



**MACKENZIE VALLEY LAND AND WATER BOARD**  
**Job Description - 2017**

**Executive Director**

**PURPOSE**

The Executive Director, Mackenzie Valley Land and Water Board (MVLWB) is responsible for providing advice to, and managing the operations of, the MVLWB in accordance with the *Mackenzie Valley Resource Management Act* (MVRMA) as well as all other applicable legislation, land claims agreements, interim agreements and agreements in principle.

**SCOPE**

The Mackenzie Valley Land and Water Board was established under the *Mackenzie Valley Resource Management Act* to regulate the use of land and water and the deposit of waste so as to provide for the conservation, development and utilization of land and water resources in a manner that will provide optimum benefit to the residents of the settlement areas, the Mackenzie Valley and to all Canadians. The main functions of the MVLWB are to process land and water use applications in, and ensure consistency in the application of the legislation throughout, the Mackenzie Valley.

The Board has been vested with a highly complex and vital responsibility. The Board must make decisions concerning land and water use in an area that has been subject to unprecedented growth and development, and where land and water use has tremendous cultural, traditional, spiritual, political, environmental and socio-economic implications. The Board must make all decisions in accordance with the MVRMA and in consideration of land claims and interim land claims agreements as well as multiple interests including Aboriginal groups and organizations and business, industry and environmental interests.

Reporting to the Chair, and being accountable to the Board as a whole, the Executive Director is responsible for ensuring that the Board has the required information and advice to make informed decisions that comply with the MVRMA as well as all other pertinent legislation and/or land claims agreements, interim agreements and agreements in principle. He/she is also responsible for ensuring that the Board complies with all regulatory guidelines and procedures and for communicating and administering the decisions made by the Board.

The Executive Director must effectively manage the day-to-day operations of the Board Office. He/she must ensure that staff have the required expertise, experience and resources to effectively monitor and review applications for land and water use. He/she must be able to understand the complexities of the applications and application process while at the same time effectively delegate the workload to ensure maximum value for staff time and input. He/she must also ensure that all computer, monitoring and filing systems are accurate and up to date. The Executive Director is responsible for managing staff and administering the budget.

The Executive Director must be able to fully explain the advice and recommendations made by staff to the Board in a manner that is easily understood. He/she must ensure that Board Members have the



required information to make effective decisions well in advance of Board meetings and be prepared to respond to questions from the Board concerning reports, recommendations and advice. He/she must ensure that the application and review process is transparent, equitable and balanced and that the Board is not put in a position of either possible or inferred conflict of interest. He/she must do so while taking into consideration any socio-economic, cultural, political, environmental and/or developmental issues.

A key role of this position is to develop effective and open relationships with all key stakeholders including Aboriginal representatives, government officials, business and industry representatives, environmental and community groups and organizations. He/she must be able to gain the trust of each group while maintaining a commitment to the independence of the Board and the MVRMA.

The Executive Director must also be able to effectively explain and communicate the role and purpose of the MVRMA and the MVLWB to a variety of groups in a variety of settings. This includes on an individual basis to stakeholders, in public forums to the general public and in meetings and conferences to business and industry groups, environmental organizations, Aboriginal organizations and other key stakeholders. He/she must be able to effectively explain and defend the actions and decisions of the Board and clearly define how decisions fit with the intent of the Act and the mandate of the Board.

## **RESPONSIBILITIES**

1. Ensure the MVLWB has the required information and advice to remain fully informed and up to date on all land and water use applications, projects and initiatives:
  - Provide support and advice to the Chair and the Board as required, particularly in regard to the MVRMA
  - Administer the water and land use application process
  - Ensure a detailed evaluation of all proposed projects has been forwarded to the Board
  - Develop and manage appropriate procedures and guidelines to process applications for land and water use
  - Review, assess and understand recommendations made to the Board by staff or any other groups and agencies
  - Identify the needs for special terms or conditions, studies or monitoring requirements
  - Review environmental data submitted as a requirement of terms and conditions of a license or permit and explain the significance and/or any anomalies to the Board
  - Ensure that all studies required of the applicant, licensee or permit holder are undertaken and presented to the Board as per the stated terms and conditions
  - Advise the Board on current or anticipated resource management issues and initiatives that may impact on the Mackenzie Valley
  - Participate in the development, implementation and maintenance of the Board's vision, goals, priorities and policies
  - Represent the Board at local, regional, territorial and national meetings including at the Political and Senior Managerial level
  - Coordinate and/or facilitate Board orientation and training
2. Provide advice and support for MVLWB meetings in order to ensure that the Board has the required information and advice to make informed decisions in accordance with the MVRMA:



- Ensure regular Board meetings are arranged
  - Develop meeting agendas in consultation with the Board Chair
  - Provide Board Members with required information packages well in advance of Board meetings
  - Be available to explain information packages and respond to Board questions prior to Board meetings
  - Be prepared to answer Board questions and defend positions and recommendations
  - Ensure decisions being considered by the Board comply with the MVRMA as well as all other applicable legislation, land claims agreements, interim agreements and agreements in principle
  - Ensure minutes of Board meetings are recorded and placed on file
  - Act on decisions made by the Board in an effective and timely manner
  - Communicate Board decisions to staff, key stakeholders and others as appropriate
3. Manage the administrative functions and responsibilities of the Board:
- Review and recommend budgets
  - Review and analyze financial statements and reports
  - Ensure financial systems are maintained in an accurate and timely manner
  - Prepare for and respond to the annual audit
  - Ensure that database systems and land and water use files are effectively maintained
  - Manage the resources and assets of the Board
  - Develop and implement Board approved operating policies and procedures
  - Ensure reports are completed and submitted to the appropriate agency in a timely manner
  - Ensure records are maintained
  - Obtain legal and legislative advice on various issues
  - Ensure computer systems and office equipment is maintained
  - Ensure inventories are maintained
4. Provide leadership and direction for MVLWB staff in order to ensure a productive, positive and healthy work environment:
- Ensure there is an effective and open communication process between staff and the members of the Board
  - Develop and implement a human resources plan and personnel management policies and procedures
  - Ensure that accurate job descriptions are in place
  - Recruit and orient staff
  - Evaluate, train and develop staff
  - Complete performance evaluations
  - Provide leadership, guidance and counseling to staff
  - Supervise staff and effectively delegate responsibilities
  - Take corrective action when required
  - Ensure staff have the required resources and expertise to complete their responsibilities
5. Coordinate public and community relations activities in order to ensure effective communications and an open consultation process:



- Develop effective and open relationships with all stakeholders including Aboriginal organizations, government agencies, business and industry representatives and environmental and community groups
- Ensure that consistent and systematic public notification procedures are instituted by the MVLWB
- Consult with land owners and others with a vested interest in applications and projects
- Network with federal/territorial agencies, scientists and academics, consultants, Aboriginal and other organizations
- Establish, coordinate and participate in joint studies and cost sharing arrangements
- Promote understanding of the role and responsibility of the MVLWB
- Facilitate public participation in the regulatory process through public forums, preparation of newsletters, press releases and preparation of the annual report
- Liaise with various special interest and community groups
- Address public complaints and concerns
- Monitor media relations and recommend appropriate responses to media stories

6. Perform other related duties as required.

### **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:

- An understanding of the roles and responsibilities of various government departments and agencies and management boards
- Strategic planning
- Leadership principles and practices
- Management and financial principles including the ability to understand financial statements and reports
- Human resources management
- Program administration, management and delivery
- Program evaluation
- an understanding of the northern cultural and political environment
- An understanding of the roles and responsibilities of the MVLWB Board members
- Environmental engineering and the natural sciences
- Land and water resource evaluation processes and procedures
- Scientific methods and practices
- Mackenzie Valley Resource Management Act and Regulations
- Waters Act and Regulations
- Gwich'in and Sahtu Comprehensive Land Claim Agreements
- Tlicho Land Claim and Self Government Agreement-in-Principle
- Deh Cho First Nations Interim Measures Agreement
- Akaitcho Territory Dene First Nations Interim Measures Agreement
- Other legislation and agreements as deemed relevant



### **Skills**

The incumbent must demonstrate the following skills:

- Excellent team leadership skills and management skills
- Financial management skills
- Supervisory and human resource management skills
- Strategic planning skills
- Analytical and problem solving skills
- Decision making skills
- Negotiations skills
- Effective verbal and listening communications skills
- Stress management skills
- Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level
- Effective written and verbal communications skills including the ability to prepare reports and policies
- Effective public relations and public speaking skills
- Research and program development skills
- Time management skills

### **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 Executive Director would normally attain the required knowledge, skills and abilities through completion of a program in resource management, biological or earth sciences or public or business administration at a Master's University level or higher, combined with several years of related experience at a senior management level and demonstration of excellent leadership skills. An equivalent combination of education and professional experience will be considered.

## **WORKING CONDITIONS**

### **Physical Demands**



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

The Executive Director may have to work irregular or additional hours to complete special requests or projects. The Executive Director will have to spend hours sitting and using office equipment, computers and attending meetings. During public hearings, the incumbent is subject to physical fatigue caused by 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 MVLWB office is a busy organization. The Executive Director will have to manage a number of people and projects at one time, and will be interrupted frequently. The Executive Director will need excellent organizational and time and stress management skills to complete the required tasks.

### **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.)*

Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment.