



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Assessment Archaeologist	
Position Number	Community	Division/Region
71-11322	Yellowknife	Culture and Heritage/HQ

PURPOSE OF THE POSITION

The Assessment Archaeologist ensures that archaeological sites in the Northwest Territories (NWT) are not adversely impacted by development activities by engaging with land use permitting and environmental assessment processes in the NWT. This position creates and updates policies and guidelines to facilitate the preservation of archaeological sites and designs, conducts, and reports on archaeological research projects in collaboration with NWT communities.

SCOPE

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

The position operates under the CPP's archaeological site management policies; heritage legislation, including the *Archaeological Sites Act* and *Historical Resources Act*; land management legislation, including the *Northwest Territories Lands Act*, *Mackenzie Valley Resource Management Act*, and *Canadian Environmental Assessment Act*; and settled land claims.

The Assessment Archaeologist reviews land use permit applications and other land authorizations and makes recommendations to land management agencies on the protection of archaeological sites at risk of impact from development activities. This position requires the incumbent to review archaeological overview assessment and archaeological impact assessment studies and make recommendations to archaeologists and their clients on the management of archaeological sites. The incumbent operates with a considerable degree of latitude in making critical archaeological site management decisions.



The Assessment Archaeologist plays a key role in developing policies and guidelines for the management of archaeological sites; advising Indigenous governments, Government of the Northwest Territories (GNWT) departments, municipalities, and archaeologists on archaeological site management issues; and intervening in other land management processes that involve archaeological site management, including environmental assessments and land use planning.

The incumbent designs and implements archaeology field projects in partnership with NWT communities to increase knowledge of the archaeological record of the NWT.

This position requires the incumbent to travel for the purpose of field work. In field and community settings the incumbent is required to work in cross-cultural situations requiring particular attention to culturally appropriate behaviour and conduct.

RESPONSIBILITIES

- 1. Reviews land use permit applications and other land use authorizations and provides recommendations to land management agencies to ensure the protection of archaeological sites within proposed development areas.**
 - Consults the NWT Archaeological Sites Database to identify known archaeological sites in proposed development areas.
 - Assesses the archaeological potential of proposed development areas based on detailed knowledge of the archaeological record, and traditional land use.
 - Makes recommendations to land management agencies regarding the management of archaeological sites in proposed development areas.
 - Maintains appropriate records of reviews and responses.
 - Works with land management agencies to update/improve land use review processes related to archaeological site management.
- 2. Reviews archaeological studies of development project areas and provides recommendations to archaeologists and their clients to ensure effective management of archaeological sites.**
 - Creates and updates guidelines for methodological and reporting standards for archaeological studies of development project areas.
 - Reviews Archaeological Overview Assessment (AOA) and Archaeological Impact Assessments (AIA) and provides archaeological site management recommendations to archaeologists and their clients.
 - Maintains records of reviews and responses and ensures proper filing of project deliverables, including spatial data.



3. Intervenes in environmental assessment proceedings involving archaeological site management issues to ensure effective management of archaeological sites.

- Reviews development and environmental assessment reports and information requests.
- Determines the significance of impacts to archaeological sites for development projects in environmental assessment.
- Participates in meetings, technical sessions, and public hearings to communicate archaeological site management concerns and make recommendations on mitigation measures.

4. Assists in administration of GNWT archaeological site management activities.

- Assists in administering the NWT Archaeologists Permit System by reviewing permit applications, reviewing interim and final permit reports, and tracking permit compliance (20 – 25 permits per year).
- Working with the Territorial Archaeologist, develops policy and guidelines for archaeological site management.
- Provides archaeological expertise to other GNWT departments as required for purposes of land use planning, conservation area planning, land claim negotiations, and other initiatives.
- Works independently, with other Division staff and/or, with public and private stakeholders, to design and develop museum exhibits or research projects.

5. Conducts archaeological research projects in partnership with NWT communities.

- Organizes and conducts collaborative archaeological inventory and research projects throughout the NWT, including making logistical arrangements, conducting archaeological surveys, excavation, and working with Indigenous organizations to document traditional history and traditional use sites.
- Participates in the preparation of funding applications to support research activities.
- Obtains a permit to conduct archaeological investigations pursuant to the Archaeological Sites Regulations.
- Supervises summer students and field assistants for archaeological inventory and research projects.
- Reports on the results of research projects through written reports and oral presentations.

WORKING CONDITIONS

Physical Demands

During fieldwork, the incumbent's time is spent in remote and isolated field situations conducting archaeological research requiring physical endurance and strength. Fieldwork may require the incumbent to lift and move heavy objects and loads.



Environmental Conditions

Fieldwork may expose the incumbent to extreme environmental conditions, requiring mental and physical alertness at all times. In field situations the incumbent may be exposed to wildlife hazards and may be without emergency medical assistance for extended periods of time..

Sensory Demands

No unusual demands.

Mental Demands

In field situations, the incumbent is required to ensure the safety of field crew. In field situations the incumbent will be away from home and family for extended periods of time.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to acquire and apply knowledge of territorial legislation relevant to the management of archaeological site such as the *Historic Resources Act*, the *Archaeological Sites Regulations* pursuant to the *Archaeological Sites Act*, the *Northwest Territories Land Use Regulations* pursuant to the *Northwest Territories Lands Act*, the *Canadian Environmental Assessment Act*, the *Mackenzie Valley Resource Management Act*, and all land claim settlement acts relevant to the NWT.
- Knowledge of territorial, federal and land claim environmental assessment structures, functions and operating procedures.
- Knowledge of archaeological and anthropological theory and practice, and extensive fieldwork experience.
- Knowledge of the history of archaeological research, the nature and extent of known archaeological resources throughout the NWT, and the principles and practice of cultural resource management.
- Knowledge of and/or the ability to acquire knowledge of the history and cultures of the north, with particular sensitivity to its unique social, cultural and linguistic conditions.
- Knowledge and use of first aid and safe work procedures for field activities.
- Skills relating to a wide variety of specialized equipment including global positioning systems, cartographic equipment (maps, compasses, drafting equipment), survey equipment (total station, differential GPS), camping equipment (tents, chain saws, axes, generators, propane stoves), satellite phones and trackers, firearms, watercraft and motors, laboratory equipment (microscopes, balances), and photographic, audio and video recording equipment.
- Ability to work comfortably in cross-cultural situations, and to work within a team.



- Ability in research and writing skills to prepare funding proposals, technical and scientific reports for internal and public use and for publishing results of research projects.
- Ability to make presentations to public and professional audiences.
- Ability to interpret archaeological, anthropological theory for use in practical applications.
- Ability to conduct oral history and traditional knowledge research as part of archaeological and museum projects.
- Familiarity with the concepts and related issues of accountability in public institutions.
- 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 Master of Arts or Master of Science in anthropology (with archaeology focus) or archaeology and three (3) years of related experience in cultural resource management and/or archaeological research.

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: Select language

- Required
- Preferred