

JOB DESCRIPTION

Section 1 – Identifying Data

<i>Position Title</i>	Assessment Officer – Designated Office Yukon Environmental and Socio-economic Assessment Board (YESAB)
<i>Incumbent Supervisor's Title</i>	Manager, DO
<i>Location</i>	Respective Designated Office
<i>Date Amended</i>	
<i>Valid Class 5 Yukon Driver's Licence</i>	Yes
<i>Salary Range 2021</i>	\$73,965.97 - \$85,277.37 (under review)

Section 2 – General Summary

This position is responsible for assisting the Manager, Designated Office in conducting environmental and socio-economic assessments of projects within the Assessment District including conducting research into environmental and socio-economic assessment issues, organizing and participating in meetings with colleagues, project proponents, governments, stakeholders and the public.

Section 3 – Organizational Structure

Refer to attached Organizational Chart.

Section 4 – Principal Duties and Responsibilities

1. Assists the Manager, Designated Office in the conduct of environmental and socio-economic assessment of development projects which involves conducting research into environmental and socio-economic assessment issues and reviewing and analyzing technical reports prepared by project proponents, governments and stakeholders.
2. Participates in the conduct of field assessments of proposed and operational developments with a view of identifying impacts and effectiveness of mitigation measures. Participates on project management teams to identify the environmental and socio-economic effects of projects as well as mitigation options (project management teams are multi-disciplinary teams of scientists, technicians, consultants from a variety of disciplines and specialists with traditional and local knowledge).
3. Develops and maintains strong relationships with First Nation governments and First Nation individuals to exchange information, discuss assessment processes, and obtain traditional knowledge and input from First Nation communities.
4. Organizes and participates in consultation processes with First Nations, communities, project proponents, stakeholder groups, regulators, Renewable Resource Councils and the public to explain policies and procedures, identify and review project issues and concerns, and prepare reports and minutes as appropriate.
5. Assists the Manager, Designated Office in the development and implementation of internal processes and procedures for the designated office.
6. Compiles and maintains information surrounding environmental and socio-economic issues and participation for the assessment district area using various databases.

7. Assists in the maintenance of the Designated Office Public Registry and provides administrative support, training and mentoring for stakeholders using the Registry, as required.
8. Conducts research and maintains current awareness of relevant technical, scientific and legislative information related to projects, environmental and socio-economic impact assessment and the environmental social and economic sciences.

Section 5 – Contacts

- Contact with project proponents, stakeholder groups, Renewable Resource Councils and interested members of the public to obtain/provide information, advice and guidance regarding environmental and socio-economic assessments.
- Contact with government officials (First Nations, Federal, YTG and decision bodies) to exchange information regarding environmental and socio-economic assessments, obtain information, and to provide and explain policies.
- Contact with technical and scientific experts and specialists with traditional and local knowledge to exchange information, and conduct research regarding environmental and socio-economic assessment issues.
- Contact with YESAB staff to provide assistance and participate in developing solutions to problems.
- Contact with general public to provides general advice and information on environmental and socio-economic assessment requirements.

Section 6 –Specific Accountabilities

- Information provided to project proponents, First Nations, Renewable Resource Councils, regulators, communities, stakeholder groups, and the public as part of environmental and socio-economic assessments.
- Recommendations to supervisor pertaining to the conduct and conclusions of environmental and socio-economic assessment.
- Input to supervisor regarding environmental and socio-economic assessment policies, guidelines, tools, and training requirements.

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

Duties impact on the relationships developed and maintained with First Nations and communities within the Assessment District. Decisions and recommendations impact on the effective/efficient conduct of assessments within the established designated office assessment rules and the appropriate implementation of YESAA.

Section 7 – Working Environment

Generally the incumbent works in an office environment and has a need to deal with conflicting, multiple and unpredictable demands or frequent interruptions.

The position can deal with a high level of dissatisfied clients as a result of decisions made based on the environmental and socio-economic assessment of projects.

The work involves a requirement to deal with imposed deadlines and conflicting demands for assessment services and advice. The incumbent travels within the territory (5-6 trips per year, lasting approximately 3 days per trip).

Section 8 – Knowledge and Skills

- Basic knowledge of environmental science and environmental and socio-economic impact assessment methods, techniques and practices.
- Basic knowledge of environmental and socio-economic impact mitigation measures.
- Knowledge of cultures, traditions, and lifestyles of Yukon First Nations and how they may be affected by developments.
- General knowledge of heritage sites and other sites of importance to Yukon First Nations and the potential effects of development projects and measures to mitigate these effects.
- Basic knowledge and awareness of the political, environmental, and socio-economic climate in the Yukon with

respect to resource management and environmental\social\economic assessment, in order to participate in environmental and socio-economic assessments in a sensitive manner.

- Good knowledge of YESAB mandate, services and clientele.
- Knowledge of Yukon Environmental and Socio-economic Assessment Act
- General knowledge of Yukon First Nations and First Nation agreements
- Good research and writing skills
- Knowledge of natural resources legislation
- Knowledge of Yukon geography, demographics, cross-cultural issues and environmental protection issues.
- Ability to work independently and as part of a team
- Ability to develop and maintain good working relationships with a wide variety of public groups including local community leaders, representatives of governments, various industries, First Nation groups, public interest advocates and other representatives.
- Ability to provide service effectively in a cross-cultural environment
- Good written and oral communication skills, including the ability to make public presentations
- Strong organizational ability and coordination 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.

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

YESAB Organizational Chart

