



## MACKENZIE VALLEY LAND AND WATER BOARD Job Description

May 2017

### **Regulatory Specialist**

#### **Purpose**

Under the direction of the Regulatory Manager and the Executive Director, the Regulatory Specialist (RS) is responsible for conducting and coordinating the review of Land Use Permit and Water License applications and all other associated technical reports, amendments and extensions that are submitted to the Mackenzie Valley Land and Water Board (MVLWB) under the *Mackenzie Valley Resource Management Act* (MVRMA). The position is also responsible for preparing Preliminary Screening Reports on applications, preparing staff reports and briefing notes for the Board, formulating recommendations for the Board with the assistance of senior staff, reviewing technical reports, tracking compliance and providing regulatory advice and information to applicants and the public

#### **Summary**

1. Coordinate the review of land and water use applications to the MVLWB by:
  - Reviewing applications for the use of land, water and/or the deposit of waste made to the MVLWB
  - Reviewing technical and/or engineering reports, contingency plans and additional information submitted with applications
  - Coordinating technical reviews of land and/or water use applications
  - Coordinating the public review of land and/or water use applications, which can include organizing public meetings or hearings, interfacing with affected First Nations, communities, government departments and the public
  - Working with applicants to assist them in conducting public engagement/consultations with First Nations for proposed developments
  - Preparing Staff Reports with recommendations to the MVLWB on the applications
2. Coordinate and prepare the Preliminary Screening Reports on land and/or water use applications to the MVLWB by:
  - Evaluating land and/or water use applications made to the MVLWB for significant adverse environmental and ecological impacts
  - Evaluating applications made to the MVLWB for public concern
  - Preparing detailed Preliminary Screening Reports with recommendations and reasons for decisions for the approval of the Board
3. Review and track data provided and compliance with Land Use Permits and Water Licenses by:
  - Monitoring the compliance of land use permits and conditions with orders given by inspectors
  - Analyzing monitoring reports for compliance with water license conditions
  - Interfacing with inspectors on compliance issues

- Evaluate monitoring data provided, changes in licensee operating conditions for compliance with the permit, license and Act
  - Making recommendations to the MVLWB for cases of non-compliance of land use permit and/or water license conditions
4. Review and assist with the development of guidelines for standard operation practices and information requirements for specific types of land use operations by:
    - Assisting senior staff in reviewing guideline and policy documents
    - Maintaining state of the art knowledge on best practices relating to Land and Water Use and waste disposal.
    - Assisting with the establishment and review of information requirements for Land Use Applications for specific types of land use operations
  5. Liaise with First Nations, communities, government departments and officials, consultants, industry and the public to exchange and obtain information on legislative requirements and provide regulatory guidance and advice.
  6. Review Water License surveillance network programs to ensure that Licensees are meeting Water License requirements for compliance and monitoring, discharge limits, water quality monitoring and water use volumes.
  7. Maintaining an up to date knowledge of environmental, social, economic and political issues in the Mackenzie Valley.
  8. Maintaining an up to date knowledge of industrial technology as it applies to land use issues and/or water management technology as is applies to water issues in the Mackenzie Valley.
  9. Representing the MVLWB on committees and at meetings as required.
  10. Other related duties.

#### **EDUCATION AND/OR EXPERIENCE:**

The incumbent will preferably hold a degree in environmental science or engineering with three to five years of related experience in conducting in-depth regulatory, environmental scientific and technical reviews. Equivalencies will be considered. Experience in northern developments would be considered a definite asset.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- A basic knowledge of the principles of environmental regulation
- Skills in project management of environmental programs
- Knowledge of current political, economic, social and/or development issues in Northern Canada
- Experience in organizing, coordinating and conducting technical and regulatory meetings with stakeholders including Federal and Territorial Governments, Aboriginal governments, First Nations and communities

- Able to write briefing materials and technical reports for senior management and the Board
- Knowledge in the field of environmental assessment and/or environmental regulation
- Able to track and review environmental compliance and performance
- Able to coordinate technical reviews of projects between applicants, government departments, Aboriginal representatives and Board consultants
- Knowledge of technology used in industrial developments for water treatment, waste disposal, and land use operations
- Operating knowledge of GIS software
- Knowledge of technical aspects of the sampling and analysis of water quality samples, water quantity monitoring, and of the chemical analysis of water samples
- Knowledge of the issues relating to water use and waste disposal in the mining and/or the oil and gas industry
- Experience working in remote locations
- Ability to deal with difficult situations (involving conflicting ideas) in a tactful manner
- Ability to understand and analyze complex scientific data sets
- A valid NWT drivers' license

### **Desirable Knowledge:**

- Knowledge of the *Mackenzie Valley Resource Management Act*
- Knowledge of the Mackenzie Valley Land Use Regulations
- Knowledge of the *Waters Act*
- Knowledge of the (NWT) Waters Regulations
- Knowledge of the Gwich'in and Sahtu Comprehensive Land Claim Agreements
- Knowledge of the Tlicho Agreement
- Knowledge of Deh Cho Interim Measures Agreement
- Knowledge of Akaitcho Interim Measures Agreement

These knowledge, skills, and abilities are most commonly acquired by graduation from an undergraduate degree in Science, Environmental Studies, Ecology, Integrated Resource Management, or a related field with two years experience in land related environmental studies and/or water related environmental studies, or post secondary Diploma in Environmental Management or a related field and three years experience in land and/or related studies. An equivalent combination of school and professional experience will be considered.

### **Relevant Attributes:**

- Demonstrating initiative by actively seeking out work during quiet work periods
- Demonstrating attention to detail by reporting on all pertinent information in Board packages/letters/etc. and conducting QA/QC on content and quality of all submissions
- Proactively seeking out help when needed
- Proactively following up on requests with clients and management
- Showing enthusiasm for taking on new responsibilities
- Respecting work hours, leave requests and requirements, sick days, etc. as defined in the Land and Water Board Employee Policies and Procedures Manual, January, 2015 (and subsequent updates)

## **Working Conditions and Effort**

- Ability to work in cross cultural settings;
- Ability to work under pressure and in some cases with irregular hours and overtime.
- Willingness to travel.

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.