



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Cumulative Impact Monitoring Program Coordinator	
Position Number	Community	Division/Region
23-14310	Yellowknife	Climate Change, Cumulative Impacts and Knowledge/HQ

PURPOSE OF THE POSITION

The Cumulative Impact Monitoring Program Coordinator (Coordinator) is responsible for the planning, coordination, delivery and evaluation of program and financial management services within the Northwest Territories Cumulative Impact Monitoring Program (NWT CIMP) to strengthen partnerships with program partners, and to provide knowledge in environmental monitoring while building community capacity. The Coordinator supports the implementation of the NWT CIMP and the Cumulative Impact Monitoring Framework.

The Coordinator also supports the Division's work in coordinating and administering departmental funding processes, Steering Committees and Councils and administration of financial Contribution Agreements, to ensure ECC is fulfilling its mandate.

SCOPE

The Coordinator is located in Yellowknife and reports to the Manager, NWT CIMP (Manager). The Coordinator plans, coordinates, implements, monitors, and evaluates the NWT CIMP's financial and funding processes, developing synergies within the division.

The Department of Environment and Climate Change (ECC) works to promote and support the sustainable use and development of natural resources and to protect, conserve and enhance the NWT environment for the social and economic benefit of all residents.

The Climate Change, Cumulative Impact, and Knowledge (CCCIK) Division coordinates climate change action in the Government of the Northwest Territories (GNWT), leads the implementation of the GNWT's Knowledge Agenda, and fulfills ECC's regulatory obligations to monitor cumulative environmental impacts and facilitate the NWT Environmental Audit which assesses the effectiveness of the regulatory regime in the Mackenzie Valley and the



quality of environmental information and processes related to monitoring cumulative impacts.

NWT CIMP is mandated to conduct and fund the collection, analysis and reporting of cumulative impact monitoring and research to understand regional environmental trends. NWT CIMP defines cumulative impacts as changes in the environment from combinations of human activities and natural processes occurring across the landscape and over time. Cumulative impacts may have additive, synergistic or antagonistic effects. These impacts can be difficult to predict and manage due to inadequate environmental baseline data, complex ecological processes, and the large scale at which human development occurs. In conducting this work and implementing the program, NWT CIMP is guided by the NWT CIMP Steering Committee (the Committee) to ensure that the program meets the needs of its partners. The Committee is composed of representatives of Indigenous, territorial and federal governments and co-management boards. In practice, NWT CIMP works closely and engages with the Committee, NWT Indigenous governments and Indigenous organizations, communities, regulators, co-management boards, government decision-makers, and academic researchers.

The Coordinator works within a legislative, regulatory and policy framework, fulfilling GNWT's legislated responsibilities under Part 6 of the *Mackenzie Valley Resource Management Act* (MVRMA), the Gwich'in and Sahtú land claim agreements, the Tłı̨chǫ land claim and self-government agreement to monitor environmental cumulative impacts, to understand regional environmental trends, and to facilitate the independent audit of the environmental regulatory system.

The Coordinator works collaboratively with colleagues within ECC, particularly within the Climate Change and Knowledge Agenda Units of the CCCIK, and the Water Management and Monitoring and Wildlife and Fish Divisions. The Coordinator regularly collaborates with GNWT colleagues in other departments, such as Northwest Territories Geological Survey. The Coordinator regularly works with external partners (e.g., Indigenous governments and Indigenous organizations, federal government departments including Fisheries and Oceans & Environment and Climate Change Canada, Renewable Resource Boards, Land Use Planning Boards, & academia).

The Coordinator is responsible to deliver, evaluate and refine NWT CIMP's funding process for cumulative impact monitoring and research projects. Time spent engaging with program partners requires concentration, judgment, tact and mental effort. The Coordinator is required to build and maintain professional working relationships with all program partners and contribute to development of capacity through collaborative working relationships. The Coordinator provides interpretation, advice and guidance to clients on program requirements to complete funding requests, ensure compliance with legislation and funding arrangements, the timely and accurate transfer of funds to all program partners, and the resolution of conflicts.



The Coordinator administers multiple financial agreements by developing, implementing and monitoring financial transactions and ensuring regular and accurate financial and project result reporting is completed. Attention to detail, patience, and exceptional time management and organizational skills are required to ensure accurate and timely work product.

The Coordinator also provides support and synergies to the unit's and Division's other work including financial management of a multi-million-dollar budgets, relationship building, capacity building, external meeting and workshop logistics as well as management and maintenance of an online information management system (the NWT Discovery Portal) that houses environmental monitoring and research reports, datasets, summaries and information.

RESPONSIBILITIES

1. Implements NWT CIMP priorities, plans, initiatives and correspondence in conjunction with Unit staff and program partners.

- Researches, identifies and implements alternative options to meet service strategies, delivery requirements and program objectives.
- Analyzes, prepares and coordinates program-related priorities, plans, initiatives and correspondence.
- Monitors receipt of reporting requirements through consultation with NWT CIMP staff and funding partners.
- Leads program tracking cycles with unit staff, coordinates and participates in meetings (e.g., annual multi-partner workshop) with internal and external partners.
- Assists in the planning, organization, logistics, hosting, and recording of annual results workshops, often in remote communities.
- Assists in determining information needs of program partners.
- Reports and presents financial progress of NWT CIMP funded projects to the NWT CIMP Steering Committee.
- Provides procedural and financial expertise to colleagues.

2. Leads the administration of funding agreements and arrangements.

- Prepares and facilitates multiple financial contribution agreements, transfer agreements, memorandums of understanding and contracts.
- Conducts an annual evaluation of funding processes and implements recommended improvements.
- Coordinates the review, assessment and evaluation of funding applications and reporting requirements.
- Provides recommendations to the Manager and implements approved solutions.
- Provides training to Divisional staff on financial systems, processes and funding agreements.
- Assists with collaborations between units.



3. Supports funding partners to fulfill their financial administration obligations.

- Delivers advice to external clients, and GNWT, to obtain, clarify and exchange information related to best financial and administrative practices. This often requires identifying barriers and initiating problem solving solutions within the confines/Standard Operating Procedures of the Financial Administration Act.
- Coordinates and provides correspondence and briefs to the Manager, Director and ECC Directorate on the funding portion of the program.
- Analyzes NWT CIMP's monthly financial position, identifies critical issues and provides recommendations to and advises the Manager on critical paths forward and solutions.
- Assists with Variance Reporting for NWT CIMP, and supports other divisional units as required.
- Prepares and analyzes briefings and reports on program administration and financial activities for senior management.
- Develops and provides financial and procedural expertise and leadership to Divisional staff members.

4. Maintains NWT CIMP's Information Management System (IMS).

- Collaborates with researchers to gather and upload information to the NWT Discovery Portal, an online public registry of NWT environmental monitoring information.
- Compiles, organizes, and archives cumulative impact monitoring data collected by the GNWT, partner organizations, researchers, and industry.
- Implements data compilation under the direction of the Specialist or the Manager.
- Responds to technical issues; researches and implements solutions.
- Reports information related to the IMS and program annual reporting to senior management, ECC colleagues and the public.

WORKING CONDITIONS

Physical Demands

Office work requires the operation of computer equipment that entails sitting and focusing for extended periods of time. The incumbent is subject to physical fatigue caused by long hours during periods of high work volume under critical deadlines.

The incumbent may be required occasionally to assist with field work. Field work during northern summer or winter conditions. Physical effort is required to walk long distances, lift/move equipment in boxes/crates of up to 40 kg or carry backpacks of up to 20 kg in field environments. Travel to small communities may also require carrying one's own gear from the airport to the community, on foot.

The employee must carry appropriate protective equipment such as bear repellent and various types of insect repellents and possibly firearms. Protective clothing may be hot to wear and cumbersome (e.g., arctic parkas, floater suits, rain suits, bug shirts/hoods, safety boots and glasses).



Environmental Conditions

Office work requires the operation of computer equipment that entails sitting and focusing for extended periods of time. The incumbent is subject to physical fatigue caused by long hours during periods of high work volume under critical deadlines.

The incumbent may be asked occasionally to assist with field work. Field work involves exposure to extreme weather conditions, exposure to biting/swarming insects and wild animals (e.g., bears, grizzly and black, and moose), and rough terrain. This occurs once per year for up to one week duration at a time. There is some risk of injury when working in isolated areas of the region.

The incumbent may also be required to travel to remote sites and meetings in and out of the territory three times per year for up to 1 week per trip.

Sensory Demands

The incumbent is highly involved in the exchange of information (seeing and hearing). There is an ongoing requirement for exacting sensory attention for prolonged periods. There are long periods of auditing with extreme attention to detail required. Sustained attention is required for document review and writing for up to several hours per day, as well as for meeting participation and problem solving as required.

Mental Demands

There may be stress from multiple and overlapping work demands and requirements to meet tight timelines. Incumbent deals constantly with rapidly changing priorities and heavy workloads.

Travel by small aircraft to remote NWT communities is required once per year.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of best practices in financial administration processes.
- Knowledge of administrative, contracts, procurement and financial processes and practices.
- Knowledge of the organizational structure and financial practices of Indigenous governments and communities.
- Analytical, planning, time management and organizational skills.
- Communication and presentation skills.
- Reading and comprehension skills.
- Writing skills are required to prepare program-related strategies and plans, correspondence and reports.
- Ability to implement good judgment, and be able to operate in an autonomous, flexible, discreet, and trustworthy fashion.



- 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.
- Ability to obtain, clarify and exchange information.
- Ability to use MS Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Professional.
- Ability to work in a cross-cultural environment to interact positively with internal and external clients.
- Ability to work closely with a team.

Typically, the above qualifications would be attained by:

A high school diploma and Administration Certificate or Project Management Certificate, with a minimum of two [2] years of direct and progressive work experience.

Equivalent combinations of education and experience will be considered.

Assets include:

- Experience in budgeting, forecasting and conducting accounting.
- Experience working with funding agreements in the North.
- Experience traveling and working with remote communities and small Indigenous organizations.
- Experience with GNWT's financial system, SAM.

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