



## **IDENTIFICATION**

Department	Position Title	
Infrastructure	Manager, Mackenzie Valley Highway Environmental Affairs	
Position Number	Community	Division/Region
33-15364	Yellowknife	Strategic Infrastructure/HQ

## **PURPOSE OF THE POSITION**

The position is responsible and accountable to manage the environmental review, and regulatory/permitting approvals processes, including any environmental assessments, land use or conservation planning, or other initiatives that may have implications for the Government of the Northwest Territories' Mackenzie Valley Highway project, and for managing any land tenure requirements associated with the project, such as leases, reserves and land exchanges. The position is also responsible for managing consultation and engagement with Indigenous governments, organizations and peoples, community governments, regulatory boards, industry, and other stakeholders for the Mackenzie Valley Highway project. These strategic infrastructure projects will result in improved intercommunity mobility, socio-economic opportunities and more resilient infrastructure across the Northwest Territories.

## **SCOPE**

Located in Yellowknife and reporting to the Director, Strategic Infrastructure (Director), the Manager, Mackenzie Valley Highway (MVH) Environmental Affairs (Manager) manages the Department of Infrastructure's (Department's) engagement in the environmental review and regulatory/permitting processes to ensure successful approval of permits and licences required to construct and operate the MVH.

The Department is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and

remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the Northwest Territories (NWT), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

The Department also carries the responsibility for strategic planning for the Government of the Northwest Territories' long term investment in the development of public transportation and energy production and distribution systems for the NWT, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The Department's investments in strategic infrastructure projects are guided by the strategic direction set by the Legislative Assembly, as well as long-term visionary documents such as the NWT Transportation Strategy (2015 to 2040) (the Transportation Strategy). The Transportation Strategy charts a path to provide and promote a safe, reliable and sustainable multi-modal transportation system by strengthening connections, capturing opportunities and embracing innovation. The Transportation Strategy has identified the MVH as a strategic infrastructure project that will be transformative to the NWT's and Canada's social and economic well-being.

The MVH extends from Wrigley to the Arctic Ocean at Tuktoyaktuk. The next major MVH construction project includes a proposed \$700 million highway from Wrigley in the Dehcho Region to Norman Wells in the Sahtu Region. Development of this portion of the MVH will occur in six phases, including construction of a 465 metre (m) bridge over the Great Bear River; construction of a 15 kilometre (km) all-weather access road from Wrigley north to Mount Gaudet; construction of a 60 km all-weather road from Canyon Creek south to Tulita; construction of a 144 km all-weather road from Tulita south to the Sahtu/Dehcho boundary; construction of an 88 km all-weather road from the Sahtu/Dehcho boundary south to the Mount Gaudet access road; and the environmental planning and engineering studies to support this work. Funding is also available for the reconstruction of several major bridges along the MVH including Oscar Creek and Hodgson Creek.

Working with colleagues in the Division, the Department and across the GNWT, the Manager ensures that the MVH is planned, designed and pre-engineered in a manner that is consistent with federal and territorial environmental management legislation, GNWT strategic policy and plans, land use plans, Indigenous land claims, resources and self-government agreements, and broader environmental initiatives such as conservation network planning, biodiversity initiatives, federal and territorial species at risk initiatives, and climate change adaptation and mitigation strategies.

The Manager leads a team of technical specialists and consultants to facilitate the passage of the MVH through the legally-required environmental reviews and regulatory/permitting approvals proceedings. The Manager oversees the evaluation of potential environmental and socio-economic impacts of the MVH and develops mitigation measures for those impacts.

The Manager is responsible to develop and implement an Indigenous consultation and engagement strategy to support successful effective environmental review and regulatory/permitting process for the MVH project. The Manager is the lead contact with Indigenous government officials in setting up meetings, negotiating agenda items and developing meeting materials. The Manager also works closely with colleagues in the Departments of Justice and Executive and Indigenous Affairs with regular meetings to identify and resolve issues related to Indigenous government consultation and relations and follow up on matters raised. The Manager ensures that Indigenous relations across the Unit are consistent and respectful and that issues of concern are identified and addressed appropriately.

Strong conflict management and negotiation skills are required to work collaboratively with a range of governments and stakeholders to bring about resolution of issues. The Manager must balance the interests of all the parties involved to facilitate agreement and consensus.

The Manager develops and implements a project management framework to support the Department's participation in the environmental review and regulatory/permitting processes for the MVH as the Project Proponent.

The Manager is required to effectively manage financial and human resources of the business unit by developing budgets, assigning priorities in a changing environment, approving work plans, and motivating staff and ensuring their adherence to GNWT legislation, regulations, policies and strategies.

The Manager must establish and maintain key internal and external relationships including staff within the Division, the Department, Regional Offices, the Transportation and Design and Technical Services Divisions, other GNWT Departments, regulatory boards and agencies, Indigenous governments and organizations, community governments, and industry stakeholders.

The Manager manages the human and financial resources of the unit and has initial responsibility for a staff of two. It is expected that more positions will be added to the unit as work on the project progresses. The incumbent will manage significant consultant activities related to environmental reviews and permitting.

The Manager works independently with minimal supervision and has a high degree of decision-making authority.

## **RESPONSIBILITIES**

### **1. Manages the environmental review, strategic and/or regional environmental assessment and regulatory/permitting processes for approvals for the MVH project.**

- Prepares terms of reference and cost estimates for environmental review and regulatory/permitting work in support of the MVH as directed by the Director, Strategic Infrastructure.
- Plans, coordinates, and/or undertakes such pre-development work as Indigenous consultations and public engagement.
- Plans, coordinates and manages environmental baseline collection and analysis, impact assessment studies, habitat studies, traditional knowledge studies, specialized environmental studies (including primary and secondary research), water quality studies, mitigation and management plan creation, and archaeological investigations with project team staff and/or consulting firms.
- Prepares or reviews requests for proposals, tender documents and terms of reference for environmental services contracts with project team staff and selects and manages environmental services contracts.
- Oversees, manages, or otherwise undertakes the preparation of detailed project description reports and regulatory or environmental review document packages by Department personnel, project officers in other divisions or departments, and/or consulting environmental and engineering firms.
- Oversees, manages, or otherwise undertakes the preparation for public hearings.
- Prepares GNWT staff for participation in the public hearings and provides expert testimony at hearings as required.
- Coordinates work activities with other Departments in the GNWT to ensure a strong and consistent message is provided to review boards, regulatory authorities, and the public.

### **2. Guides and monitors performance of project team in identifying and obtaining compliance with any required regulatory approvals and permits, as appropriate, to ensure budgets, schedules, and standards are adhered to.**

- Solicits, coordinates, and analyzes comments and input on project documentation, management plans and drawings from outside agencies and applicable regulatory organizations and incorporates, if possible, in to project design and implementation.
- Develops, in collaboration with communities and local developments corporations, plans to help maximize local/northern involvement, training and business development opportunities associated with projects.
- Manages environmental and regulatory aspects of project activities including meetings with regulators, inspection and monitoring program planning and implementation, verification of regulatory compliance; and addresses outstanding environmental and regulatory issues.

### **3. Manages land use planning and tenure requirements for the project.**

- Assists the Department of Lands in the GNWT acquisition of all rights to lands required for the project, including ownership, leases, reserves and land exchanges.

- Works collaboratively with the GNWT interdepartmental Land Exchange Working Group and various land owners to develop strategies to address land tenure requirements.
  - Provides expert advice on the negotiation of these leases, reserves and exchanges.
  - Represents the Department in matters related to land use, environmental, wildlife and other planning initiatives that would have implications for the project, including negotiation and implementation of land claims and self-government agreements.
- 4. Manages the development and implementation of an Indigenous consultation and engagement strategy.**
- Plans, develops supporting material and undertakes public and private meetings with Indigenous governments, communities and individuals.
  - Establishes and maintains strong relationships with Indigenous governments and communities and colleagues in the Departments of Justice and Executive and Intergovernmental Affairs.
  - Works with colleagues in the Department and consultant contractors to ensure Indigenous perspectives and priorities are given consideration in developing work product.
  - Plans, develops supporting material and undertakes public and private meetings with Indigenous governments, communities and individuals.
  - Ensures the development of appropriate evaluation tools to monitor the effectiveness of the strategy.
  - Negotiates and implements arrangements and agreements with Indigenous governments to ensure Indigenous participation and partnership in planning and development of the MVH.
- 5. Oversees project compliance with governing authorities.**
- Identifies opportunities to achieve GNWT policy objectives throughout all stages of project planning and environmental reviews and permitting, particularly the Land Use and Sustainability Framework, the Sustainable Development Policy, and the Business Incentive Policy, and directs project staff in actions to be taken to achieve policy objectives.
  - Ensures consultant and contractor compliance with all the applicable and governing codes, permits, directives, regulations and GNWT technical standards and guidelines and advises Director on action to be taken when in default.
- 6. In collaboration with other Managers in the Division, identifies and assesses risks and potential impacts on the implementation of Strategic Infrastructure Projects and provides contingency plans to address variable situations as they arise.**
- Provides expert advice and recommendations to the Department's Senior Managers.
  - Identifies, on an ongoing basis, risks that may challenge implementation success and developing mitigation strategies for those risks.

**7. Performs associated project management tasks.**

- Develops, implements and reports on a project management framework to guide the Department through the environmental review and regulatory approvals process.
- Provides advice to project team, colleagues or clients about alternative solutions for environmental and/or regulatory issues, construction or maintenance problems.
- Performs, or participations in special environmental or regulatory projects.

**8. Manages the Environmental Affairs - Mackenzie Valley Highway Unit and contributes to the achievement of departmental objectives.**

- Manages human resources functions including recruitment of staff, performance reviews, and discipline of staff reporting to the position.
- Participates in strategic planning processes leading to the establishment of appropriate and measurable goals and objectives.
- Effectively communicates expectations and performance objectives to staff and monitor and/or evaluate performance at regular intervals.
- Develops staff capability through provision of ongoing advice, direction and support including provision of appropriate training or other development options.
- Ensures staff has access to necessary resources, supplies, equipment and information.
- Informs staff about governmental, departmental and divisional initiatives and priorities
- Assists in divisional budget planning and expenditure management.
- Prepares, manages and controls the unit budget by monitoring expenditures, preparing variance reports and taking corrective action as required.
- Develops and advertises Requests for Proposals and awards and manages contracts as necessary to retain contractors to undertake planning work for the Department.
- Provides support to division management activities as directed from time to time.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

The incumbent will travel to communities and/or work sites approximately 25 times per year.

The incumbent deals with senior staff in the Department and officials with the Government of Canada and NWT Indigenous governments who may have divergent perspectives and demands.

The work can involve politically sensitive issues and tight deadlines.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Expert knowledge of environmental assessment legislation and regulatory processes in the NWT, along with the analytical capacity to interpret these in relation to infrastructure works and projects.
- Expert knowledge of project management processes in a northern context, and how to deliver projects on-time and on-budget.
- Expert knowledge of potential environmental impacts of heavy civil works
- Expert knowledge of consultation and engagement requirements.
- Knowledge of land use planning and land management regimes, and environmental and wildlife issues.
- Knowledge of NWT resource-related legislation and land claims and self-government agreements, Indigenous government institutions, governance systems and communities.
- Knowledge of environmental site assessment, audit and monitoring principles, and their applicability to a wide variety of transportation-related activities and operations along with the analytical ability to interpret these in relation to transportation works and projects.
- Knowledge of northern ecosystems (Arctic and sub-Arctic) and the life functions of northern species, particularly fish and caribou.
- Thorough knowledge and understanding of northern environmental and development-related issues, as well as northern history and culture.
- Knowledge of computer software, including word processing, database, e-mail and project management programs.
- Sound managerial, leadership and supervisory skills.
- Excellent interpersonal and communication skills, including tact and diplomacy, when dealing with regulators, project team members, consultants, regional staff, contractors, community members, peers, colleagues, and stakeholders.
- Solid project management skills including estimating and financial skills to develop and control budgets for capital and O&M projects.
- Strong analytical, consulting, problem solving skills, combined with common sense and creativity.
- Strong planning and organizational skills to meet work schedules and critical milestone dates, and to co-ordinate and organize own and subordinates' work activities with competing priorities in a multi-task work environment.
- Strong organization, writing and communications skills, including record-keeping and documentation.

- Ability to make balanced decisions on critical issues about costs and benefits, sometimes involving environmental and/or regulatory issues.
- Ability to remain calm under pressure while working in an environment with tight deadlines.
- Ability to analyze the results of studies, assessments, audits, and monitoring programs, with the objective of implementing mitigation strategies.
- Ability to identify, quantify, and manage risks.
- Ability to make presentations and lead public meetings and technical meetings
- Ability to research, evaluate, gather and compile information.

**Typically, the above qualifications would be attained by:**

A university degree in Environmental Planning or Studies, Civil or Environmental Engineering, Natural Resource Management, Biology or similar relevant discipline, and seven years of relevant experience, three of which include supervisory or staff management experience, as well as a minimum of two years of northern experience.

**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:** To choose a language, click here. To choose a language, click here. To choose a language, click here.

- ☐ Required
- ☐ Preferred