

## **JOB DESCRIPTION**

### **Section 1 – Identifying Data**

|                                             |                                    |
|---------------------------------------------|------------------------------------|
| <i>Position Title</i>                       | <b>Assessment District Manager</b> |
| <i>Incumbent</i>                            |                                    |
| <i>Supervisor's Title</i>                   | Assessment Director                |
| <i>Branch/Unit</i>                          | Assessment Branch                  |
| <i>Location</i>                             |                                    |
| <i>Date Completed</i>                       | January 21, 2025                   |
| <i>Valid Class 5 Yukon Driver's Licence</i> | Yes                                |
| <i>Classification</i>                       | MG06                               |

### **Section 2 – General Summary**

The Assessment District Manager (ADM) has authority delegated by the Yukon Environmental and Socio-economic Assessment Board (YESAB) to oversee, direct, review, complete and make decisions on environmental and socio-economic assessments of projects within their designated jurisdiction. The ADM is responsible for all assessments issued by the Designated Office (DO) as per the Yukon Environmental and Socio-economic Assessment Act (YESAA).

This position reports to the Assessment Director, is a member of YESAB's management team, and is responsible for managing all aspects of the DO including the management of human and financial resources of the DO, onboarding and training of DO staff, and management of assets. In addition, the ADM engages and fosters relationships with Indigenous group representatives, government representatives, stakeholders, members of the public, project proponents, and other participants in the assessment process.

### **Section 3 – Organizational Structure**

See attached Organizational Chart.

### **Section 4 – Principal Duties and Responsibilities**

1. Oversees, directs, reviews, and completes, as YESAB's delegated authority, the DO project portfolio to ensure that assessments are conducted in accordance with policies, procedures, legislative requirements, and that scope and schedule targets are met.
2. Effectively manages the DO. This includes applying project management strategies to manage internal and external resources that assist in meeting scope of work, budget, and ensuring the DO is adequately staffed during hours open to the public.
3. Ensures the Assessment Director is thoroughly and appropriately briefed on sensitive projects and that emerging project issues are identified and managed proactively.
4. Participates in community events in their district and fosters relationships with community partners, including Indigenous group representatives, related to their district. This includes building knowledge of their district to share with YESAB management and staff.
5. Interprets policy, legislation, and procedures and ensures 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 the assessment process.
6. Leads and directs the staff of the DO, which includes supervision, performance management, training and coordination of tasks and schedules.

7. Ensures that assessment processes are inclusive and minimizes barriers to participation through outreach and communication.
8. Establishes and maintains strong working relationships with Indigenous groups, Yukon communities, proponents, and the public.
9. Responsible for ensuring that documents issued by the DO 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.
10. Develops and manages the DO operational budget and conducts procurement practices, including contract development, award, and evaluation.
11. Conducts research and maintains awareness of relevant technical and scientific information and traditional knowledge related to projects and emerging trends in environmental and socio-economic impact assessment practice.
12. Leads facilitates, and participates in the resolution of sensitive environmental, socio-economic, and political issues associated with the DO project assessments. As well, this position provides advice and recommends strategies to address assessment questions and issues that may arise among DOs and between DO and Indigenous groups, governments, stakeholders, members of the public, project proponents, and other participants in the assessment process.
13. Participates as a member of YESAB's management team in developing goals, objectives and priorities and strategic, short and long-term plans within the strategic direction established by YESAB.
14. Coordinates contracts and services for maintenance, cleaning, repairs, and renovations for the DO office and assets.

## **Section 5 – Contacts**

- Contact with DO staff to provide direction, training, resolve problems, develop initiatives, and evaluate DO assessment process effectiveness.
- Contact with assessment staff on projects and emerging issues and to prioritize tasks to adhere to project assessment timelines.
- Contact with Assessment Director and Executive Director to ensure they are thoroughly briefed and are aware of sensitive projects and emerging issues.
- Contact with the Assessment Director to resolve issues relating to assessments.
- 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.
- Contact with the Executive Committee Manager and Panel & Hearing Manager when there are issues of overlapping jurisdiction in Executive Committee, Panel, and DO assessments.
- Contact with YESAB staff at all levels to exchange information, coordinate activities, provide advice, participate in developing policies and practices, collaborate on issue resolution, and provide status updates.
- 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 the various levels of assessment.
- Contact with technical and scientific experts and traditional and local knowledge specialists to exchange information, advice, and guidance to inform assessment processes and participation.
- Contact with property managers/owner/landlord to communicate request or raise issues related to property rented by YESAB for the DO.

## **Section 6 – Specific Accountabilities**

- Ensures the consistent application of YESAB processes and policies in DO assessments.
- Decisions pertaining to the environmental and socio-economic assessment of assigned projects in the Yukon, including decisions pertaining to recommendations made as part of the assessment of projects.
- 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, as well as provide input into external supporting processes.
- Management of human and financial resources in the DO.
- Recommendations made pertaining to the environmental and socio-economic assessment of projects in the designated jurisdiction.
- Recommendations, guidance, and training to DO staff pertaining to the DO assessment process and procedures.
- Provision of thorough and accurate information to the Assessment Director and Executive Director to inform decision making.
- Participation in the DO management team to identify resource needs.

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

Recommendations and decisions made by the position directly impact regulators' decisions, development within the Yukon, and the Territory's natural, social and economic landscape.

When making recommendations and decisions, the position ensures that they are made in accordance with YESAB processes and policies and other legal and policy requirements, and include current traditional, scientific, and technical knowledge and impact assessment practices.

The position also directly influences the DO operations including work culture, flow, and deliverables, as well as fosters relationships with Indigenous group representatives, government representatives, stakeholders, members of the public, project proponents, and other participants in the assessment process.

The ADM role is critical to the organization and to the achievement of YESAB's mandate.

## **Section 7 – Budget**

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

| <b>Fiscal Year 2023/2024</b>                   |           |
|------------------------------------------------|-----------|
| Contracts                                      | \$ 15,000 |
| O&M Budget (excl. Payroll & other fixed costs) | \$ 37,000 |

## **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 may be required to travel for community visits, site visits, meetings, and training purposes. The incumbent is subject to working overtime, in accordance with applicable YESAB policy. The incumbent must reside in the community the designated office is located in.

## **Section 9 – Knowledge and Skills**

- Degree in Environmental Science, Social Sciences, or similar degree.
- Strong management skills, including ability to supervise and lead teams with diverse roles and responsibilities, as well as manage budgets and human resources.
- Experience applying project management strategies.
- Robust understanding of environmental and socio-economic impact assessment methodology.
- Experience managing complex projects through a regulatory or assessment process.
- Experience in dealing with complex issues, prioritizing workflow, 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.
- General Knowledge of the *Yukon Environmental and Socio-economic Assessment Act* and *Umbrella Final Agreement*.
- General knowledge of Yukon First Nations, First Nation agreements, and Yukon First Nation Final Agreements.
- Knowledge of Yukon geography, demographics, cross-cultural issues, and environmental protection issues.
- Strong conflict resolution and negotiation skills.
- Experience engaging with 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 and socio-economic impact reports provided by other specialists.
- Ability to manage project teams and contractors/consultants.
- Ability to provide service effectively in a cross-cultural environment.
- Excellent technical writing and oral communication skills, including the ability to make public presentations.
- Excellent organizational ability, as well as planning and coordination skills.
- Excellent research, 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.

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- Ability to utilize a personal computer along with experience using databases and a variety of software (e.g., Microsoft Office).

### **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.

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



