



IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Advisor, Energy Consultation and Partnerships	
Position Number	Community	Division/Region
33-16463	Yellowknife	Major Energy Projects /HQ

PURPOSE OF THE POSITION

The Senior Advisor, Energy Consultation and Partnerships (Senior Advisor) is responsible for assessing, researching, recommending and supporting the implementation of policies, systems and processes necessary for targeted government partnerships and collaboration, strategic partnerships, and policy development related to energy infrastructure and funding initiatives Energy, Major Projects in a proactive, strategic, coordinated, timely, consistent and effective manner. The incumbent supports the Department of Infrastructure and project teams to meaningfully engage, build relationships and partner with Indigenous Governments and designated development corporations, various levels of government, industry, and the public in advancing energy initiatives and infrastructure projects within the Northwest Territories.

The Senior Advisor is the primary and direct support for the management, and coordination of government-to-government partnerships, engagement with interested and impacted parties, consultation with Indigenous governments, and Indigenous organizations identified in the consultation assessments and accompanying consultation strategy for assigned projects. Additionally, the Senior Advisor conducts research and analysis to support decision-making within the Energy, Major Projects Division, monitors energy policy developments, advises on funding opportunities, monitors compliance to align with GNWT priorities, and translates complex economic and policy reports into clear, actionable insights.

SCOPE

The Senior Advisor is located in Yellowknife and reports to the Director, Major Energy Projects.

The Department of Infrastructure - Energy, Major Projects Division is mandated to lead efforts to improve NWT's access to various renewable and non-renewable resources, build strategic relationships with various Indigenous groups and multiple levels of government, and improve opportunities to maximize NWT's economic potential through energy development.



The Senior Advisor provides strategic advice, guidance, and information on government and energy partnerships, and Indigenous relations and potential impacts to Indigenous relations, and funding opportunities to the Director of SEI with a focus on the Taltson Expansion Project, and other assigned projects as required. The role includes analyzing policy trends and reports, synthesizing key findings, and communicating them effectively to decision-makers to support infrastructure planning and energy development.

The Senior Advisor is knowledgeable about intergovernmental engagement strategies, supporting good working relationships, targeted government partnerships, emerging relevant funding programs, the GNWT Aboriginal Consultation Framework and the Public Engagement Policy and accompanying resources and tools. The Senior Advisor works to ensure the Department meaningfully and soundly fulfills its constitutional and legal duty to consult with Indigenous peoples when considering the proposed major infrastructure projects and associated decisions. The Senior Advisor ensures that the Department effectively collaborates with key government and industry interested parties to advance energy infrastructure projects in alignment with territorial priorities. The Senior Advisor provides objective advice and assessments regarding public engagement, funding applications, and strategic partnerships for the Taltson Expansion Project and other departmental initiatives. The incumbent collaborates to ensure that Aboriginal consultation and public engagement requirements for the Taltson Expansion Project and other departmental initiatives meet at minimum, regulatory requirements, including those that may trigger the GNWT's legal duty to consult. The incumbent critically assesses proposed approaches and/or makes recommendations for strategies that align with GNWT-wide best practices

The Senior Advisor will also work with Indigenous governments and Indigenous organizations to ensure local and traditional knowledge is incorporated appropriately into the proposed projects.

The incumbent also monitors and evaluates SEI activities for consistency with GNWT policies, guidelines, and advice for public engagement and Aboriginal consultation. If inconsistencies arise, recommendations on corrective actions will be provided to the Supervisor and may involve liaising with Department of Executive and Indigenous Affairs and the Department of Justice. The incumbent also provides advice on Indigenous relations issues related to assigned projects.

The Senior Advisor is the lead contact with officials from Indigenous government and Indigenous organizations in setting up meetings, negotiating agenda items, developing meeting summaries and maintaining the engagement and consultation records. The Senior Advisor is responsible for developing communications, engagement plans, and Indigenous/Aboriginal consultation plans, briefing notes, information items, and assists in developing presentations for senior management, including the Assistant Deputy Minister, the Deputy Minister and the Minister.



Overall, the role ensures that levels of government, Indigenous governments, Indigenous organizations, and communities are well informed of the proposed project, along with other interested parties and the public, ensuring that concerns are heard, documented, and where appropriate, incorporated into project plans.

The Advisor will endeavor to ensure that all Indigenous governments, Indigenous organizations, and stakeholders, impacted and interested, are given the opportunity to participate in engagement on assigned projects.

The Senior Advisor is responsible for preparing consultation assessments and seeking advice and guidance from the Executive and Indigenous Affairs Aboriginal Consultations and Aboriginal Relations Division (ACAR), as needed to ensure the GNWT-wide approach and processes for Aboriginal consultation are being followed.

The Senior Advisor will work closely with applicable regulatory boards and agencies to ensure that project information is prepared in a manner consistent with regulatory requirements and in keeping with the GNWT wide approach to Aboriginal Consultation.

The Senior Advisor will document and track public and Indigenous feedback and provide the Director, and other senior leadership within the department with collected data to determine how and to what extent feedback can be incorporated into the planning process. The Senior Advisor provides subject matter expertise and applies cultural competency to ensure that key considerations are identified, evaluated, and meaningfully incorporated into the decision-making process

The Senior Advisor position requires tact, diplomacy, professionalism, and discretion to develop and maintain positive and mutually beneficial intergovernmental and interdepartmental relationships.

Correct advice and guidance, and appropriate engagement are critical to avoid political, financial and relationship impacts.

RESPONSIBILITIES

1. Oversees the management of SEI's Projects related to government and energy partnerships, indigenous relations, Indigenous consultation and public engagement.

- Develops effective meeting structures and negotiates agendas in collaboration with federal, territorial, municipal, and Indigenous governments and organizations to facilitate meaningful discussions.



- Coordinates and prepares for intergovernmental or interorganizational meetings, including developing detailed agendas, presentations, briefing materials, and meeting materials.
- Assists with meeting facilitation where required.
- Ensures that meeting minutes are complete and accurate, and are properly recorded and stored, logs engagement and consultation outcomes and decisions in a structured tracking system, and communicates this information where required.
- Supports project planning and execution, ensuring that input from impacted and interested parties is documented and incorporated where appropriate.
- Supports and identifies funding opportunities and participate in the preparation of high-quality funding applications, narratives, and supporting documentation.
- Tracks and reports on funding requirements
- Supports and leads collaboration efforts with external parties to explain project purpose, intent, structure, and strategic direction.
- Identify the need for, secure and manage capacity funding for Indigenous and community partners.
- Translates complex policy and economic reports into clear, plain-language summaries and presentations for various interested and impacted parties.
- Follows up verifying that decisions are enacted, and actions are taken, tracking progress.
- Provides regular progress reporting to the Director and updates to the Assistant Deputy Minister and Deputy Minister of Infrastructure, as required and as requested.
- Shares authorized project information with external parties to explain the purpose, intent, mandate, structure, and decisions pertaining to SEI projects.
- Establishes engagement and consultation calendar with relevant Indigenous governments, Indigenous organizations, and other relevant parties.
- Understands and interprets project vision for the GNWT and the terms of partnership agreements with each Indigenous government or Indigenous organization.
- Works collaboratively to develop engagement plans that incorporate best practices to encourage participation, provide clear information and document outcomes.
- Builds networks and relationships within GNWT and with all stakeholders, Indigenous governments, Indigenous organizations, and communities.
- Identifies issues and opportunities with respect to engagement and Aboriginal consultation and leads them to resolution. Assists with resolving questions or discrepancies.

2. Provides strategic support for targeted government partnerships relations and public engagement.

- Establish, maintain and coordinate official contacts between the GNWT and Aboriginal, federal, provincial, territorial and non-government organizations.
- Develops and implements engagement activities that align with GNWT public engagement policies and best practices.



- Creates and supports opportunities for nation-to-nation collaboration with impacted and interested parties to develop and maintain positive and long-standing relationships.
- Coordinates and participates in intra- and interdepartmental working groups and committees to advance collaborative environments that support project engagement efforts.
- Develop correspondence, speaking notes, briefing materials, and presentations for senior leadership ensuring clarity and effectiveness in communication.
- Creates and maintains public engagement and consultation records to ensure transparency and accountability.
- In coordination with Executive and Indigenous Affairs, Justice and other departments as required, completes consultation assessments to determine if the GNWT's duty to consult is triggered to determine the scope and depth of consultation and associated consultation strategy to ensure that the GNWT's legal duty to consult is fulfilled when considering proposed GNWT actions and decisions.
- Supports the development of sound departmental Indigenous engagement and consultation processes.
- Provides SEI with expert advice, guidance, analysis and interpretation of Aboriginal and Treaty rights as they relate to Aboriginal consultation for relevant decisions/actions/initiatives.
- Follows the GNWT's Communications approach to engaging with Indigenous Governments based on Respect, Recognition, Responsibility and the intergovernmental MOUs with Indigenous governments, respecting leader-to-leader and official-to-official protocols.

3. Provides expert advice relating to Indigenous and targeted government partnerships and relations.

- Establish, maintain and coordinate official contacts between the GNWT and Aboriginal, federal, provincial, territorial and international/circumpolar governments and non-government organizations.
- Develops and/or edit correspondence for the Minister of Infrastructure, the Deputy Minister of Infrastructure and the Assistant Deputy Minister of Infrastructure, ensuring clarity and effectiveness in communication.
- Provide advice to GNWT department policy advisors with respect to positions taken at targeted government partnership meetings that their Ministers attend.
- Serves as a primary point of contact for government partners on matters related to energy policy and infrastructure development for relevant energy infrastructure projects.
- Research national policies/initiatives; analyzes their implications for GNWT priorities; develops summaries in response to national policies or initiatives
- Acts as an advisor to the Director, and is a resource within the Department, to Senior Managers and Senior Policy Advisors as required.



- Supports the resolution where appropriate of sensitive issues related to Indigenous relations, particularly where political involvement has occurred or may be likely to occur.
- Responds to written and oral requests for advice and guidance on Energy Initiatives and Project specific Indigenous relations, as required.
- Cultivates strong working relationships and networks with the GNWT and Indigenous governments and Indigenous organizations and Federal Government officials in order to strengthen Indigenous relations.

4. Support public engagement on strategic energy projects and other key energy initiatives.

- Supports decision-making by conducting research, analyzing policy trends, and assessing project feasibility.
- Develops and strengthens relationships with federal, territorial, municipal, and Indigenous governments,
- Analyzes policy and economic trends to ensure energy initiatives align with targeted government partnership priorities and funding mechanisms.
- Synthesizes economic and technical reports into concise, accessible information for decision-makers and public engagement.
- Interprets and applies existing policy, resources and tools as they relate to public engagement.
- Prepares public engagement assessments; develops corresponding plans consistent with GNWT policies.
- Leads/ participates in intra- and inter-departmental working groups, project teams, and committees to support public engagement for the proposed projects
- Prepares public engagement assessments and develops corresponding engagement plans consistent with the GNWT approach to public engagement, seeking EIA central agency support and review as appropriate.

5. Leads project coordination logistics.

- Tracks progress of decisions made during meetings; ensures follow-up actions are completed effectively.
- Oversees materials distribution as well as meeting logistics including travel arrangements; coordinates support for participant expense filings as required.
- Provides regular progress reporting to senior departmental officials including Director-level management up to Minister level as requested.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

The incumbent is exposed to demands of high concentration and attentive listening while observing and interpreting body language during important and sensitive meetings. Such meetings occur approximately 1-2 times per month.

Mental Demands

The incumbent encounters complex, sensitive and political issues, conflicting priorities and short deadlines. The incumbent will be required to travel approximately ten trips per year, up to 3 days per occurrence.

KNOWLEDGE, SKILLS AND ABILITIES

- Skilled in analyzing and interpreting legislation, policy, financial data, strategic plans, and economic trends.
- Ability to synthesize complex information into plain-language materials for diverse audiences.
- Research and briefing preparation skills, including writing funding applications, policy documents, and reports.
- Knowledge of consultation, engagement, and land-use planning frameworks, including MVEIRB, MVLWB, and Indigenous government protocols.
- Knowledge of Aboriginal and Treaty rights, land/resource/self-government agreements, and their implications for infrastructure development.
- Knowledge of governance theories, systems, and the political, economic, and cultural environment.
- Skilled in Strategic thinking, planning, and judgment in high-pressure, complex environments.
- Skilled in project management, including planning, implementation, monitoring, and reporting.
- Organizational and time-management skills, able to manage competing priorities and tight deadlines.
- Knowledge of funding processes, grant applications, and reporting related to energy and infrastructure projects.



- Verbal and written communication, including briefings, presentations, and meeting facilitation.
- Interpersonal, negotiation, conflict resolution, and consensus-building skills.
- Ability to build and maintain effective relationships with colleagues, senior leaders, and external stakeholders, including Indigenous governments.
- Ability to work in cross-cultural and cross-jurisdictional team environments.
- Knowledge of federal, territorial, and Indigenous governance structures and policies.
- Knowledge of political contexts and ability to assess implications for the NWT.
- Ability to represent departmental interests professionally in intergovernmental settings.
- Skilled in maintaining records, tracking decisions, and documenting actions.
- Skilled in Microsoft Office Suite, SharePoint, DIIMS, Jambo, and online collaboration tools.
- Ability to work independently, take initiative, and find creative, solutions-focused approaches.
- 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 bachelor's degree in communication management, business management, public administration, political science, or a related field with 3 years of experience in intergovernmental affairs, secretariat functions, Indigenous government and Indigenous organizations administration and governance.

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