

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title: Environmental Assessment Officer
Department: Lands and Resources
Supervisor: Manager, Lands and Resources
Date: July 2017
Status: Regular, Full-time
Classification: Level 6

Job Summary:

Reporting to the Manager of Lands and Resources, the Environmental Assessment Officer is responsible for coordinating FNNND input to the environment assessment process that reflects the priorities and objectives of the FNNND Final and Self-Government Agreements and other NND laws. The officer will ensure appropriate and timely responses regarding environmental assessment on behalf of the First Nation; including YESA and Water Board applications. The Officer will act as FNNND liaison with other government regulatory bodies (YG, Canada, other FN's) in the development of joint understandings (ie MLII). The officer shall also provide complete reporting and data management with regard to NND engagement with other government regulatory processes. Other duties include working with L&R staff to ensure common understanding of land uses, permitting and appropriateness of responses and providing briefing notes, through the L&R manager, to Council regarding issues and regulatory responses requiring Council approval. Report writing, records management, and strong computer skills are required for this job.

Main Duties:

- Review, document, research and respond (if and as appropriate) to incoming projects seeking external regulatory approvals (YESA, Yukon Water Board etc);
- Ensure that the above is properly archived in a records management system that is easily accessible to other NND users;
- Prepare briefing notes, through the Manager, to Council as required/requested;
- Ensure timeliness of responses;
- Engage, as required, with other regulatory agencies, First Nations, industry groups regarding developing processes and procedures;
- Ensure that the guiding principles for development activity taking place on Settlement Lands and in the FNNND Traditional Territory are up to date and compliant with the current strategic direction of the First Nation; and
- Other duties as required.

Impact / Accountability:

The successful applicant will bring strong interpersonal skills, environmental knowledge, report writing, record keeping and good organizational skills. This position directly impacts the effectiveness of land use plans, programs, activities, boards, committees, policies, proposals, major development occurring in the Traditional Territory of FNNND. The incumbent is fully accountable to the Manager of Lands and Resources and has the overall responsibility to provide timely, accurate and appropriate response to regulatory agencies with regard to licensing, permitting and approvals.

Decision Making:

This position directly impacts the overall management of environmental issues. Goals and objectives for the position are established by the Manager of Lands and Resources. The work of the position will be conducted in accordance with established scientific methodologies and established laws, policies and procedures. The Environmental Assessment Officer is expected to use educated judgment when addressing a variety of environmental issues and to include the supervisor whenever it is deemed necessary.. When working with outside stakeholders, the officer is expected to provide feedback documentation on all consultations with outside groups.

Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply
NND Citizens	Create awareness of environmental concerns, information, initiatives, etc.
Chief and Council	May be asked to exchange information with.
Executive Director	May be asked to exchange information
Manager of Lands and Resources	To receive direction from and report to
Staff	May be asked to exchange information with.
Federal, YG, First Nation Gov't, Private Business Sector and Industry	To exchange and receive information on environmental policies and practices and to act as NND liaison as required.

Positions to Supervise:

- None

Working Conditions:

Critical deadlines exist as does the requirement for intense mental concentration (in the development of papers and tracking of input from meetings). Although the position reports to the Manager, many individuals and groups provide input and make requests so that there is often a multi-person reporting relationship. The position sometimes encounters angry or upset individuals with differing views of environmental issues.

Qualifications:

1) Education & Experience:

- Completion of minimum 2 year diploma or equivalent in Environmental Studies, Science and/or Resource Management;
- 2-3 years experience working in a land and resources management, setting preferably in a First Nation government, or;
- an equivalent combination of education, work experience and on-job-job training may be acceptable;
- experience in principles and practices of environmental management legislation and regulatory regime in the Yukon (Federal, Territorial and First Nation), and;
- experience working with Federal and Territorial Departments on environmental and/or resource management matters and knowledge of environmental issues in the Yukon especially related to mining and oil and gas developments is beneficial.

2) Office Equipment Skills:

- Computer skills (Microsoft Office), and;
- use of multi-line phone, fax, copier.

3) Specific Skills:

- proven research, analysis, oral and written communication skills;
- the incumbent must have good wilderness travel skills and a willingness to be in the field in all seasons;
- good background theory in environmental issues;
- good organizational abilities are required as well as ability to work effectively in a cross cultural environment;
- background in aboriginal land claims issues and strong interpersonal skills, including ability to lead work groups;
- understanding of FNNND and CYFN structure and role in national issues is important; and
- knowledge of the UFA and FNNND Self Government Agreements, and traditions of Yukon and NND First Nation Citizens.

Conditions of Employment:

- Valid Class 5 Driver's License/ Driver's Abstract
- Security Clearance