



MACKENZIE VALLEY LAND AND WATER BOARD

IDENTIFICATION

POSITION NUMBER	CODE NUMBER	POSITION TITLE
		Regulatory Manager
DIVISION		LOCATION
Management		Yellowknife, NT

PURPOSE OF THE POSITION

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

Under the direction of the Executive Director, the Regulatory Manager is responsible for the development, implementation and administration of the regulatory review process for land use and water use applications and all other submissions to the Mackenzie Valley Land and Water Board (MVLWB) as assigned by the Executive Director. The position will lead the Regulatory Division.

SCOPE

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

The primary scope of the position will relate to regulatory activities of the Mackenzie Valley Land and Water Board. This is a Management position requiring a leadership role for the regulatory group and coordination role between the regulatory and other divisions of the MVLWB.

DUTIES AND RESPONSIBILITIES

(Describe major responsibilities and target accomplishment expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished.)

- 1. Administer and coordinate the review of applications and submission to the Mackenzie Valley Land and Water Board by:**
 - Ensuring timely processing of applications and submissions to the MVLWB in accordance with the MVRMA and the MVLWB policies and guidelines.
 - Implementing, and where necessary developing, regulatory guidelines, procedures and processes for land and water use applications in the Mackenzie Valley in accordance with the MVRMA.
 - Coordinating with other divisions/supports on the review of major submissions made to the Board.
- 2. Coordinate the Preliminary Screening for all applications to the MVLWB by:**

- Implementing, and where necessary developing, Preliminary Screening procedures and policies for applications in accordance with the MVRMA.
- Ensuring that applications to the MVLWB are screened and that supporting information are provided to the MVLWB for approval.

3. Coordinate Monitoring of Compliance systems by:

- Implementing, and where necessary developing, an audit system for license and permit compliance.
- Ensuring the Board has up-to-date inspection reports on all permits and licenses from the inspectors.
- Preparing reports and recommendations for action to the Board.

4. Manage the Regulatory Review process for the MVLWB by:

- Developing and implementing the ongoing staffing plan for the group to ensure the delivery of service to the applicants and licensees and other land and water Board clients.
- Maintaining current knowledge of development issues in the Mackenzie Valley.
- Anticipating development activity in the Mackenzie Valley and their impact on staff workload and planning and preparing accordingly.
- Maintaining current knowledge of environmental management and regulatory theory and practice pertaining to development in the Mackenzie Valley.
- Developing short and long-term objectives for the regulatory group that will support legislation required to regulate land use permitting and water licensing.
- Supervising employees of the regulatory group.
- Ensuring that all members of the regulatory group receive adequate advice, support and training that will allow them to perform to their maximum potential.

5. Participate in the Communication Strategy of the MVLWB:

- Assisting, as necessary, in the development and implementation, of the communications strategy for the MVLWB.
- Assisting with the delivering of information on the MVLWB and its processes to clients and interest groups.
- Representing the MVLWB at meetings and public information events as required.

6. Perform other related duties as required or as directed by the Executive Director.

EDUCATION KNOWLEDGE, SKILLS AND ABILITIES

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

- Knowledge of the MVRMA and Regulations, Tlicho, Sahtu and Gwich'in Comprehensive Land Claims Agreements and the NWT Waters Act and Regulations.
- Knowledge of environmental issues in the Mackenzie Valley.
- Ability to manage and mentor staff.
- 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 quasi-judicial Boards and government agencies.

- Knowledge of issues relating to environmental management and mitigation in an arctic/sub-arctic environments.

These knowledge, skills, and abilities are most commonly acquired through an advanced university degree in resource management, science, engineering, or a related discipline with 10 years of relevant work experience, preferably including exposure to the northern industrial development sectors.

Equivalent professional experience and/or education may be considered.

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.

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.