



IDENTIFICATION

Department	Position Title	
Environment and Natural Resources	Compliance Coordinator	
Position Number	Community	Division/Region
53-0301	Fort Smith	Field Support Unit

PURPOSE OF THE POSITION

The Compliance Coordinator is responsible for ensuring that regional enforcement activity within the Department's environmental and renewable resources law enforcement program is consistent with the Departmental strategic objective, business plans and statutory regulations. The position is also responsible for providing advice and direction on compliance enforcement related matters for the officers appointed to enforce Departmental legislation.

SCOPE

The Compliance Coordinator reports to the Manager, Field Support Unit and is based in Fort Smith. The incumbent provides expert advice to Departmental staff relating to the policies and legislation of the Department. The incumbent also coordinates the development of new operational policies and legislative initiatives as well as the enforcement/compliance legal activities of the Department.

The Department is responsible for the administration of 13 statutes and associated regulations, and a significant number of operational policies relating to the sustainable development of resources, all of which require regular revisions, updating and/or replacement. Compliance activity related to existing legislation and policies, and development of new legislation and policies must be undertaken in the context of settled and unsettled land claims agreements. The Coordinator needs to bring an integrated approach to the various legal and policy instruments that impact compliance.

In addition, program delivery is affected by case law, federal and territorial legislation and territorial and Departmental policies. The incumbent must be familiar with this legal policy framework to play a leadership role in the review and development of a wide range of

legislation and policies, as well as administration of existing legislation, policies and programs.

The Coordinator is a critical position that is responsible for maintaining a broad understanding of Departmental operations, program development and delivery; legislative and policy framework; and political and governance matters related to sustainable development of resources at the territorial level. The incumbent is called upon to provide advice, develop strategies and coordinate responses regarding compliance policy and legal issues respecting compliance activities. The recommendations could have a significant impact on the way the Department delivers programs. Recommendations may also have significant financial implications. Recommended actions often deal with issues that have a high public profile.

The Coordinator must liaise with Departmental policy decision makers and the five regional offices and foster a positive working relationship with ENR Superintendents, managers and supervisors. Frequent consultation and liaison with other departments, similar agencies in other jurisdictions and academic institutions is required to maintain the currency of policies and procedures. The incumbent also provides input to assist decision making by the Senior Management team and the Minister.

RESPONSIBILITIES

1. Manages the Departmental environmental resource law enforcement program.

- Manages and implements enforcement, compliance, investigative and emergency program policies to support the goals and objectives of the Department and the implementation of changes in legislated Acts and regulations.
- Ensures that the compliance database is current and meets the needs of the users.
- Supervises the Departmental officer appointments, development of forms and annual ordering of forms.
- Supervises the Departmental uniform issuance.
- Develops standard operating procedures.
- Coordinates annual compliance plans.
- Coordinates the wildlife officer of the year program.
- Coordinates cross-jurisdictional appointments.
- Supervises the Department's Report a Poacher program.
- Monitors standards for firearm use and use of force and qualifies individuals relative to the level of enforcement required by the Department.
- Coordinates input and amendments to the Departmental operations manual.
- Maintains the resident grizzly bear data base.
- Ensures regions and divisions are kept informed about new law enforcement initiatives.
- Ensures that regions and divisions have input and involvement to all areas of the Departmental environmental resource law enforcement program.

2. Coordinates Departmental activities relating to the delivery of programs.

- In conjunction with the Emergency Measures Organization, works with superintendents and directors to ensure that standard operations procedures are in effect for the Department.
- Serves on the Territorial Emergency Resources Committee; may represent ENR on the Northwest Territories Emergency Resource committee as alternate to the Assistant Deputy Minister; and may act as the Assistant Deputy Minister's representative on task teams established during times of a state of emergency.
- Responsible for the Department's firearms orders and acts as the Departmental firearm registrar to ensure that firearms are handled, stored and transported in accordance with the provisions of the Criminal Code.
- Responsible for the Department's issuance of Convention for International Trade of Endangered Species export permits as management authority for the NWT.
- Responsible for the development, coordination and control of the Department's forms and licenses.
- Develops and maintains an electronic database of Departmental legislation.
- Develops and coordinates delivery of the Departmental law enforcement program.
- Develops and coordinates the Department's field operations manuals.

3. Manages and coordinates the development and review of operational policy proposals and other governing instruments.

- Leads, participates and/or coordinates legislation evaluation teams on Departmental legislative review projects.
- Proposes the development of routine legislative change in response to Departmental initiatives or as identified by incumbent.
- Formulates principles and sets objectives with respect to desired policy and legislative results.
- Develops strategic approaches to deal with identified legal issues.
- Reviews draft policies and legislative initiatives to ensure that they are consistent within the Department's strategic direction and ensures appropriate consideration of all legal, political and financial issues as well as concerns of stakeholders.
- Coordinates consultation with GNWT Departments regarding policy and legislative proposals.
- Coordinates the development of the Department's position on government-wide compliance initiatives.
- Advises on initiatives in other departments as requested in order to coordinate with and obtain information on other related Departmental and GNWT projects.
- Reviews documents for land claims negotiations and interim measures agreements to identify compliance policy implications of proposals.
- Deals with Aboriginal governments, land claims organizations and stakeholders on issues related to new or amended legislation.
- Attends public meetings as required as part of the legislative and policy development consultation process.

4. Manages effective communication of compliance-related input to support effective decision making within and outside the Department.

- Ensures that all case management correspondence is completed accurately and in a timely manner and that regular administrative procedures are followed in accordance with Departmental standards.
- Participates on Departmental and interdepartmental committees dealing with issues related to compliance or regional operations, as appropriate.
- Researches, prepares and contributes to briefing materials and casework replies as they relate to compliance for use by senior management, the Minister, Cabinet and other stakeholders involved in decision making.
- Acts as the GNWT representative reflecting GNWT and Departmental interests on pan-territorial, national and international law enforcement/compliance associations and meetings.
- Manages relationships with subject matter experts such as other conservation officers and senior professionals from both post-secondary institutions and police agencies to ensure good communications and sharing of information.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Frequent travel throughout the NWT including in small aircraft and to isolated locations and occasional travel nationally and internationally. Possible exposure to inclement weather and disruptions by travel requirements.

Sensory Demands

No unusual demands. The incumbent needs to concentrate on and respond to changing priorities.

Mental Demands

There are significant mental demands as the Coordinator must deal with a variety of regional, territorial and national organizations on sensitive enforcement-related matters. The incumbent is required to review and absorb complex legislation and policies, relate them to department goals, and develop recommendations for senior management consideration. Maintaining a positive working relationship with headquarters staff and regional staff is essential, despite varying positions and those who may have strong opposing points of view.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of compliance policy/procedures development from planning to implementation.
- Demonstrated knowledge of policy and legislation development and implementation principles and processes.
- Knowledge of NWT and relevant environmental and natural resource management practices, policies and legislation including the *Federal Firearms Act* and aspects of the Criminal Code of Canada.

- Knowledge of the principles involved in environmental, conservation education, forestry management, forest fire management, renewable and non-renewable resources fields.
- Knowledge of enforcement theory and principles and the ability to apply them in a diverse, multi-use environment to sustain resources while recognizing inherent or negotiated harvesting rights and commercial use of resources.
- Knowledge of the Northern political, cultural and social landscape including land claims agreements.
- Knowledge of financial, management and supervisory theory and principles and their application in a cross-cultural setting.
- Strong presentation skills, both oral and written, to support interactions with other staff, the public, political organizations and industry on complex issues.
- Proven analytical, research, writing and communications skills.
- Experience with project management and coordination.
- Proven human relations skills to build and sustain relationships with stakeholders, lead teams and carry out negotiations.
- Written and oral skills to exchange information and communicate with stakeholder groups and individuals, explaining technical issues for lay and/or technical audiences.
- Experience and skills in planning, organizing and coordinating multiple compliance projects with other organizations and within the department.
- Computer skills including experience with various computer software including Microsoft Office suite.
- Ability to communicate and work with clients and other officials (public and private sector).
- Ability to prepare and deliver presentations in formal and informal settings.
- Demonstrated ability to communicate in cross-cultural situations and environments.
- Ability to mediate among competing interests.
- Ability to organize, prioritize and work with deadlines under time pressures.
- Ability to work with tact and diplomacy with stakeholders and other partners.

Typically, the above qualifications would be attained by:

A Bachelor's degree in criminology/law or other relevant field. Five (5) years of progressively more responsible experience in the development, implementation and evaluation of legislation and law enforcement training.

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