



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Lands and Environmental Affairs Specialist	
Position Number	Community	Division/Region
63-11711	Yellowknife	Policy, Planning, Communications & Analysis/HQ

PURPOSE OF THE POSITION

The Lands and Environmental Affairs Specialist (Specialist) is responsible for providing expert strategic policy advice to the Department of Industry, Tourism and Investment (ITI) to ensure that implications on economic development of decisions related to land use, environmental management and the negotiation and implementation of land claim and self-government agreements are given consideration during the decision-making process.

SCOPE

The Specialist is located in Yellowknife and reports to the Manager, Lands and Resources (Manager). The Specialist's work activities are self-directed based on strategies approved by the Deputy Minister, the Department's mandate and objectives.

ITI is responsible for policy related to all Northwest Territories (NWT) economic sectors including: minerals and petroleum resources; natural resource industries, including agriculture, commercial fishing and the traditional economy; land and resource management; and tourism, trade and investment, business, manufacturing and secondary industries. The Specialist is responsible for the development and amendment of policies and initiatives specific to these sectors consider a wide range of views including those of communities, industry, Indigenous organizations, other governments and departments, and the Legislative Assembly and that such policies and initiatives support ITI's effective support for the development and diversification of the economy.



ITI's mandate of long-term economic prosperity and self-sufficiency in the NWT highlights the importance of the need to carefully develop ITI position and interests in response to proposed policy initiatives of other Departments to support NWT resident participation in the economy.

The legislative and policy framework associated with the delivery of ITI programs and services is very complex. The Specialist requires a combination of policy analysis, evaluation and development skills and knowledge in the areas of strategic planning, business planning and reporting, with specific expertise in the areas of economic development, land and resource management and mineral and petroleum resource management.

The Specialist supports the development of Departmental interests and intent for the Department's participation in interdepartmental and regulatory processes; environmental management initiatives; land use planning and implementation; land claim and self-government negotiations and implementation to ensure that their implementation does not erode the Department's ability to uphold its mandate and allows for continued economic self-sufficiency for the residents of the NWT.

The Specialist requires broad knowledge of a number of tools used to achieve these interests including: conservation planning, wildlife management, protected areas planning and implementation, conservation planning and implementation.

The incumbent monitors numerous land and resource development activities and represents ITI's interests in processes that may affect its mandated responsibilities. The incumbent is responsible for: coordination of departmental participation in environmental impact assessments; regulatory processes and the issuance of licences and permits by other Departments; land use planning initiatives; and the coordination of departmental positions and interests in environmental management initiatives such parks and protected areas planning, climate change, and initiatives related to Indigenous relations and rights such as the negotiation and implementation of land claim and self-government agreements. As such, the Specialist requires a significant breadth of knowledge of all of these processes and is able to apply that knowledge to the development of ITI interests and intent.

To develop and propose Department intent and interests in these areas, for approval of Senior Management, the Specialist researches and conducts strategic analysis on materials, including highly technical plans, maps, reports and submissions of other Departments, contacts officials within ITI's regions and Divisions to seek their perspective, and works with Regions/Divisions to develop Departmental interests and intent. The Specialist also communicates regularly with other GNWT departments to develop joint and coordinated GNWT positions on these initiatives. Highly developed critical thinking skills are necessary to conduct analysis of the intersectionality of a broad range of factors that potentially impact on the economic sectors (industries, companies) and the socio-economic environment.



The development of ITI interests and intent is informed by the evolving economic, land claim and corporate interests of a rapidly growing territory. As a result, there are few precedents available to guide this process, so innovation and adaptive solutions are often required. The incumbent's recommendations have a profound impact on the ability of the Department to achieve its interests and mandate.

The Specialist represents ITI on a variety of interdepartmental and intradepartmental committees and interacts with Divisions and Regions within ITI. In formulating ITI intents and interests, the Specialist works closely with colleagues, both internal and external to ITI, investment and economic development organizations and corporations, other jurisdiction and any interested stakeholders including industry and non-government organizations. The Specialist is responsible to bring forward proposals that meet the needs of the other Departments and for working collaboratively with other GNWT Departments to develop solutions that represent the needs of the GNWT and NWT residents and businesses. ITI interests and intent can be in conflict with other government departments, Indigenous governments and organizations and boards and agencies and a high-degree of tact, diplomacy and soft skills are required to achieve success.

The Specialist must manage a myriad of diverse projects and people to collaborate on simultaneous initiatives. Each of multiple projects is at different stages of development, approval, review or evaluation and requires considerable project management expertise.

The Specialist exchanges information and expertise, collaborates with others in the development of pan-GNWT interests. development of sector strategies and supports, participates in task teams, ensures coordinated and complementary efforts, provides expert advice and support, makes oral presentations, and represents NWT interests relating to ITI's mandate.

RESPONSIBILITIES

1. Provides specialized expertise to develop and advocate for ITI interests and intent for the Department's participation in environmental impact assessment and regulatory processes.

- Leads Environmental Impact Assessment (EIA) and regulatory processes with departmental teams and is the departmental representative on GNWT and Government of Canada led EIA review processes.
- Identifies and provides strategic advice on, and acts on, emerging issues and developments in the EIA and regulatory processes on behalf of the Department.
- Conducts technical research pertaining to best practices and develops guidelines, policies and procedures to guide the Department's participation in these processes.



- Consults with affected Divisions and Regional Offices within ITI and external stakeholders to ensure fluent communication and coordination of ITI's participation in EIA and regulatory processes.
 - Monitors public and community reactions to current EIA and regulatory processes.
 - Represents ITI in inter-departmental activities to advance ITI's interests and intent and works collaboratively with other Departments to develop a GNWT position.
 - Represents the Department and the GNWT at public forums, hearings and negotiations.
 - Prepares briefing notes, positions, interventions, information requests, technical reports, closing remarks, responses and submissions collaboratively with the Department's Division and Regions.
- 2. Provides specialized expertise to develop and advocate for ITI interests and intent for the Department's involvement in land use planning, conversation planning and the creation and implementation of protected areas activities.**
- Leads these processes with departmental teams and is the departmental representative on GNWT and Government of Canada processes.
 - Represents ITI in inter-departmental activities to advance ITI's interests and intent and works collaboratively with other Departments to develop a GNWT position.
 - Analyzes materials and assesses a number of intersecting factors to develop and propose ITI interests and intent.
 - Identifies and provides strategic advice on, and acts on, emerging issues and developments in these processes.
 - Conducts technical research pertaining to best practices and develops guidelines, policies and procedures to guide the Department's participation in these processes.
 - Consults with affected Divisions and Regional Offices within ITI and external stakeholders to ensure fluent communication and coordination of ITI's participation in these processes.
 - Monitors public and community reactions.
- 3. Provides specialized expertise to develop and advocate for the Department's interests and intent for the Department's participation in environmental management initiatives.**
- Leads these processes with departmental teams and is the departmental representative on GNWT and Government of Canada processes.
 - Conducts technical research pertaining to best practices and develops guidelines, policies and procedures to guide the Department's participation in these processes.
 - Analyzes materials and assesses a number of intersecting factors to develop and propose ITI interests and intent.
 - Represents ITI in inter-departmental activities to advance ITI's interests and intent and works collaboratively with other Departments to develop a GNWT position.
 - Identifies departmental interests and develops departmental positions.



- 4. Provides specialized expertise to develop and advocate for the Department's interests and intent for the Department's participation in Indigenous rights, land claim and self-government agreement negotiations and implementation.**
 - Leads these processes with departmental teams and is the departmental representative on GNWT and Government of Canada processes.
 - Represents ITI in inter-departmental activities to advance ITI's interests and intent and works collaboratively with other Departments to develop a GNWT position.
 - Identifies departmental interests and develops departmental positions.
 - Analyzes Indigenous and federal interests and positions and works collaboratively with colleagues in other Department's to resolve issues where conflicts with departmental mandates arise,
 - Consults with affected Divisions and Regional Offices within ITI and external stakeholders to ensure fluent communication and coordination of ITI's participation in these processes.
 - Monitors public and community reactions.

- 5. Develops policies and guidelines for the Department's participation in these processes.**
 - Conducts technical research pertaining to best practices and develops guidelines, policies and procedures to guide the Department's participation in these processes.
 - Conducts research and develops materials to provide education to Departmental officials on ITI's participation in these processes.

WORKING CONDITIONS

Physical Demands

Generally minimal; however, during public consultations, public hearings or sessions of the Legislative Assembly and Standing Committees, the incumbent is subject to physical fatigue caused by long extended hours.

Environmental Conditions

No unusual conditions.

Sensory Demands

Sensory demands include high concentration during the review of materials and participation in meetings which are often emotionally charged. Sensory demands are for frequent periods of short duration.



Mental Demands

Mental demands include high levels of stress related to multi-tasking and working to tight deadlines in a setting where there are frequently changing priorities, conflicting interests and differing perspectives. Mental concentration is required to think clearly and remain calm. The incumbent is expected to work irregular or long hours, including weekends. Mental demands are frequent but of short duration.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of subjects within the Departmental mandate and priorities, covering a broad spectrum of subject areas including minerals and petroleum resources; land and resource management; natural resource industries, including agriculture, commercial fishing and the traditional economy; and tourism trade and investment, business, manufacturing and secondary industries.
- Knowledge of legislation and regulatory processes related to the development of minerals and petroleum resources; natural resource industries, including agriculture, commercial fishing and the traditional economy; land and resource management; and tourism, trade and investment, business, manufacturing and secondary industries, would be an asset.
- Specialized knowledge of land use planning processes and practices.
- Specialized knowledge of legal framework and land claim and self-government processes within the NWT and in other jurisdictions.
- Knowledge of one or more of the following industries: related to one or more of the areas of minerals and petroleum resources; natural resource industries, including agriculture, commercial fishing and the traditional economy; land and resource management and tourism, trade and investment, business, manufacturing and secondary industries; and support to arms-length business agencies and corporations.
- Knowledge of renewable and non-renewable resource development projects in the NWT and potential environmental and socio-economic impacts.
- Knowledge of interest-based negotiations.
- Knowledge of northern institutions, corporations, government systems and communities.
- Knowledge of current events, political factors and issues of the day affecting the NWT.
- Knowledge of computer software including word processing, database, and electronic mail, communications programs file management systems.
- Organizational, project management, writing and communication skills are required.
- Skills to work collaboratively with others to develop solutions that meet the needs of all participants.
- Research and analytical skills.
- Ability to analyze and articulate various options related to positions and interests aimed at increasing understanding, acceptance and resolution.
- Ability to work cooperatively with others, whether as a member of a team or as an individual, and work towards consensus solutions.



- Ability to work independently and without close supervision.
- Ability to use tact, persuasion, diplomacy and flexibility.
- Ability to work in a cross-cultural environment.
- Ability to handle multiple work assignments simultaneously and to manage stress.
- 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:

An undergraduate degree with specialization in earth sciences, land use planning, environmental science, resource management, environmental management, or other related field, along with three (3) years of experience in a related work environment.

Equivalent combinations of education and experience will be considered.

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