



#### **IDENTIFICATION**

Department		Position Title	
Environment and Natural Resources		Renewable Resource Officer III	
Position Number(s)	Community	Division/Region(s)	
53-698	Hay River	South Slave	

#### **PURPOSE OF THE POSITION**

The Renewable Resource Officer III (RROIII) is responsible for the management implementation and delivery of departmental wildlife, environment and forest management initiatives and activities within the region to ensure effective delivery of programs in the region.

#### **SCOPE**

Located in Hay River and reporting to the Manager, Wildlife and Environment, the RRO III is responsible for the management, delivery and administration of all departmental programs and services relating to natural resource management throughout the entire region. Departmental programs including delivery of resource management programs, undertaking wildlife management and enforcement activities, environmental monitoring, protection and integration initiatives, forest harvesting and fire management projects, and the associated supervision of seasonal and casual personnel and management of fixed assets.

The position must work closely with regional staff to oversee the effective delivery of programs and appropriate allocation of personnel and financial resources directed towards resource management and enforcement activities in the region. The incumbent will be responsible for the recruitment and selection of subordinate casual and seasonal staff. This will require that the incumbent show judgment when contracting or hiring casual support to undertake tasks including forest management and wildlife research projects. Although procurement guidelines are available, the outcome of initiatives rests with the incumbent.

The RRO III must work closely with the resource-harvesting community to implement departmental goals and objectives. In the contexts of this position, the resource-harvesting

community includes individual harvesters, community-based resource organizations, commercial enterprises, municipalities and aboriginal governments, many of whom have opposing view on resource use. The incumbent must think creatively, be respectful of different opinions and provide leadership in establishing mutually beneficial and on-going relationships. The position also maintains accountability to the public through effective and efficient communication of information and results on programs and services.

The position performs its duties and exercises authority in accordance with established policies, legislations and standard operating procedures. The RRO III refers only the most sensitive or high profile issues to the supervisor, along with the recommendations for resolution. Much of the work in this Division carries a high public profile (e.g. enforcement, conservation education, industry, and harvester support development).

The position performs the role of the Regional Duty Officer as required. Within this role, critical, time constrained decisions are imperative to ensure that appropriate resources, strategy and tactics are utilized to suppress wildfires in the Region. The Regional Duty Officer determines resource requirements, manages issues arising from fire activity and makes decisions regarding assignment of resources/tactics which have a direct impact on safety of firefighters and communities affected by the wildfire. These decisions can have significant financial impacts and risk management implications

## **RESPONSIBILITIES**

### **1. Leads the coordination and delivery of departmental resources development programs, initiatives and services at the regional level.**

- Recommends renewable and non-renewable resource development initiatives for the region through the departmental regional environmental assessment review process
- Involved in the planning of departmental resource development programs, initiatives and services
- Participates in collaborative initiatives related to a land use framework, including landscape management activities and regional land use planning with regional stakeholders
- Proposes recommendations into baseline data on wildlife and vegetation and development of a plan to address data gaps to ensure cumulative impacts and landscape change are well monitored and assessed
- Collaborates with Aboriginal governments and partners, including communities and regional resource management agencies, to support the implementation of departments Traditional Knowledge (TK) Implementation Framework.
- Working with the GNWT Interdepartmental TK Working Group to develop a plan for government-wide implementation of TK Policy
- Identifies additional “best management practice” guidance documents for minerals, oil and gas development, and other industrial activities to reduce and mitigate environmental impacts, especially on forests, wildlife and habitat
- Participates in the engagement of Regional Aboriginal Governments, Land and Water boards and others to develop a NWT water stewardship strategy to address concerns and issues

- Provides input into the design and implements the Compliance Management Information System (CMIS) to enhance the ability for the Department to effectively carry out the compliance duties of its Officers through enhanced case management and intelligence collection functions

**2. Manages administration of renewable resource legislation at the regional level.**

- Enforces *The Wildlife Act, Forest Management Act, Environmental Protection Act, Parks Act, Wild Animal and Plant Protection Act* and all other associated and relevant territorial and federal legislation regulations
- Initiates legislation amendment proposals including ensuring appropriate level of consultation with affected groups
- Coordinates and conducts investigations, inspections and monitoring wildlife, forestry and environmental activities according to the departments compliance module
- Ensures enforcement responsibilities are carried out with integrity and confidentially and in a manner that is consistent with the intent of legislation
- Ensures all enforcement reports, court documents and forms are completed in a professional manner
- Coordinates inspections and investigations with other jurisdictions
- Identifies and arranges for specialized enforcement training for subordinate staff
- Lays information and assists with the prosecution of persons charged with offences, including providing testimony in court and other similar hearings
- Exercises problem wildlife control to ensure safety of the public within communities. Parks and remote camps
- Manages contaminant and hazardous waste spills and coordinates the cleanup process on Commissioners' Lands (e.g. rolled fuel truck on highway), including updating the spill line of progress, coordination of personnel, collection of evidence and enforcement of the Environmental Protection Act up to and including the issuance of Clean-up Orders.

**3. Develops, coordinates and supervises forest management related activities, including the fire management program in the region.**

- Maintains forest fire management service program effectiveness by periodically reviewing ENR's strategic approach to wildland fire management and practices that includes recommended changes and how the NWT Forest Fire Management Policy is implemented.
- Provides input into the development of a Forest Fire Management Action Plan to address issues or gaps that are identified.
- Carries out Regional Duty Officer role as required, thereby:
  - arranging for logistics in support of the deployment of resources according to prevailing fire risk and danger conditions;
  - directing the activities of forest fire suppression crews; and
  - participating in the development of community protection preparedness in the district
- Develops and participates in forest fire management programs (e.g. firefighting training).
- Develops and participates in forest fire protections initiatives

- Involved with *Forest Management Act* responsibilities including issuance of timber cutting/transportation permits, site inspections of commercial operators and other enforcement activities
- Coordinates the collection of information for the values-at-risk system.

**4. Manages and administers human resource, financial and asset management to ensure effective and efficient regional operations of the Division.**

- Performs human resources management functions (i.e. recruit and orient employees, schedule and assign work, monitor work in progress, train and develop employees, conduct regular performance evaluation and take disciplinary action when required) to lead an effective divisional team in the performance of responsibilities.
- Participates in the development of annual regional operational plans that provide clear rationale for allocation of human and financial resources by identifying opportunities and needs identified through the planning process
- Involved with the defining personnel roles, responsibilities and work-plans, training plans for subordinated staff members ,communication plans, partnership opportunities, and performance measurement and monitoring indicators
- Participates in recruitment and orientation, support, training and staff evaluation processes
- Implements staff relations activities in accordance with progressive discipline guidelines and procedures
- Manages the security and maintenance of departmental facilities and assets throughout the region
- Provides administrative and financial control of all programs and activities that are consistent with GNWT guidelines
- Represents the department by attending community and stakeholder meetings on a regular basis

**5. Promotes public communication and participation in renewable resource research and management in the region.**

- Develops and provides stakeholders with relevant, easy to read information on renewable resource issues
- Involved in the origination and development of community-based resource organizations as required
- Identifies and delivers public education courses in resource-based activities including trapping, forest management, fire suppression, etc.
- Advises the public of potential environmental risks such as fire or problem wildlife and providing mitigating recommendations
- Initiates meetings, conferences and workshops to advance coordination of Departmental activities
- Provides information to the general public and tourists through a variety of means including systematic surveys, mark and recapture projects, data collection and report writing
- Consults with user groups, including community-based resource organizations, aboriginal organizations, and individuals on management issues including allocation or resources and harvesting practices

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent is required to stand or walk in outside situations including deep snow or bush conditions, collar animals, handle or relocated animals, collect carcasses, move heavy equipment such as snowmobiles, carry heavy equipment, travel on snowmobiles or other ATV's. This is physically demanding. Physical demands are varying period of duration (wildlife operations) and occasional periods of lengthy duration (e.g. fire suppressions).

Combination of frequency and duration is 25-50%. Moderate intensity.

### **Environmental Conditions**

The incumbent is exposed to hazardous substances including aviation fuels, other petroleum products, liquid nitrogen, lethal drugs, communicable diseases, risk of accident on ATV and highway patrol vehicles, travel in small aircraft with exposure to loud noise, and inclement weather and disruptions caused by travel requirements. The job requires exposure to adverse environmental conditions for almost continuous periods of short duration (e.g. patrols), or frequent periods of lengthy duration (e.g. wildlife surveys, fire suppression).

Combination of frequency and durations is 25-50%. Moderate intensity.

### **Sensory Demands**

Sensory attention while removing wildlife from communities, tracking wildlife, and concentrated focus during enforcement activities using sight and hearing. The job requires sensory demands for frequent period of short durations (e.g. aiming a firearm) or occasional periods of lengthy durations (e.g. enforcement activities).

Combinations of duration and frequency are less than 25%. Moderate intensity.

### **Mental Demands**

Mental demands include frequent meetings with harvesters and community organizations where strong opposing views on resource management, allocation and use can lead to exercises in conflict resolutions. Appearance and giving testimony at court hearings adds extra stress and burden on the incumbent. Activities involving firefighting, problem wildlife and enforcement are stressful and require caution and quick thinking. Always be on guard when on patrol, constantly alert, defensive mode, sense of caution, cause heightened stress. Disruptions of lifestyle cause by work schedule (e.g. patrols). Lack of control of work pace cause by wildlife.

Combined frequency and duration is 50-75%. Substantial intensity.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Seasoned technical writing skills (English) and high level of verbal skills (English) are necessary to communicate departmental positions on resource management issues and regulatory matters to stakeholders (e.g. harvesters and community-based resource organizations) and other agencies and to fulfill departmental requirements (e.g. enforcement reports, proposals).
- Extensive management experience and skills to plan, organize and coordinate multiple and divergent activities with other government and non-government organizations within the region
- Considerable human resource management and supervision skills are required to oversee permanent, casual and seasonal staff
- Extensive knowledge of resource harvesting techniques and activities in the region
- Detailed knowledge of wildlife populations in the region including seasonal movement, habitat, reproduction cycles and community use of key species
- Specialized in resource management practices and resource development techniques
- Knowledge of a variety of resource sectors including minerals, oil and gas, forestry, land claim developments, and aboriginal traditional activities
- Knowledge of forest and fire management techniques
- Knowledge of skills required to live on the land including navigation skills for intercommunity and trap line travel.
- Extensive experience in applying legislation, monitoring and enforcement techniques
- Extensive knowledge and experience with personnel with personnel training techniques
- Extensive knowledge of computer software including word processing, database, GIS and spreadsheet programs
- Working in renewable resource management, environmental protection, and conservation education requires knowledge of basic renewable resource management philosophy and techniques.

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

Graduation from a recognized two year College Diploma program (e.g. Renewable Resource Management Technology) or similar advanced vocational program, and 5 years progressively more responsible experience in the renewable resource sector with related management and administration experience.

Living and working on the land in isolated conditions with experienced people to provide training and experience necessary for living and training in all seasons and conditions.

## **ADDITIONAL REQUIREMENTS**

A Firearms Acquisition Certificate and a valid driver's license are also required.

A bona fide requirement of the job is passing the annual work simulation fitness standards.

**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