



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Strategic Energy Planning and Engagement	
Position Number	Community	Division/Region
33-14651	Yellowknife	Strategic Energy Policy & Programs/HQ

PURPOSE OF THE POSITION

The Manager, Strategic Energy Planning and Engagement (the Manager) in collaboration with the Manager, Energy Policy and Programs, is responsible for the short and long-term energy planning as well as the inter-divisional and intra-divisional support of the work of energy policy, planning, initiatives, programs and regulatory matters to ensure that commitments are set and met. The Manager leads energy planning efforts and proposes and recommends energy policies and community projects to be pursued by the Government of the Northwest Territories and coordinates the input of internal and external stakeholders for consideration.

SCOPE

The Strategic Energy Policy & Programs Division is a high-paced and politically high-profile work environment with numerous work commitments, with short-timelines, occurring concurrently that must be managed. Internal to the division and reporting to the Director, Strategic Energy Policy & Programs, the Manager is responsible to ensure that strategic planning work is supported and carried out in a timely and efficient manner and is of the highest quality. The Manager ensures that Division's work relating to policy, planning, solutions, program, legislation and regulatory lines of business are supported and adequately resourced.

The Manager is also responsible to support and coordinate interdepartmental and intergovernmental work of the Division, providing coordination and response on matters of energy governance, including decision-making and knowledge brokerage work through the Deputy Ministers Energy and Climate Change Committee (DMECC), the Ministers Energy and Climate Change (MECC) Committee of Cabinet, and other Committees of the Legislative Assembly.

The Northwest Territories (NWT) has significant energy resources including hydroelectricity, oil, natural gas and a variety of alternative energy sources. The GNWT's legislative and policy framework for energy is aimed at increasing the use of domestic energy resources, increasing



the adoption of renewable and sustainable energy and reducing energy costs in the NWT. The Government of the Northwest Territories (GNWT) must evaluate technical, financial and economic feasibility, and where possible, develop energy projects that are sustainable and reduce the NWT's dependence on diesel power generation. Environmental, regulatory, financial and socio-economic factors also require careful review and assessment.

The functioning of NWT energy system and markets is complex, involving a range of government and private sector operators and residential, commercial, institutional, and industrial energy users. GNWT efforts to improve energy efficiency, increase local renewable energy sources and reduce energy costs depend on the collection and analysis of accurate data from a range of local, territorial and national sources.

The Project Manager, Community Energy Projects as well as the Advisor, Energy Analytics, Research and Analysis report directly to the Manager. The position has significant influence on the overall direction of the GNWT on energy issues, as well as at the divisional level on decisions on the investment of human and financial resources.

The position will consult with the Director to develop recommendations for the purpose of informing the development of GNWT positions regarding matters of energy.

The Manager works in a small team environment to develop, implement and refine the strategic approach to energy in the NWT and will work within a policy framework established by the GNWT and anticipate, assess and make recommendations related to addressing energy security, reliability, affordability, and sustainability.

It is necessary therefore that the skill set of the incumbent be broad, enabling the Division the required flexibility in terms of work assignments and meeting GNWT objectives regarding energy policy and planning. Work is often self-assigned and directed, and the incumbent will at times be directly accountable to the Assistant Deputy Minister for results.

The Manager is responsible for tracking, documents, and communicate progress towards the Division's goals, objectives, outcomes and outputs on a regular basis, and for evaluating progress continuously and taking remedial actions to support successful outcomes.

The Manager will undertake and lead work planning across the Strategic Energy Policy & Programs Division to ensure that work is efficiently and appropriately apportioned and will assist the Director and the Manager of Energy Policy and Programs in ensuring that resources and people are supported and managed for the division. This requires the use of project management principles and tools within a government setting such as scoping, critical path, process, control, risk management, resource allocation, and time and task analysis.



The Manager will work closely with the Manager, Energy Policy and Programs and the advisory staff of that manager to coordinate and support the production of the various energy-related reports, including the publication of energy strategies, action plans, and the annual production of the NWT Energy Initiatives Report.

The Manager will also work with the Major Energy Projects Division to ensure alignment in projects' objectives and narratives.

The Manager is the lead on identifying, securing funding, planning, supporting and developing community-based energy projects that achieve the GNWT's vision to ensure the energy system in the NWT is secure, affordable and sustainable.

The Manager will provide information to the Department's Policy, Planning and Communications Division to support the development of public communications, education and awareness products to meet the Department's public energy communication needs.

The Manager represents the Department and the GNWT on a variety of interdepartmental, intradepartmental and intergovernmental committees, and interacts with other governmental agencies, community organizations, and the business community with regard to energy issues.

The Manager will, as appropriate, represent the Department at Federal / Provincial / Territorial meetings of committees related to energy, such as federal energy policy and strategy groups, and committees supporting the Energy Mines and Ministers Conference (EMMC).

RESPONSIBILITIES

1. Lead and work with energy division staff to undertake long-term strategic planning for the implementation of energy policy

- Coordinate and undertake environmental scans
- Coordinate and undertake GAP or SWOT analysis,
- Coordinate comparative energy policy and program analysis between jurisdictions,
- Develop achievable and measurable long-term goals, objectives, outputs and outcomes; coordinate the development performance measures and indicators.

2. Lead and manage Energy Division's identification and development of community scale projects related to the security, affordability and sustainability of the NWT electricity, heating and transportation system.

- Lead the planning of specific community-based projects such as to small scale solar, wind, batteries, biomass, transportation initiatives, and heating.
- Lead the planning and management of specific federally funded community-based projects including technical design work, environmental baseline work, permitting, and regulatory authorizations.



- Lead the development of specific community funding applications (up to \$5 million) and the submission and support of such applications to federal funding agencies.
 - Track federal energy funding opportunities and work with partners to identify and define new projects and develop and submit funding proposals for new funding.
- 3. Consider, propose, substantiate, and recommend the optimal group of Energy policies, projects and programs to be pursued by the GNWT**
- Lead cross divisional task teams to consider opportunities and review technical materials to determine optimal short and long-term needs and initiatives.
 - Establish project prioritization and ranking criteria
 - Ensure quality and accuracy of data used in the prioritization process,
 - Coordinate the handover of project initiatives for execution by regional project management teams within the Department.
- 4. Track, document, and communicate progress towards the Division's goals, objectives, outcomes and outputs on a regular basis,**
- Evaluate progress continuously and take remedial actions to achieve success.
 - Advise the Director on how to efficiently organize and prioritize work to achieve goals and objectives.
 - Provide regular updates on the progress of all major projects and initiatives.
- 5. Lead and undertake Energy research and analysis activities including**
- Information gathering using departmental staff resources, professional and academic literature, data collection, stakeholder consultations, consultant services, and contracts with other jurisdictions
 - Analysis and synthesis of information in order to draw conclusions and develop opinions and recommendations
 - Delivery of results in report form supplemented by audio-visual presentations
- 6. Undertake and lead work-planning across the Energy Division to ensure that work is efficiently and appropriately apportioned**
- Ensure that resources and people are managed for the division.
 - Use project management principles and tools such as scoping, critical path, process, control, risk management, resource allocation, time and task analysis
 - With the support of Energy Division staff, lead the development of operational plans to implement energy and climate change strategic goals and objectives.
- 7. Co-Lead the creation, proof and publication of Energy related reports and documents.**
- Coordinate the publication of the Department's annual "Energy Initiatives Report".
 - Coordinate the publication of the GNWT energy strategy and associated Action Plans.



- Support the Policy, Planning and Communications Division in the development of energy communications and outreach material
- 8. Provide technical information and materials to the Policy, Planning and Communications Division in support of the Deputy Ministers Energy and Climate Change Committee and the Ministerial Energy and Climate Change Committee-of-Cabinet**
- Coordinate the production and the collection of materials within the Division.
 - Coordinate responses from subject matter experts that provide information, advice and recommendations, including briefing notes and presentations.
- 9. Use a matrix management approach to ensure energy goals, objectives, outcomes and outputs of the GNWT are represented within the department, interdepartmentally and at the intergovernmental level**
- Co-lead division involvement in interdepartmental and intergovernmental committees.
 - Participate in intergovernmental working groups and support intergovernmental affairs.
 - Represent the Department and the GNWT on interdepartmental, intradepartmental and intergovernmental committees, and interact with other governmental agencies, community organizations, and the business community with regard to energy issues.
 - Ensure the GNWT is adequately represented in various energy working groups and act as a central clearing house and point of contact for information of all energy work done at the intergovernmental level.
 - Work with Divisional staff, GNWT departments, Crown Corporations and agencies, and external consultants.
- 10. Represent the Department at meetings, on committees, at conferences and public engagement events, and perform other duties as required.**
- Supervise contract and casual support staff and consultants associated with plan development and evaluation as required.
 - Coordinate input to the departmental Policy, Planning and Communications Division that supports the development of communications strategies and material related to NWT energy policy and plans.
 - Support the development of material for DM committees, submissions and presentations to Cabinet, and FMB, as well as to standing committees.
 - Lead and coordinate work related to the Legislative Assembly and Standing Committees, including coordination of energy briefing materials, presentations, responses to Committees and regular MLAs.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the energy industry, including non-renewable, conventional and non-conventional energy sources.
- Knowledge of computer software including word processing, databases, spreadsheets and presentation applications.
- Knowledge of political, fiscal, legislative, social and economic environment.
- Skilled in the application of project management principles and methods, and of planning and programming theory and analysis.
- Ability to use plain language, to effectively communicate challenging and complex issues to a variety of audiences in various settings, including to decision makers.
- Strategic thinking and matrix management of complex files and issues.
- Team building, conflict resolution, and excellent interpersonal skills.
- Ability to develop and express ideas, concepts, judgments and recommendations to professionals and lay people concisely, using appropriate verbal, written and graphic means.
- Management skills to lead, plan, organize, coordinate and complete complex and concurrent projects independently or in teams within time and resource constraints while monitoring progress and evaluating results.
- Political sensitivity, self-confidence, professionalism, tact and diplomacy are critical in contacts with stakeholders.
- 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 a relevant discipline such as engineering or business with five (5) years of experience in a planning and coordination capacity including experience in Energy project management.

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