



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Energy Resources	
Position Number	Community	Division/Region
63-7169	Inuvik	Mineral and Energy Strategy

PURPOSE OF THE POSITION

The Manager, Energy Resources is responsible for providing expert leadership in planning, analyzing, and advancing responsible energy resource development across the NWT. The role manages complex, high-impact issues; forges effective partnerships with Indigenous governments, regulators, communities and industry; and drives strategic initiatives that directly affect territorial energy policy, investment conditions, and resource stewardship.

SCOPE

Reporting to the Director, Mineral and Energy Strategy, the Manager, Energy Resources is located in Inuvik, and is responsible for developing, managing and directing the Division's technical expertise on energy, including oil and gas exploration and development as well as land use planning, conservation initiatives, and regulatory initiatives.

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 NWT's known and potential oil and gas resources offer enormous opportunities for NWT business development and employment as well as the potential to significantly benefit the citizens of the NWT and Aboriginal Organizations through potential petroleum royalties.

The Manager, Energy Resources ability to provide expert interpretation of existing and emerging energy development activities, and effectively manage energy programs and policies, has the potential to affect the NWT economy by billions of dollars in spending which, in turn, would impact government and tax revenues and socio-economic benefits.



The Manager, Energy Resources is fully responsible for leading transformative change to the NWT's legislative and policy framework for the development of the NWT's energy resources and the management of intra-NWT pipelines, including amendments to the Petroleum Resources Act and Oil and Gas Operations Act and associated regulations and guidelines.

The Manager, Energy Resources participates in the Departmental review of regulatory improvement, land use planning and conservation initiatives, and is responsible for consistent and clear communication with external stakeholders and GNWT staff.

The Manager, Energy Resources manages diverse projects, through development, approval, review and evaluation. The evolving policy framework and economic, public, corporate and Indigenous interests of the NWT coupled with the potential economic benefits of the energy sector make sound analysis and solid market intelligence essential for the Manager.

The Manager, Energy Resources engages and collaborates with other governments, other departments, divisions and regions within the department, Indigenous governments and organizations, regulatory boards and agencies, and industry and other non-government stakeholders.

RESPONSIBILITIES

1. Manages the provision of technical expertise related to energy, oil, and gas exploration and development in the context of broader ITI and Government of the Northwest Territories (NWT) objectives.

- Acts as a resource to the Department providing operational knowledge on the petroleum industry and insight into industry perspectives and interests.
- Leads the provision of expertise into land use planning and conservation initiatives and regulatory initiatives.
- Acts as an escalation point for Energy Specialists for technically challenging or complex issues.
- Creates, collects and disseminates documentation and communications materials to share technical expertise and insight.

2. Builds collaborative relationships with stakeholders and Indigenous Governments to facilitate successful policy development and program delivery.

- Develops networks and stakeholder and Indigenous relationships, displaying an understanding of attitudes, requirements and concerns.
- Responsible for strategic engagement with Indigenous governments on resource policy development.
- Facilitates dialogue and discussion, and shares GNWT vision, policy and perspectives.
- Promotes the industry through effective consultation and communications.
- Represents the Department as required at industry forums and conventions.



3. Leads legislative, regulatory and policy improvement initiatives.

- Leads work on legislative and regulatory amendments and provides subject matter expertise to and coordination with legislative counsel.
- Synthesize perspectives from a broad range of stakeholders to identify opportunities for regulatory improvement, and develops, advises on and documents proposed enhancements.

4. Manages the negotiation and implementation of a co-management agreement for offshore petroleum resources and the implementation of the Memorandum of Agreement (MOA) on Onshore/Offshore Coordination.

- Manages support for the negotiation of an offshore co-management agreement, including research and logistical support.
- Develops and delivers reports, briefings, presentations and other resources in support of the co-management negotiations.
- Manages secretariat services to support the co-management structure.
- Participates in the selection of members to the co-management structure and their orientation.
- Acts as an advisor to assist others in the understanding and interpretation of the co-management agreement and the MOA
- Identifies and escalates any concerns relating to the implementation of the co-management agreement or the MOA.

5. Responsible for the management of the Environmental Studies Research Fund (ESRF).

- Ensures that funds are tracked and that record keeping is complete.
- Manages the ESRF in alignment with agreements and procedures.
- Provides secretariat services to the ESRF management board.

6. Manages the human resources, financial and administrative functions of the unit to provide effective and efficient services within budgeted frameworks.

- Manages contribution agreements, research funds, and contract oversight tied to energy resource development policy.
- Develops and implements annual work plans that establish short and long-term objectives.
- Manages human resource functions within the unit including staffing, direction setting, and performance evaluations.
- Manages the annual budget for the unit and projects future budget requirements in a fiscally responsible manner.
- Oversees contract management and administration of contribution agreements provided to various stakeholders to foster participation in regulatory initiatives and processes.
- Prepares terms of reference and statements of work to direct contractors.
- Develops objectives and performance indicators for the Unit including individual staff



goals, ensuring they are complimentary to the Division's and Department's goals and

- objectives.
- Provides positive leadership and advice to Mineral and Energy Resources Branch staff.
- Encourages employee development through performance appraisals, training plans, and professional development opportunities.
- Supports objectives of succession planning within the unit and the Division.
- Participates as a member of the Divisional management team in planning the short and long-term objectives for the Division.

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

- Works collaboratively with the Manager responsible for the mineral resource portfolio to advance the responsible development of both the mineral and petroleum resource sectors in the Northwest Territories.
- Provides strategic advice, sector knowledge, and policy support across mineral and petroleum 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 petroleum 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

No unusual demands.

Environmental Conditions

No unusual conditions.



Sensory Demands

No unusual demands.

Mental Demands

This position potentially deals with confidential and politically sensitive information.

Travel, including to NWT and other northern communities and occasionally remote locations, is required. Occasional overtime is also required. This position travels approximately eight weeks per year – on various trips.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislation and policies relevant to petroleum resource development in the NWT including: the Petroleum Resources Act, the Oil and Gas Operations Act, the Mackenzie Valley Resource Management Act, the National Energy Board Act the Canada Oil and Gas Operations Act and the Canada Petroleum Resources Act.
- Knowledge of the structure of the Canadian and NWT petroleum industries.
- Knowledge of geological concepts, petroleum engineering and economic theory include specific application to NWT situations.
- Knowledge of petroleum deposits and types.
- Knowledge of public policy theory and principles, development, analysis, and evaluation and their application to the petroleum industry.
- Knowledge of the land claims and negotiations for settlement of land claims within the NWT, of the environmental review process, cumulative environmental effects assessment, protected areas strategy and sustainable development concepts.
- Knowledge of computer applications, as they pertain to economic analysis of NWT petroleum development.
- Knowledge of computer software includes word processing, spreadsheet database and Internet applications.
- Written communication skills required to convey information in a concise manner.
- Verbal communication skills to obtain and exchange information, solve problems and present information in public format and closed meetings as well be able to communicate with professionals and lay people in a manner that is politically sensitive.
- Analytical skills require to conceptualize, implement and carry out or co-ordinate a project from beginning to end.
- Organizational and time management skills required to effectively deal with the breadth and scope of the position and prioritize assignments which may have conflicting priorities and deadlines.
- Supervisory skills to oversee technical contracts and supervise subordinates, research teams, contractors and casual staff.
- Project management skills to deliver products on time and on budget.



- Interpersonal skills such as tact and diplomacy required to liaise with individuals in other departments, other governments, Indigenous governments and organizations, petroleum industry, research organizations, community groups and special interest groups for the purpose of information exchange.
- Ability to work effectively in cross-functional teams.
- Ability to work with minimal direction.
- Ability to work to regular, critical deadlines.
- Ability to handle confidential material in a discreet and professional manner
- 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 a field relevant to energy resources management combined with 1 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