

YESAB

Yukon Environmental and
Socio-economic Assessment Board

JOB DESCRIPTION

Section 1 – Identifying Data

Position Title	Senior Assessment Advisor
Incumbent	
Supervisor's Title	Assessment Director
Branch	Assessment Branch
Location	Whitehorse
Date Completed	August 3, 2026
Valid Class 5 Yukon Driver's License	Yes
Classification	ST-18

Section 2 – General Summary

Reporting directly to the Assessment Director (AD) the Senior Assessment Advisor is primarily responsible for ensuring and developing consistent and modern assessment methodology; being sub-delegated to complete projects on the Assessment District Manager’s behalf overseeing training of the assessment unit; supporting Assessment Managers and providing operational policy support.

The Senior Assessment Advisor implements, evaluates and manages key planning and assessment functions at the Yukon Environmental and Socio-economic Assessment Board (YESAB). The Senior Assessment Advisor works in collaboration with YESAB’s management team to implement strategic direction and improve organizational performance and efficiency. The Senior Assessment Advisor provides strategic advice to the AD to enhance YESAB’s assessment processes and methods and support high-level decision making.

Section 3 – Organizational Structure

See attached Organizational Chart.

Section 4 – Principal Duties and Responsibilities

1. Provides briefings, advice and recommendations to the Assessment Director and on high profile assessment projects, environmental and socio-economic assessment processes and methods to benefit YESAB’s organizational performance and effectiveness.
2. Receives assignment to the designated offices and is delegated the powers of the designated office relating to evaluations. Responsible for all aspects of the assessment including ensuring rules of natural justice and procedural fairness are followed, and that the assessment complies with legislation and rules, when delegated the powers of the designated office.
3. Works closely with Assessment District Managers to ensure assessment deliverables reflect the assessment approaches adopted by YESAB and the Designated offices.
4. Leads the development of new methodologies and guidelines, particularly as they apply to complex projects or unique geographic features with a particular focus on northern and Indigenous contexts.
5. Conducts research and analysis on emerging standards, methodologies and practices in environmental and socio-economic assessment at all levels to maintain a 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.
6. Leads, facilitates, and participates in the resolution of sensitive environmental, socio-economic, and political issues associated with project assessments. Provides advice and recommends strategies to address assessment questions and issues that may arise among Assessment Districts and between Designated Offices and Indigenous groups, governments, stakeholders, members of the public, project proponents, and other participants in the assessment process.

7. Supports the Policy Unit and Assessment Unit with planning and implementation of operational policies.
8. Consults with subject matter experts, Yukon First Nation governments, and stakeholders to gather feedback, data and information regarding assessment methodologies.
9. Works collaboratively with Managers in the Assessment Unit in planning, developing and
10. implementing YESAB's vision and priorities, and short and long-term goals.
11. Works with the Assessment Manager to streamline assessment practices and increase consistency in completed assessments.
12. Leads training initiatives and onboarding provided to Assessment Unit staff.
13. Provides support to assessors on drafting effective reasons and correspondence in assessment.
14. Works with the Assessment Director and the Assessment Branch Managers in ensuring that documents issued by the Assessment Unit 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.

Section 5 – Contacts

1. Contact with the Assessment Director, Assessment District Managers, Assessment Managers, Technical Assessment Officers and Senior Assessment Officers to determine priorities and provide updates on project status, brief on emerging issues and provide recommendations and advice on assessment process.
2. Contact with technical and scientific experts and traditional and local knowledge specialist to inform assessments, obtain specialized insights, and validate environmental and socio-economic findings.
3. Contact with Policy Officers on emerging issues, assessment guidelines and policies.
4. Contact with managers in the Assessment Unit to identify emerging issues and trends and to ensure support is provided to achieve consistent application of processes and policies across the various levels of assessment.
5. Contact with the Strategic Communications Manager to develop internal and external messaging on assessment processes.
6. Contact with colleagues across YESAB to provide guidance, share information, and develop solutions to assessment-related challenges, fostering a collaborative work environment.

Section 6 – Specific Accountabilities

- Provide expert advice to the Assessment Director, and Assessment Unit staff on assessment methods and practices that will have a direct impact on decisions and YESAB's response to emerging issues.
- Contributes to working on YESAB's project workload and completing projects on the Assessment District Manager's behalf at times of high workload.
- Ensures the Assessment Director is thoroughly and appropriately briefed on sensitive projects and that emerging project issues are identified and managed proactively.
- Develops and distributes internal guidance on emerging, recurring and novel issues facing the Assessment Unit.
- Provides input to the Assessment Unit strategic advice.
- Create and maintain consistency within YESAB's assessment methodology.
- Ensure YESABs' environmental and socio-economic methods are aligned with YESAB's mandate and current practices.
- Influences the change management process to increase employee satisfaction during challenging times.

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

The Senior Assessment Advisor is responsible for ensuring the Assessment Director is aware of high-profile assessment activities and decisions. The position ensures that YESAB’s mandate is achieved and that assessment practices and methods are up to date and aligned with modern standards.

Decisions made by this position impacts the strategic direction of the organization’s activities, assessment methodology and implementation of operational policies. This position ensures that all types of environmental and socio-economic positions are consistent with each other and that Designated Office teams as well as the Panel Team and Executive Committee are aligned.

Section 7 – Budget

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

Fiscal Year 2024/2025	
Contracts	NA
O&M Budget (excl. Payroll & other fixed costs)	NA

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 expected to occasionally travel for community visits, site visits, meetings, and training purposes (Approximately 3 times a year for up to 10 days)

Section 9 – Knowledge and Skills

- Degree in Environmental Science, Environmental Management, Socioeconomic Studies, or related field, or equivalent experience.
- Strong analytical and critical-thinking skills, along with robust research abilities to evaluate technical, scientific, and traditional knowledge, as well as to synthesize complex information from diverse sources into clear, defensible recommendations.
- Strong technical experience in Impact assessment, preferably in a northern context.
- Experience in dealing with issues, prioritizing, and communicating and/or negotiating with multiple organizational levels and/or stakeholders related to development activities.
- Strong Knowledge of *Yukon Environmental and Socio-economic Assessment Act*.
- Strong written communication skills, including report and briefing note writing.
- Knowledge of Yukon First Nations and First Nation agreements.
- Knowledge of Yukon geography, demographics, cross-cultural issues, socio-economic and environmental protection issues.
- Strong conflict resolution 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 socio-economic and environmental impact reports provided by other specialists.
- Ability to provide service effectively in a cross-cultural environment.
- 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.

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.

<u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position. Supervisor: _____ Date: _____	<u>Incumbent</u> (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: _____
<u>Executive Director:</u> 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: _____	