

YESAB

Yukon Environmental and
Socio-economic Assessment Board

JOB DESCRIPTION

Section 1 – Identifying Data

Position Title	Assessment Director
Incumbent	
Supervisor's Title	Executive Director
Branch/Unit	Head Office
Location	Whitehorse
Date Completed	January 2025
Valid Class 5 Yukon Driver's Licence	Yes
Classification	MG03

Section 2 – General Summary

The Assessment Director is responsible for overseeing the effective management, coordination, and consistent application of Yukon Environmental and Socio-economic Assessment Board's (YESAB) assessment methodologies and practices across all tiers of YESAB.

Reporting directly to the Executive Director (ED), the Assessment Director ensures consistency, efficiency, and compliance with the *Umbrella Final Agreement* (UFA), *Yukon Environmental and Socio-economic Assessment Act* (YESAA), YESAB's Assessment Architecture and Yukon regulatory frameworks. In addition, they ensure that assessments of projects in the Yukon, that are completed through YESAB's Designated Offices, Executive Committee and Panel Review, are defensible.

The Assessment Director is responsible for providing guidance to managers of the Assessment Branch regarding the management of human and financial resources, as well as liaising between the managers of the Assessment Branch and the Executive Director. This position is responsible for ensuring that both parties are apprised of emerging issues and trends.

The **Assessment Director** is a member of YESAB's **executive** management team and advises the Executive Director on all matters pertaining to assessments, processes and related items.

Section 3 – Organizational Structure

See attached Organizational Chart.

Section 4 – Principal Duties and Responsibilities

1. Oversees Assessment Branch processes including those completed by the Panel, Executive Committee and Designated Offices, to ensure that assessments are conducted in accordance with policies, procedures, legislative requirements.
2. Leads the Assessment Branch Manager to ensure that their respective units are effectively operating. This includes overseeing the use of Project Management strategies to manage internal and external resources to assist assessment teams in meeting scope of work, budget, and schedule commitments.
3. Leads the Assessment Branch Managers to ensure that assessment processes are inclusive and minimizes barriers to participation through outreach and communication. Ensures that Indigenous groups, Yukon communities, proponents, and the public are appropriately engaged.

4. Understands and identifies the unique challenges of each assessment team, including Panel, Executive Committee and the Designated Offices and works to create consistencies and streamline processes between all YESAB assessment teams.
5. Responsible for ensuring that all documents issued by the Assessment Branch comply with YESAA, YESAA regulations, YESAB Rules for Evaluations Conducted by Designated Offices and YESAB guidance, and that reasons for decisions are informed, defensible and clearly articulated.
6. Provides direction in the planning, development, implementation and managing of all YESAB's assessment policies, including policies that support the Panel, the Executive Committee and the Designated Offices.
7. Ensures the Executive Director is thoroughly and appropriately briefed on sensitive projects and that emerging project issues are identified and managed proactively.
8. Participates as a member of the YESAB's executive management team in developing goals, objectives and priorities, as well as strategic short and long-term plans that align with YESAB's set priorities.
9. Provides interpretation of legislation and procedures to ensure that the rules of natural justice and procedural fairness are achieved. This includes providing advice and recommending strategies to address assessment questions and issues that may arise during assessment processes.
10. Provides training to the Assessment Branch Managers on assessment practices, YESAB policies, procedures, legislative requirements, and accountability.
11. Advises Assessment Branch Managers on the development of their respective operational budgets and procurement practices, including contract development, award, and evaluation.
12. Provides professional senior level support and assistance to the Executive Director, senior management team, management team, Board, and staff, such as interpretation and application of related legislation, regulations, and policies.
13. Assists the Executive Director with team development and supports with human resource planning.

Section 5 – Contacts

- Contact with Executive Director to ensure they are thoroughly briefed and are aware of sensitive projects and emerging issues.
- Contact with the Executive Director to prioritize tasks and resolve issues relating to assessment activities.
- Contact with Assessment Branch Managers on projects and emerging issues.
- Contact with Assessment Branch Managers to provide direction, receive status information, resolve problems, discuss direction and ideas, develop initiatives, and evaluate assessment process effectiveness.
- Contact with YESAB staff at all levels to exchange information, coordinate activities, to provide advice, participate in developing policies and practices, provide status updates, and provide input to the YESAB Annual Report.
- Contact with technical and scientific experts and traditional and local knowledge specialist to exchange information, advice, and guidance to inform assessment processes.
- Contact with other YESAB managers to coordinate activities, to provide advice, and to obtain information to inform the development of policies and practices.

- Contact with other YESAB managers to identify emerging issues and trends and to ensure consistent application of processes and policies across all levels of assessment.
- Contact with Indigenous group representatives, government representatives, stakeholders, members of the public, project proponents, and other participants in the assessment process to provide information and guidance regarding the DO assessment process, as well as provide and explain policies and rationale for decisions made.

Section 6 – Specific Accountabilities

- Ensuring the consistent application of YESAB processes and policies in assessment activities across all tiers, including Panel, Executive Committee and Designated Offices.
- Providing guidance to the Assessment Branch Managers regarding the management of human and financial resources.
- Recommendations made to the Designated Offices, Executive Committee and Panel Review pertaining to the environmental and socio-economic assessment of projects in the Yukon.
- Recommendations, guidance, and training to YESAB members and staff pertaining to assessment process and procedures.
- Provision of thorough and accurate information to the Executive Director to inform decision making.
- Information provided to Indigenous group representatives, government representatives, stakeholders, members of the public, project proponents, and other participants in the assessment process.
- Involvement in the development of policies, guidelines, processes, and template documents to support YESAB processes.
- Coordination of the senior assessment management team to identify resource needs and ensure available resources are effectively allocated.

What are the impacts of performing the Principal Duties and Responsibilities?

The position ensures the consistent application of YESAB processes and policies in all assessments, in accordance with existing legal and policy requirements and are based on up-to-date scientific and technical knowledge and practices.

Decisions made by the position impact on the public's access to well-informed and up-to-date expertise, training, tools, and advice in order to meet the requirements of the environmental and socio-economic assessment process.

The Assessment Director's role is significant to the organization. Recommendations and decisions made in this capacity directly impact the achievement of YESAB's mandate.

The Assessment Director's oversight of the Assessment Branch ensures credibility for YESAB's recommendations.

Section 7 – Budget

1. a) What is the Annual Budget for the unit under the direct control of the position?

Fiscal Year 2023/2024	
Board approved budget	\$6,000,000

Section 8 – Working Environment

The incumbent works in an office environment and the work involves imposed deadlines and conflicting, multiple, and unpredictable demands and frequent interruptions. The incumbent is required to travel to all YESAB offices for community visits, site visits, meetings, and training purposes.

Section 9 – Knowledge and Skills

- Degree in environmental studies, natural resource management, public administration, or a related field.
- Exceptional management skills, including ability to supervise and lead teams with diverse roles and responsibilities.
- Understands change management techniques and has a strong ability to lead a team through change.
- Strong coaching and mentoring skills.
- Experience managing complex projects through a regulatory or assessment process.
- Experience in dealing with complex issues, prioritizing, and communicating and/or negotiating with multiple organizational levels and/or stakeholders related to development activities.
- Experience in managing special projects involving more complex issues, often simultaneously.
- Strong Knowledge of *Yukon Environmental and Socio-economic Assessment Act*.
- Strong knowledge of Yukon First Nations and First Nation agreements.
- Knowledge of Yukon geography, demographics, cross-cultural issues, and environmental protection issues.
- Strong conflict management and problem-solving skills.
- Strong negotiation skills.
- Experienced in engaging Indigenous group representatives, government representatives, stakeholders, members of the public, project proponents, and other participants in the assessment process.
- Ability to obtain, evaluate and integrate environmental impact reports provided by other specialists.
- Strong awareness of relevant technical and scientific information and traditional knowledge related to projects and emerging trends in environmental and socio-economic impact assessment practice.
- Ability to manage project teams and contractors/consultants.
- Excellent written and oral communication skills, including the ability to make public presentations.
- Excellent organizational ability, as well as planning and coordination skills.
- Excellent analytical and synthesis skills with the ability to lead teams in problem solving.
- Excellent initiative, discretion, and judgment.
- Ability to work independently and as part of a team.
- Strong interpersonal skills, including facilitation skills.
- Ability to utilize a personal computer along with experience using databases and a variety of software (e.g. Microsoft Office, Word, Excel, Access).

Section 10 – Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Incumbent (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.

Incumbent: _____

Date: _____

Executive Director: I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.

Executive Director: _____

Date: _____



