

IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Cultural Places Officer	
Position Number	Community	Division/Region
71-11010	Yellowknife	Culture and Heritage/HQ

PURPOSE OF THE POSITION

The Cultural Places Officer administers the Government of the Northwest Territories (GNWTs) Geographical Names and Historic Places Programs. The Cultural Places Officer maintains inventories of cultural places in the Northwest Territories in order to ensure the accurate recording, preservation, dissemination and promotion of the NWT's cultural places and their associated information.

SCOPE

Located in Yellowknife the Cultural Places Officer reports to the Territorial Archaeologist and is part of the Cultural Places Program (CPP) within the Culture and Heritage Division of the Department of Education, Culture, and Employment (ECE).

This position operates under the *Historical Resources Act*, the Geographical and Community Names Policy, and settled land claims and plays a vital role in the preservation of cultural places and information about cultural places in the NWT.

The Cultural Places Officer oversees the administration of the Geographical Names Program, ensuring that geographical place name decisions are timely and well-researched, and that place names information is curated in the NWT Geographical Names Inventory.

The incumbent maintains the Indigenous Graves Register, which is a key tool for ensuring the protection of on-the land graves.

The Cultural Places Officer administers the Historic Places Program by managing the processes for members of the public, municipal governments, heritage or cultural organizations, and Indigenous governments and organizations to commemorate cultural places that are important to them.



RESPONSIBILITIES

1. Administers the NWT Geographical Names Program to ensure timely and well-researched geographical place name decisions.

- Creates and updates policies and guidelines for geographical place naming in the NWT.
- Works closely with community partners to ensure that place name projects are managed effectively and that all reporting requirements and document standards are met.
- Analyzes geographical place name submissions to ensure that they align with linguistic and orthographical standards and liaises with language experts as necessary.
- Administers the Indigenous consultation process for geographical place name decisions.
- Administers the process for ministerial or cabinet approval of new and replacement geographical place names.
- Supports the NWT member on the Geographical Names Board of Canada (GNBC) by participating in GNBC working groups, strategic planning, and outreach initiatives.

2. Maintains the NWT Geographical Names Inventory by creating and editing data records and upholding data integrity standards.

- Validates, edits, and inputs new or updated geographical names data in the NWT Geographical Place Names Inventory.
- Documents all changes to the NWT Geographical Place Names Inventory.
- Enhances the accuracy and consistency of existing data by designing and implementing quality control protocols.
- Improves the completeness of existing records in the NWT Geographical Place Names Inventory by creating or updating location data and spatial delineations of geographical features.
- Works with the GNBC Secretariat to ensure the NWT place name information is added to the national database of geographical place names.
- Maintains the gazetteer of official place names in the NWT.

3. Maintains the Indigenous Graves Register to facilitate the documentation and protection of on-the-land graves.

- Analyzes site information from Indigenous governments and organizations or from members of the public and prepares appropriate database updates for data entry.
- Maintains regular contact with Indigenous governments and Indigenous organizations to develop policies and procedures for updating, maintaining, and accessing the inventory and register.
- Facilitates community participation in the program by working closely with community partners to ensure that grave inventory projects are managed effectively and that all reporting requirements and document standards are met.

4. Administers the NWT Historic Places Inventory and Register to promote the preservation and commemoration of important cultural places.

- Develops and maintains NWT historic place designation criteria.
- Maintains regular contact with Indigenous governments and organizations, NWT heritage organizations, and municipal governments to develop policies and procedures for updating, maintaining, and accessing the inventory and register.
- Maintains regular contact with other Federal/Provincial/Territorial historic place registrars to ensure that NWT submissions to the Canadian Register of Historic Places are complete, current, and meet all documentation standards.
- Receives reports of historic places information and nominations from members of the public, municipal governments, heritage or cultural organizations, and Indigenous governments and organizations and prepares appropriate database updates.
- Undertakes research associated with historic site nominations to ensure they comply with designation criteria and procedures.
- Assists NWT residents, municipal governments, and Indigenous governments and organizations in listing sites on the NWT inventory, and on the Canadian Register of Historic Places.
- In consultation with community groups and government agencies, collects information on sites and events of historical significance to the NWT to be placed in the inventory.
- Prepares plaque text, brochures and supporting documentation, and arranges for production and placement of the plaque.
- Administers the NWT plaque database.
- Organizes and facilitates meetings of the ad hoc historic places committee.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of social science research and analysis methodologies.

- Technical knowledge of database management systems.
- Knowledge of both territorial and federal policies related to geographical place naming and historic sites nomination processes, and general knowledge of cultural resource management processes.
- Knowledge of and/or the ability to acquire and apply knowledge of northern cultures and languages, places, politics, and environments.
- Ability to work independently with minimal supervision.
- Project management skills.
- Time management and organizational skills.
- Interpersonal and teamwork skills.
- Oral and written communication skills.
- 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 Bachelor's degree in Archaeology, Anthropology, Geography, History, or a related discipline and two (2) years of experience in the cultural resource management field.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☒ 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: Indigenous Language - Not Specified

- ☐ Required ☒ Preferred