

Mackenzie Valley
Review Board



Environmental Assessment Policy Advisor

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

Job description: Reporting to the Senior Environmental Assessment Policy Advisor, as the Environmental Assessment Policy Advisor you will be responsible for participating in the development of environmental assessment policies, guidelines and procedures, providing advice and coordinating responses on external regulatory and environmental assessment policy initiatives.

Requirements and qualifications: You should have an undergraduate degree in environmental management or geography (human or physical), environmental science or related field of study. A thorough understanding of environmental impact assessment and a minimum of three years of experience is required. A related Master's degree is preferred.

Please consult the job description posted on the Review Board's website for a complete list of duties associated with and qualifications required for the position.

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.



MACKENZIE VALLEY ENVIRONMENTAL IMPACT REVIEW BOARD

IDENTIFICATION

POSITION TITLE	Code	Position #
EA Policy Advisor	PM – 05	
DIVISION	LOCATION	
Executive	Yellowknife, NT	

PURPOSE

The Policy Advisor is responsible for participating in the development of environmental assessment policies, guidelines and procedures, providing advice and coordinating responses on external regulatory and environmental assessment policy initiatives.

SCOPE

The Review Board is responsible for implementation of the Environmental Impact Assessment responsibilities prescribed by the *Mackenzie Valley Resource Management Act (MVRMA)*. Its offices are located in Yellowknife, NT.

Reporting to the Senior EA Policy Advisor of the Mackenzie Valley Environmental Impact Review Board (Review Board), the Policy Advisor develops, or assists with the development of, environmental assessment policies and procedures for the Review Board, provides regulatory advice to the Environmental Assessment Division, and coordinates responses to external regulatory and environmental assessment policy initiatives (as and when directed by the Executive Director).

RESPONSIBILITIES

- 1) Provide regulatory policy advice and services to the organization
 - Attend Environmental Assessment Division meetings to provide advice and support on environmental assessment files.
 - Assist the Manager of Environmental Assessment, Senior Environmental Assessment Officer and team leaders with operational requirements of the Environmental Assessment Division (e.g. review and updating of operational policies and procedures)

- 2) Advise the Executive Director, Senior EA Policy Advisor, Manager of Environmental Assessment, and others in the Environmental Assessment Division (and the Board when called upon by the Executive Director) with respect to ongoing regulatory policy and operational initiatives/issues, both internal and external to the Review Board
- 3) Assist with the development of environmental assessment related policies, Memorandum of Understandings, guidelines, and procedures, such as:
 - Evaluate existing Board policies and processes to determine their effectiveness in meeting Board priorities
 - Conduct environmental scanning exercises and research
 - Identify strategic goals in support of management objectives
- 4) Provides research, analysis and planning services to the Review Board with respect to external regulatory/environmental assessment policy initiatives and their and their relevance to the Board, including, but not limited to:
 - Land use plans
 - Land claim and self-government agreements
 - Federal and territorial regulatory initiatives
 - Review and analyze Acts, policy, regulations, strategy, guidelines, and cooperative agreements
- 5) Collaborate with the Logistics and Planning Officer to develop communication products for the Review Board related to environmental assessment matters
- 6) Participate in external meetings, workshops, committees, and other forums dealing with regulatory/environmental assessment policy matters as they relate to the Board and its processes.
- 7) Advise and assist in the development of training and information materials on various aspects of the Review Board's function and duties

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of issues relating to environmental protection and impact mitigation in an arctic and sub-arctic environment
- Knowledge of the *Mackenzie Valley Resource Management Act*
- Knowledge of the Mackenzie Valley Land Use Regulations
- Knowledge of the *Waters Act*
- Knowledge of the Waters Regulations

- Knowledge of the Gwich'in and Sahtu Comprehensive Land Claim Agreements
- Knowledge of the Tlicho Land Claim and Self Government Agreement-in-Principle
- Knowledge of the Deh Cho First Nations Interim Measures Agreement
- Knowledge of the Akaitcho Territory Dene First Nations Interim Measures Agreement
- Knowledge of other agreements as deemed relevant

Skills

The incumbent must demonstrate the following skills:

- Ability to work independent of day-to-day supervision
- Ability to work in a team setting
- Ability to communicate effectively both verbally and in writing
- Experience with public media
- Experience with quasi-judicial Boards and government agencies
- Experience in reviewing legislation

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful
- Possess cultural and political awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair

The knowledge, skills, and abilities are most commonly acquired through undergraduate degree in Resource Management or Environment related field with a minimum of 3 years experience in policy analysis/development. An equivalent combination of school and professional experience will be considered.

WORKING CONDITIONS

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue.)

The work is generally performed in an office without undue physical exertion. During public hearings, the incumbent is subject to physical fatigue caused by long or extended hours. Field trips may require short periods of greater physical exertion.

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed.)

The incumbent is subject to extended periods working while seated at a computer. The incumbent may also be periodically required to travel to remote sites, involving possible exposure to hazardous weather conditions, elevated noise levels and travel in light aircraft, boats, four-wheel drive vehicles, etc.

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy.)

The incumbent is highly involved in the exchange of information (seeing and hearing). At times, there is the requirement of sensory attention for prolonged periods.

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue.)

The work requires close attention to the detail of written material to ensure that all pertinent information needed is available to help make informed decisions.

CERTIFICATION

_____	_____
Printed Name	Supervisor Title
_____	_____
Employee Signature	Supervisor Signature
_____	_____
Date	Date
I acknowledge that I have read and understand the responsibilities assigned to this position.	I acknowledge that this job description is an accurate description of the responsibilities assigned to the position.
_____	_____
Executive Director/Chair Signature	Date
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 incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.