

1. IDENTIFICATION

Position No. 13-10098	Job Title Coordinator, Regulations & Operations	Supervisor's Position Assistant Director, Wildlife Management	
Department Environment	Division/Region Wildlife Management- Operations	Community Igloolik	Location Headquarters, Iqaluit
Fin. Code: 13700-01-1-230-1371001-01-XXXX			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
The Coordinator, Legislation and Operations, is accountable to the Assistant Director, Wildlife Management Division, for the coordination and implementation of the Department's regulation development system. The incumbent is also responsible for providing advice and support to field operations through the development and maintenance of manuals, instructions, draft directives and policies. In addition assistance will be provided through direct involvement in enforcement operations (including assisting in and designing training needs assessments). The position plays a key support role for the departments' compliance program to ensure the long term sustainability of wildlife resources in Nunavut.

3. SCOPE**Describe in what way the position contributes to and impacts on the organization.**

- 1) The Wildlife Management Division is responsible for wildlife management, environmental protection, and territorial parks in Nunavut, under legislative authority of the Wildlife Act, Environmental Protection Act, and Territorial Parks Act. The regulations under these acts require regular amending as operational needs dictate. Additionally, the implementation of the Nunavut Land Claim Agreement places requirements on the Department to make changes to its legislation. The incumbent will play the lead role in identifying requirements for regulation changes, as well as coordinating and implementing regulation changes in liaison with regional managers, staff biologists, Conservation Officers, Wildlife Deterrent specialist the Nunavut Wildlife Management Board (NWMB), Regional Wildlife Organizations (RWO's), Hunters and Trappers Organizations (HTO's), and other agencies.
- 2) To ensure optimum efficiency and compliance with requirements for consultation, the regulation development process must be constantly monitored and adjusted as needed. The incumbent will be responsible for monitoring the process in communication with staff and outside agencies, and will make recommendations for changes.
- 3) The incumbent is the Department's expert in the area of wildlife regulatory systems, and is required to keep current on issues that are relevant to the field through independent research and liaison with other government and non-government agencies at a territorial and national level. The incumbent is required to provide expert advice both internally and externally.
- 4) Wildlife operations such as licensing, program delivery, and particularly compliance programs must be delivered in a consistent manner in all areas of Nunavut. This is essential to ensure that regulatory matters and law enforcement activities are conducted in a manner that is within the bounds of the legislation and within the requirements of Canadian law. The incumbent will take the lead in designing, implementing, and maintaining for field officers usage an updated system of operations manuals, legislation manuals, policy manuals, field instructions, uniforms, and other materials.
- 5) To ensure their effectiveness law enforcement operations have to be conducted in accordance with all applicable acts, regulations, and policies. The incumbent will play the role of advisor to the departments enforcement staff in the conduct of enforcement operations, and when required will play an active role in these operations. The incumbent will operate as a liaison between Crown prosecutors and field staff to ensure proper enforcement procedures are followed. In addition, the incumbent will play the lead role in enforcement cases that cross jurisdictional and territorial boundaries. This will require the incumbent to have a good working relationship with various federal and provincial government agencies.
- 6) There are in place or in development a number of interjurisdictional and interagency agreements which impact on the way field officers deal with some regulatory and enforcement matters. The incumbent will liase with the supervisor in monitoring and evaluating these agreements, and will keep field staff informed of departmental obligations.
- 7) Located in Igloolik, this position manages a budget of up to \$100,000.00 and will supervise the Wildlife Deterrent Specialist and may also supervise casual and/or contract staff. The position reports to the Assistant Director, Wildlife Management Division.
- 8) The incumbent will be required to provide briefing notes on enforcement activity to the Ministerial level. This will require the collection, interpretation, and analysis of legislative and enforcement information.

4 RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

1) **Coordinates regulation development and implementation by:**

- ◆ Providing advice and assistance on regulatory and legislative matters, including the implementation of the Wildlife Act.
- ◆ Working with co-management agencies and land claim organizations to fulfill and/or resolve regulatory obligations established under the Nunavut Land Claims Agreement (i.e., assignment of rights, disposition of harvest).
- ◆ Establishing standards (i.e., processes, templates) for the development of proposals to amend regulations that is consistent with NLCA expectations (i.e., appropriate community consultation).
- ◆ Researching and preparing legislation packages to be drafted by the Department of Justice including meeting with legal and legislation council to ensure the draft accurately reflects the intent of the proposed legislation.
- ◆ Ensuring appropriate background documentation for regulation amendment proposals is secured prior to legislation packages moving through approval processes (i.e., NWMB and Minister in Council).

2) **Ensures consistency in field operations by:**

- ◆ In conjunction with supervisor and other staff, designing a system to facilitate the updating, development, and timely distribution of operations manuals and updates to the manuals.
- ◆ Coordinating the update of legislation and relevant operation manuals to ensure Departmental staff holds up-to-date information.
- ◆ In cooperation with field officers selecting uniform parts, setting uniform standards and replacement schedules, and purchasing and distributing uniforms.
- ◆ Maintaining Firearm inventory for the Department.
- ◆ Coordinating the processing of Nunavut officer and inter-jurisdictional officer appointments.
- ◆ Monitoring and evaluating reciprocal enforcement and licensing agreements with neighboring jurisdictions, and keeping field staff informed of requirements under these agreements.
- ◆ Monitoring and evaluating agreements with federal agencies (i.e., DFO, CWS, Heritage Canada) for enforcement of legislation (i.e., Fisheries Act, Migratory Bird Convention Act, National Parks Act), and keeping field staff informed of requirements under these agreements.

3) **Provides input into the development of an effective compliance program that reflects Nunavut peoples' values within the context of legislation by:**

- ◆ Reviewing and analyzing external and internal factors impacting on the Department's ability to provide compliance programming.
- ◆ Consulting with regional staff and stakeholders in communities to determine compliance needs and delivery options.
- ◆ Providing environmental education personnel input on programs which result in greater public awareness and support for wildlife management.

- ◆ Preparing regulatory summaries and public notices for uses including Departmental publications on fishing and hunting.
- ◆ Reviewing emerging federal and territorial legislation and its impact on compliance issues.
- ◆ Providing input into the development and maintenance of an appropriate compliance recording system, including enforcement forms, records and reports, and the establishment and maintenance of electronic intelligence files.
- ◆ Participating in large-scale inter-jurisdictional or pan-territorial enforcement investigations at an administrative level.
- ◆ Identifying departmental needs for, purchasing, testing, and maintaining specialized enforcement equipment.

4) Supports training of wildlife staff on legislation and compliance duties by:

- ◆ Liaisons with Departmental personnel and provides advice on regulatory and compliance issues.
- ◆ Providing workshops (i.e., development of regulation amendment proposals) and compliance (i.e., enforcement reporting) to staff.
- ◆ Identifying areas of weakness in the wildlife staff with regards to the knowledge of enforcement standards and protocols, and designing and implementing focused training to address these needs.
- ◆ In conjunction with the supervisor, provide training to wildlife staff on new legislation to ensure consistent legislation application throughout the territory.

5) Performs administrative functions relating to legislation and compliance program development by:

- ◆ Supervising and managing contract and casual support staff
- ◆ Maintaining liaison with provincial, territorial and federal government officials with respect to legislation development functions
- ◆ Liaising with regional and community staff on legislation and compliance issues.
- ◆ Dealing with media on appropriate issues following standard Departmental guidelines.

6) Participates in the Departments Enforcement and Compliance program as an appointed enforcement officer.

- ◆ Wearing a uniform as directed by department policy
- ◆ Maintaining and acquiring skills and abilities through mandatory attendance at identified courses, seminars, and workshops as directed by supervisor.
- ◆ Participating in field enforcement activities as directed by supervisor
- ◆ Providing assistance to other officers in the conduct of investigations by remote support as well as physically going to take part.

7) Coordinates Conservation Officer Training Program (COTP)

- ◆ Liaise with Department Training and Development Specialist
- ◆ Advise/redesign/create training development modules/courses for program to ensure development of core competencies for the COTP candidates
- ◆ Coordinate quarterly evaluations of candidates are completed by the field training

- officer/supervisor and that applicable Wildlife Managers are informed of progress.
- ◆ Member of selection and evaluation committee for intake of COTP candidates.

8) Supports Division Wildlife Deterrent Specialist

- ◆ Provides supervision and direction in the development of wildlife deterrent programs
- ◆ Performing employee evaluations
- ◆ Overseeing employee leave and attendance
- ◆ Assigning any duties that support the Department's wildlife management mandate.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

1. Communication Skills:

- High level of writing skills (English) is important to communicate with staff, other agencies and stakeholders within and outside Nunavut. Technical writing skills with direct experience in the application of regulations are necessary to achieve necessary results, and to provide appropriate briefings within the department to senior staff.
- High level of verbal skills (English) is important to communicate in a variety of settings, in order to explain government policy, department directives, and new legislation, as well as to facilitate the exchange of information between individuals and various agencies.
- Ability to speak and write Inuktitut and/or Innuinaqtun are considered assets

2. Management Skills:

- Management skills to plan, organize and co-ordinate activities within a complex regulatory and political setting
- Supervision skills
- Legislation development experience within the context of co-management regimes and in a northern setting

3. Technical Skills:

- Knowledge of resource management issues including management legislation development, procedures and principles
- Specialized knowledge of natural resource law as is gained from completion of an accredited resource management/enforcement training course and work experience
- Familiarity and direct experience with implementation of compliance programs (i.e., experience as a Wildlife Officer)
- Knowledge of computer software including word processing, database and spreadsheet programs
- Specialized knowledge and expertise in the areas of compliance and resource law

enforcement, including conducting investigations, prosecutions, and liaising with the office of the crown prosecutor.

4. Education Requirements

- Enforcement Degree with 4 years experience as an enforcement officer,
- Or Environmental Technology Diploma with 5 years experience as a enforcement officer
- Equivalencies will be considered.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

The incumbent is subject to physical requirements including the necessity to travel in uncomfortable aircraft, minor lifting and frequent long periods of sitting at a desk or in a meeting. Participation in enforcement training and field work may expose the incumbent to all manner of weather conditions, chemical irritants, and physical exertion on an occasional basis. Law enforcement activities may require the incumbent to have physical contact with possibly violent individuals.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Frequent travel throughout Nunavut and occasional travel nationally with exposure to loud noise, inclement weather and disruptions caused by travel requirements.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

Sensory demands are minimal.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

Mental demands include regularly dealing with unknown factors, periods of concentration including public speaking and debate, occasional tense negotiations and discussions, frequent attention to detail and uncontrolled overflow of work and overlapping priorities. Appearance and giving testimony during court proceedings can at times be stressful. Activities involving problem wildlife and enforcement are sometimes stressful, and require caution yet quick-thinking. Mental alertness in order to provide appropriate enforcement and operational advice to wildlife staff is also required.

7. CERTIFICATION – Coordinator, Regulations and Operations

<p>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____</p> <p>Supervisor Title</p> <p>_____</p> <p>Supervisor Signature</p> <p>_____</p> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Deputy Head Signature</p> <p>_____</p> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.