

Mackenzie Valley
Review Board



Environmental Assessment Support Officer

The Mackenzie Valley Environmental Impact Review Board (Review Board) has an immediate opening for an Environmental Assessment Support Officer in Yellowknife, Northwest Territories.

Job description: As the Environmental Assessment Support Officer you will be responsible for working in support of the Review Board's Environmental Assessment Team and its role in planning, facilitating and conducting environmental assessments of proposed developments. In addition, responsibilities will include the maintenance of the public registry.

Requirements and qualifications: You should have an undergraduate degree in science, environmental engineering, environmental management or geography (human or physical), a thorough understanding of environmental impact assessment. Previous environmental impact assessment experience would be preferred.

Additional details of the job roles and responsibilities will be posted at www.reviewboard.ca or upon request.

Email your application by October 6th, 2017 to:
Mark Cliffe-Phillips, Executive Director
Mackenzie Valley Review Board
E-mail: mcliffephillips@reviewboard.ca
Phone: (867) 766-7055
Website: www.reviewboard.ca

Only those applicants selected for an interview will be contacted.



POSITION DESCRIPTION

1. IDENTIFICATION

Incumbent	Position Title	Location
	Environmental Assessment Support Officer	Yellowknife, NT
Organization	Division	
Mackenzie Valley Environmental Impact Review Board (MVEIRB)	Environmental Assessment	PC-2

2. PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall result).

Reporting to the Manager, Environmental Impact Assessment, the Environmental Assessment Support Officer is responsible for coordinating and facilitating the environmental impact assessment process and assisting with preparation of Environmental Impact Assessment Reports at the direction of the Review Board.

3. SCOPE

(Describe in what way the position contributes to and impacts on the organization).

The Review Board is responsible for implementation of the Environmental Impact Assessment responsibilities prescribed by the *Mackenzie Valley Resource Management Act (MVRMA)*. The decisions of the Review Board have a profound and lasting impact on the physical and human environment of the peoples of the Mackenzie Valley and the Northwest Territories. Ensuring that the Review Board has accurate, timely and high quality analysis and advice is critical for sound environmental stewardship and sustainable economic and industrial development.

In collaboration with Senior Environmental Assessment staff, the Environmental Assessment Support Officer is responsible for:

- providing input on environmental impact assessments and related issues;
- preparing summary reports and providing input on or leading preparation of the EIA Report based on the decisions and direction of the Review Board;
- ensuring effective and on-going communications with interested parties; and
- facilitating the environmental impact process to ensure compliance with the MVRMA and with MVEIRB policies and procedures.

4. RESPONSIBILITIES

(Describe the major responsibilities and target accomplishments expected of the position. For management positions, include the subordinate positions(s) through which responsibilities are accomplished).

Provides input on environmental impact assessments and related issues and prepares briefing materials for the Review Board by:

- Conducting research, literature reviews and providing analysis on the potential biophysical, cultural, and socio-economic impacts and potential legal issues of proposed developments
- Reviewing and analyzing reports and materials received from agencies, developers and other interested parties to ensure accuracy and compliance with MVEIRB requirements
- Assist with reviewing the work of contract experts conducting technical analysis of development and environmental issues
- Attending and recording Review Board deliberations and post hearing debriefing sessions and providing advice to the Board as required
- Preparing briefing materials and presentations concerning research, analysis, and recommendations
- Providing assistance to Review Board Panels conducting environmental impact reviews as required

Prepares summary reports on analysis, technical sessions and hearings and assisting with the draft and final EIA report by:

- Creating summary reports on research, analysis, technical sessions and hearings
- Reviewing and analyzing technical reviews and reports and preparing summaries and presentations in collaboration with senior staff
- Drafting terms of reference, information requests, or other documents issued by the Review Board during an environmental assessment
- Assisting with preparing the draft and final EIA Report based on the decisions and direction of the Review Board
- Preparing Reasons for Decision Reports for Review Board review as required
- Reviewing and analyzing the Minister's Response to the finalized EIA Report

Ensures effective and on-going communications with Aboriginal organizations, governments and agencies, developers and other interested parties by:

- Acting as the point of contact with government agencies, First Nations and regulatory authorities, land and water boards, governments, municipalities, and other agencies and organizations on environmental assessment issues and processes
- Participating in meetings, workshops, committees and other forums dealing with environmental assessment and review and providing information about the Review Board and its processes
- Participating in preparing information and education materials concerning the EIA process
- Maintaining a public registry for environmental assessments, including posting documents to the website and updating and testing website documents

- Providing information and advice to developers on the MVEIRB process and submission of required documents as appropriate in collaboration with senior staff
- Responding to inquiries, managing information flow and conducting analysis on responses

Facilitates the environmental impact assessment process to ensure that assessments are completed in compliance with the MVRMA and MVEIRB policies and procedures:

- Coordinating EIA start-up activities and developing the terms of reference and workplan for the assessment
- Arranging for locations and logistics, such as documentation processing, translation services, accommodations and travel, advertisements and transcripts, for public hearings, scoping sessions, technical sessions, or other public events
- Facilitating and reporting on scoping sessions, technical meetings and pre-hearing conferences as well as attending and participating in public hearings
- Recording and tracking undertakings, commitments and required responses at sessions and hearings
- Regularly reviewing and providing advice on the status of development proposals
- Assisting the Manager in developing budgets for the environmental assessment process

5. KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance)

- Strong understanding of northern peoples, cultures, environment and political processes
- Comprehensive knowledge of environmental assessment methods and techniques
- Knowledge of legislation, policies and procedures including the MVRMA
- Knowledge of industrial sectors operating in the north
- Knowledge of First Nation, territorial and federal government environmental protection guidelines, codes, regulations and legislation
- Ability to conduct technical reviews of proposed developments
- Ability to manage differing points of view and to reach consensus or agreement between conflicting interests
- Demonstrated ability to communicate effectively in writing or verbally, in English
- Highly effective interpersonal and diplomacy skills, judgment, dependability, initiative and thoroughness
- Ability to work independently
- Knowledge of computers and various software programs
- Excellent team building skills
- Proven analytical and critical thinking skills

The above skills are normally acquired through completion of a university degree in sciences, planning, environmental engineering or a related discipline plus 1 to 3 years of direct experience in the environmental assessment field. A post-graduate degree would be an asset. Equivalencies will be considered.

6. CONSEQUENCES OF DECISIONS

Access to accurate and current information is critical for Review Board Members to make effective and meaningful decisions. It is essential for the Review Board to be provided with expert analysis on highly complex and technical issues so that Board Members can meet their mandate and make decisions. Incomplete information and/or inaccuracies in environmental impacts assessment analysis will have significant consequences on the ability of the Review Board to make and defend decisions and maintain credibility with stakeholders and the public.

As a front line point of contact to the public, aboriginal organizations, governments, developers, federal and territorial government departments and other groups; the level of professionalism and quality and efficiency of the service provided will significantly influence the perception of the Review Board's performance and image by those key stakeholders. Inattention to detail or inappropriate advice could lead to embarrassment and loss of credibility for the Review Board, individual Board Members, and staff.

7. WORKING CONDITIONS

(List the unavoidable, externally imposed conditions wider which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, and demands of one's senses including mental demands.)

Physical Demands

Physical requirements include sitting at a desk for frequent periods of lengthy duration; frequent use of a computer; and lifting and carrying heavy files for frequent periods of short duration. Travel to remote communities is required 3 to 4 times per year for community meetings or hearings including set-up and tear-down at community facility.

Environmental Conditions

Environmental demands are minimal

Sensory Demands

Sensory demands are minimal.

Mental Demands

Mental demands include dealing with diverse points of view, providing evidence to a quasi-judicial Board, public presentation and debate, attention to detail and uncontrolled overflow of work and overlapping priorities.

8. CERTIFICATION

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Employee Signature	Supervisor Signature
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Printed Name	Supervisor Title
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Date I certify that I have read and understand the responsibilities assigned to the position.	Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Board Chairperson Signature	Date
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I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this position. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.