manage the territorial park and must be able to lift, carry and participate in physically challenging activities.

### **Environmental Conditions**

Normal office conditions apply. The position is required to travel on foot, drive and fly in small aircraft in all types of weather conditions, including in snow and on ice roads.

### **Sensory Demands**

Periods of concentrated listening during community visits and meetings and while dealing with people. Concentration requires attention to detail with a high level of accuracy.

### **Mental Demands**

This position is subject to high levels of stress related to stress full situations, multi-tasking and working to tight deadlines on a weekly basis. Frequent travel (approximately 8 days per month) can place stress of family relationships. Pressure is also caused from dealing with dissatisfied clients. Occasional overtime is also required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of economic, business and resource development, implementation and evaluation theories, processes and methods.
- Knowledge of financial planning techniques and tools such as budget forecasting, variance analysis, business planning and spreadsheet work.
- Knowledge of economic, business and resource development legislation and regulations and ability to interpret them and apply them to operations.
- Knowledge of management and supervisory theory and principles to manage the financial resources and assets of the region and supervise its human resources.
- Knowledge of traditional cultural practices and norms.



- Understanding of the impacts of colonization, institutional and structural racism and biases have had on society and people.
- Knowledge of parks and tourism principles and operations.
- Knowledge and experience in capital planning, budgeting and expense tracking, reporting, tendering and contracting.
- Knowledge of sound lending principals and ability to analyze loan applications.
- Project management skills to lead, plan, organize, coordinate and complete complex and concurrent projects independently or in teams within time and resource constraints while monitoring progress and evaluating results.
- Proven communications skills, both verbal and written, with highly developed interpersonal skills to ensure ideas are properly conveyed to a varied audience.
- Ability to present information effectively in front of audiences in a public forum.
- Ability to adapt communication styles to multicultural environments.
- Ability to anticipate, identify, clarify and assess issues and situations quickly and develop and implement appropriate timely courses of action.
- Ability to consider diverse literacy levels across the general population when working with individuals and developing documents or resources.
- Negotiation, analytical and problem-solving skills to resolve problems and influence others.
- Computer skills in word processing, database, spreadsheet software, and presentation software, as well as the internet and electronic communication.
- Strong interpersonal skills and ability to work in a highly political cross-cultural environment.
- Diplomacy, tact and capable of work effectively with business, business associations and community leaders.
- Ability to manage time and priorities to achieve operational and strategic objectives;
- Ability to manage stress.
- Ability to listen and respond positively to all client situations.
- Ability to negotiate complex agreements within defined operational mandates.
- 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:**

The completion of a post-secondary degree program in Business Administration, Commerce or a related degree in economic development with 5 years related experience, and three years team management experience.

Equivalent combinations of education and experience will be considered.





### **ADDITIONAL REQUIREMENTS**

A valid class 5 driver's licence is required

#### **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:** Tłıchʔ

- ☐ Required
- ☒ Preferred