



MACKENZIE VALLEY LAND AND WATER BOARD Job Description

May 2017

Senior Technical Advisor

Purpose

The Senior Technical Advisor is responsible for acting as an advisor to the Mackenzie Valley Land and Water Board (MVLWB), and its panels on scientific and technical issues arising from water license and land use permit proceedings.

Reports To:

The MVLWB Executive Director (ED) will provide overall direction for the position, and approve leave and other administrative matters.

The Senior Technical Advisor will often be a part of project teams, and at times may be the Project Manager. As such, they may receive direction from other Project Managers, including but not limited to the Regulatory Manager and/or other regulatory staff.

Summary

The Senior Technical Advisor assists with the development and implementation of regulatory, environmental and scientific review processes. This includes carrying out technical review of submissions made to the Board, and/or contracting and managing outside expertise as required. The Senior Technical Advisor will participate in project review teams; ensuring assignments are completed in a professional and timely manner.

The Senior Technical Advisor will manage technical consultant's contracts and deliverables, and will manage other Technical Advisor staff (if applicable).

The Senior Technical Advisor also plays a key role in the development of policy, guideline and protocols for Board processes.

Duties and Responsibilities

1. Lead the facilitation of technical aspects of the licensing/permitting process for the Boards. For example:
 - a. Conduct initial assessments of submissions, documents and other items requiring review or assessment

- b. Conduct an initial assessment to determine the requirement and extent of review or assessment required
 - c. Determine whether the review/assessment can be completed within existing resources or if additional expertise is required
 - d. Facilitate technical sessions to try to narrow down the technical issues prior to a public hearing
 - e. Lead the questioning, during a public hearing, on technical/scientific matters to ensure the Boards have all the information needed to make their decisions.
 - f. Meet with parties, if necessary, to understand and resolve issues.
 - g. Act as a Project Manager to track the progress of reviews and ensure that timelines are achieved to meet requirements and the schedules of the Board.
 - h. Work with the lead regulatory specialist, and/ or Project Manager to track the progress of reviews and ensure that timelines are achieved to meet requirements and the schedules of the Board.
2. The Senior Technical Advisor may establish, lead and participate on project review teams to conduct reviews and analysis
- a. Identify team members on a project by project basis
 - b. Meet with team members to determine roles and responsibilities
 - c. Participate in the development of work plans including timelines, responsibilities and evaluation processes
 - d. Mentor and develop the knowledge and skills of team members
 - e. Advise review teams to assist with meeting their goals and objectives and to complete reviews and assessments within prescribed timelines and budgets
 - f. Participate in, and/or facilitate, the review of review teams upon completion of each project and develop continuous improvement plans and strategies
3. Lead and manage the acquisition of expertise to complete reviews when required:
- a. Identify and contract expertise and/or external resources as required
 - b. Establish a terms of reference for each project/contract
 - c. Liaise with contracted experts to ensure requirements are being met
 - d. Review and analyze reports and inputs of contracted expertise
 - e. Evaluate the results of contracted expertise
4. With other senior staff members, develop and implement processes and procedures for conducting reviews:
- a. Develop processes and protocols for conducting reviews
 - b. Prepare guidelines and manuals to standardize the review process

- c. Evaluate the review process to ensure it is effective and efficient
 - d. Make adjustments to the review process as required
5. Participate in the development of Board policies, guidelines and procedures with a scientific/technical focus and ensure they are consistently implemented in all Board(s) processes and that they are reviewed and updated as appropriate. This may include:
- a. Participating in water licencing processes to the extent necessary to ensure that technically-based policies and guidance (such as the Water and Effluent Quality Management Policy) are being followed properly and consistently.
 - b. Participating in the development of guidance or training materials for Board staff and external parties, such as materials that describe a consistent approach to reviewing technical submissions (e.g., how to review an AEMP, how to review SNP data, how to set SNP conditions etc)
 - c. Potentially participating in the environmental assessment phase of projects to the extent necessary to ensure that any information the LWBs need from the EA is brought forward during the EA.
 - d. Meeting with clients to discuss our policies, guidelines etc to ensure that they understand what to expect during our processes.
 - e. Meeting with clients periodically to see how well our policies etc are working and seeing what might need changing in future.
 - f. Participate in, and potentially coordinate, the review and update of Policies, Guidelines and Procedures.
6. Participate in external technical/scientific initiatives that will either impact the work of the Boards or that will be affected by our work.
- a. Participate on external Working Groups and initiatives as directed by the Executive Director, or designate.
 - b. Maintain an active network of northern and southern based expertise and advisors.
 - c. Keep up to date on national and international environmental regulations and precedents which may impact the Board's activities.
7. Perform other related duties as required, including but not limited to;
- a. Participating in Working Groups established by the Board, as necessary.
 - b. Assisting the Executive Director(s) and Regulatory Manager in developing and improving institutional procedures and policies.

EDUCATION AND/OR EXPERIENCE:

The incumbent will preferably hold a Masters Degree in environmental science or engineering with five to ten 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

The incumbent will be expected to have the following knowledge and skills:

- Knowledge of regulatory, environmental technical and scientific review processes
- Knowledge of eco-management theories and practices
- Knowledge of, and ability to, interpret and apply all relevant legislation, agreements and Board policies to the land and water use applications and compliance requirements
- Knowledge of northern regulatory environment including a working knowledge of the Mackenzie Valley Resource Management Act, NWT Waters Act and associated regulations.
- Familiarity with scientific and technical issues related to northern environmental management (e.g., mine closure/reclamation, waste management, etc.)
- Strong financial and human resources management skills
- Excellent written and oral communication skills
- Understanding of computer systems and the ability to apply computer software including word processing, spreadsheets and database programs
- Ability to prioritize tasks in a team based setting
- Ability to manage short and long term projects with stringent deadlines
- Ability to apply statistical methods in numerical analysis
- Ability to interpret, analyze and accurately report on environmental scientific and technical issues
- Very good interpersonal and listening skills
- Ability to read, analyze and interpret scientific and technical journals, financial reports and legal documents
- Ability to respond to common inquiries from clients, stakeholders or members of the business community
- Ability to produce documents that conform to prescribed style and format
- Ability to effectively present information to the Board, senior management, public groups and/or boards of directors
- Mathematical skills to understand and interpret analyses such as laboratory analysis or calculations
- Mediation skills and the ability to facilitate meetings between proponents with opposing views
- Critical thinking skills and the ability to define problems, collect data, establish facts and draw valid conclusions

- Ability to interpret an extensive variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables

CONTACTS

Executive Director: Weekly/daily, to receive overall direction and to provide progress reports on activities.

Land and Water Board Staff members: Frequently to provide advice and assist in completing reviews. Also to coordinate in the development and implementation of Board policies, guidelines and other procedures.

Contracted Expertise: Regularly, to monitor progress, provide and receive information and advice and evaluate reports and results.

Board Members: As required, to present information and provide advice and recommendations on regulatory processes, issues and activities.

Federal and Territorial Government Representatives: Regularly, to share and gather information and provide progress reports on regulatory activities.

Industry, Business, Communities and other applicants and/or responders: Regularly, to provide updates on applications and other activities, gather additional information, present and defend findings and provide assistance with the regulatory review process.

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.