

**IDENTIFICATION**

Position No. 13-06185	Job Title Wildlife Manager – North Baffin	Supervisor’s Position Director Wildlife Operations(13-NEW)	
Department 13-Environment	Division/Region 13800-02 Wildlife Operations	Community Pond Inlet	Location Pond Inlet
Fin. Code: 13800-01-2-255-1386000-01-????			

1. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The Department of the Environment (DOE) must maintain partnerships with community, territorial, provincial, national and international stakeholders utilizing state of the art technology and information systems. The DOE is deeply committed to maintaining a workforce that is representative of the population and whose operations reflect the principles of Inuit Qaujimajatuqangit (IQ).</p> <p>The primary mandate for the Wildlife Operations Division is for effective wildlife management and enforcement of the Wildlife. The DOE supports the sustainable utilization of renewable resources for the benefit of local communities.</p> <p>As a key point of contact at the regional level, the position of Wildlife Manager exists primarily to coordinate delivery of the DOE’s wildlife programs and administration of its legislated responsibilities in the Region. However, these responsibilities are met within the context of an integrated approach to sustainable utilization which balances the need for conservation and protection of the environment with the utilization of renewable resources through commercial and subsistence harvesting.</p> <p>Through proper advice, use of funding, and provision of training and compliance measures, the incumbent ensures that Nunavummiut receive the maximum benefit from available renewable resources, while maintaining environmental stewardship, and without compromising future opportunities.</p>
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## 2. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole or the public directly or indirectly. How DOES the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

This position reports to the Director Wildlife Operations .

**South Baffin**

Subordinates include:

- 2 Conservation Officer III positions
- 5 Conservation Officer II positions

Communities include:

Iqaluit, Sanikiluaq, Kimmirut, Cape Dorset, Qikiqtarjuaq & Pangnirtung

**North Baffin**

Subordinates include:

- 1 Wildlife Clerk position
- 2 Conservation Officer III positions
- 5 Conservation Officer II positions

Communities include:

Igloolik, Hall Beach, Pond Inlet, Clyde River, Resolute Bay, Arctic Bay & Grise Fiord

**Kivalliq**

Subordinates include:

- 1 Wildlife Clerk position
- 1 Wildlife Manager Trainee position
- 3 Conservation Officer III positions
- 7 Conservation Officer II positions

Communities include:

Baker Lake, Chesterfield Inlet, Nauyasat, Arviat, Coral Harbour, Rankin Inlet & Whale Cove

**Kitikmeot**

Subordinates include:

- 1 Wildlife Clerk position
- 1 Wildlife Manager Trainee position
- 2 Conservation Officer III positions
- 5 Conservation Officer II positions

Communities include:

Cambridge Bay, Kugaaruk, Taloyoak, Kugluktuk, Gjoa Haven

The budget for this activity within the region is approximately \$1.3M. Wildlife harvesting is an activity undertaken by a significant majority of Kitikmeot residents. Additionally, there are several outfitters within the region, are permitted by the incumbent. Trapping, which is facilitated by this section, generates significant amounts of revenue for hunters through annual sales of fur and skins and this also contribute greatly to local economies. The incumbent also manages Grants and Contributions in support of harvesting, to the amount of about \$100,000.

In most cases, the DOE manages terrestrial big game species on a population basis. In the Regions there are polar bear, Barren Ground Grizzly Bear, wolf and wolverine, caribou (Peary and Arctic Island Caribou) and several muskoxen populations. In addition, within the region the DOE supports Department of Fisheries & Oceans (DFO) in the management of the Arctic Char, Lake Trout, Whitefish, and marine mammals including seals, walrus, and whales.

The Wildlife Manager is responsible for up-holding territorial, interjurisdictional, national and international wildlife management commitments respecting these species, and is the DOE's primary contact in the region on species management issues. The Wildlife Manager maintains a close relationship with Hunter's & Trapper's Organization (HTO) and the Regional Wildlife Organization (RWO) and is knowledgeable about wildlife management issues and the concerns and issues facing harvesters.

A key function of this position is the provision of support and direction to community-based Conservation Officers ensuring the wise use of wildlife. This activity encompasses a wide range of public services and regulatory duties in the areas of wildlife management. The Wildlife Manager also provides support and permitting for similar wise-use practices on behalf of federal agencies pursuant to existing working agreements between levels of government. Community-based Conservation Officers are the DOE's closest and most sensitive link to the public. As such, direction provided by the incumbent can have an immediate and direct impact on the public, wildlife and the environment.

Acting too conservatively or interpreting regulations incorrectly may unnecessarily limit public access to renewable resources thereby limiting cultural and economic opportunities. In contrast overly liberal management decisions may lead to depletion of wildlife populations thereby harming the resources upon which residents rely, often for many years. The impact of this position on the public is therefore great and long term.

The position issues, processes or has input into permits for wildlife usage including fur and meat dealers, processing plants, outfitters, guides, and wildlife research and observation. As such, there is a link to economic development and the Wildlife Manager must be cognizant of the economic impacts of their role and maintain positive relationships with linked organizations responsible for economic development.

Within the Nunavut wildlife co-management regime, the Wildlife Manager works primarily with seven HTO's, one RWO and regional liaison staff of the Nunavut Wildlife Management Board (NWMB). The incumbent is responsible for discharging some of the Government's main obligations under the Nunavut Land Claims Agreement (NLCA), particularly Articles 5 and 9.

### 3. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The Wildlife Manager provides wildlife management advice to the region by:

- Maintaining and monitoring progress of existing wildlife management plans;
- Representing the DOE within relevant wildlife management planning processes;
- Representing the DOE regionally within local and inter-jurisdictional government agencies, wildlife management boards as well as the private sector.
- Communicating regularly with field staff and HTOs;
- Developing issue or discussion papers with respect to high priority issues;
- Drawing attention to wildlife research or IQ study results relevant to management issues;
- Bringing forward advice and potential approaches to management issues to the DOE, HTOs and RWO;
- Prepare Briefing Notes on regional issues for senior management when requested;
- Give media interviews on regional issues when directed to do so by Director;
- Supporting HTO's and the RWO in drafting and bringing forward management motions, directives, and concerns for review through the co-management process in order to effect management or regulation change.

The Wildlife Manager coordinates and evaluates activities to ensure compliance with renewable resource legislation, the sustainable use of wildlife and a high quality of the environment by:

- Coordinating and evaluating investigations into violations of acts and regulations (sometimes in coordination with other agencies and jurisdictions);
- Coordinating and evaluating law enforcement (e.g. handling articles seized during investigations, issuing appropriate enforcement documents, prosecution of offenders or suspending operations as required);
- Coordinating and evaluating the inspection and monitoring of existing commercial and industrial facilities, sites and projects.
- Coordinating and evaluating the inspection and environmental monitoring of Mining and Exploration activities (in coordination with Canadian Wildlife Services)

The Wildlife Manager coordinates public education on acts, regulations, safety and programs, within the context of the legislation, departmental policies, procedures and departmental priorities, in order to create public awareness and knowledge regarding renewable resource issues by:

- Identifying educational needs;
- Prioritizing educational programs in the area;
- Developing, modifying and evaluating courses, lectures, training and field projects in response to those needs;
- Delivering courses, lectures, training and field projects;

The Wildlife Manager provides information on public safety, within the context of the legislation, department policies and procedures, in order to protect life and property, as well as the individual by:

- Coordinating and developing emergency preparedness (procedures, staffing, equipment, training);
- Coordinating and evaluating responses to incidents (e.g. wildlife incidents and fires).

The Wildlife Manager coordinates surveys and provides project support, within existing programs, to enable departmental biologists and other researchers to conduct surveys and other projects to determine distribution, numbers, productivity, health and habitat of wildlife by:

- Coordinating project and survey preparations (equipment, manpower etc.);
- Ensuring project results are properly distributed to the public in a timely fashion.

The Wildlife Manager is responsible for managing the staff of the region (Wildlife Manager Trainee, Conservation Officers Trainee, II and III, clerical staff, casuals and seasonal employees. by:

- Recruiting;
- Initiating progressive disciplinary action;
- Instituting subsequent disciplinary action as required;
- Performance evaluation and assessment;
- Training and development
- Controlling work schedules
- Establishing work plans and priorities.
- Reviewing Wildlife Station Month End Reports, Vendor Returns, Enforcement and Occurrence Files.
- Overseeing attendance and leave applications for all staff

The Wildlife Manager represents the department on regional wildlife issues and carries out specific regional office responsibilities which will include:

- Office manager to oversee attendance of all DOE staff in the regional offices including those from other sections. (Research, Environmental Protection, Parks, and Corporate Services). If there is a need for disciplinary action the Manager will contact the employee's supervisor and advise the supervisor of the issue.
- Ensure all Occupational Health and Safety regulations and standards are maintained.
- Address regional office building maintenance, heat/water/sewage and security issues, and vehicles.
- Liaison for the DOE, when requested, with other GN Departments in the regional offices.
- Represents the DOE, when requested, at Regional HTO, RWO, NTI and any other relevant regional meetings. If there are any issues that arise or are on the agenda of a regional meeting concerning any other section in DOE, the manager should get a proper briefing from the appropriate section in order to relay the DOE's position.

The Wildlife Manager provides support to other Departmental staff and the public in creating resource development opportunities that contribute to the social and economic well being of residents by:

- Being a source of advice and assistance regarding legislative and scientific knowledge requirements for resource development projects.
- On request, providing expert advice and opinions identifying opportunities for development of renewable resources including the commercial harvesting of fish and wildlife;
- Recommending changes to departmental programs and policies in support of resource development, including recommendations on research activities that would support resource development opportunities.

The Wildlife Manager maintains financial control within approved budget, in order to provide accurate and reliable financial information and to provide prompting for appropriate action when necessary by:

- Submitting budget proposal and after approval control of budget;
- Approving expenses within the budget;
- Issuing budget reports.
- Ensuring stations maintain and submit budget reports within prescribed time frames.
- Ensuring station budget expenditures remain within prescribed limits.

The Wildlife Manager coordinates materials management of equipment and supplies, within approved budget, in order to maintain an effective and efficient level of equipment and supplies fit for use by:

- Setting priorities regarding purchasing and maintenance.
- Purchasing appropriate equipment and supplies.
- Reviewing maintenance schedules

#### 4. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

These requirements are in reference to the *job*, not the incumbent performing the job.

##### Contextual Knowledge Requirements:

- Thorough knowledge of the basic principles and practices of renewable resource (in particular wildlife) management, including research and harvest management techniques, legislation and regulatory processes, enforcement and compliance methods and conservation education;
- Knowledge of office procedures, record keeping systems and the importance of cross referencing and careful attention to detail.

##### Skills & Abilities (Rated Requirements)

- Ability to work independently
- Ability to remain calm in pressure situations
- Communicate effectively both written and orally
- Ability in accessing resources and problem solving with respect to sustainable resources,

funding resource development and identifying tourism safety training needs;

- Ability to use computer software including communications (e-mail), word processing, financial spreadsheets and data bases and Power Point Programs;
- Highly effective communicator, to be able to work constructively with the public, co-management groups, Inuit groups, and those engaged in wildlife businesses;
- Must possess supervisory, time and financial management skills and experience;
- Must be able to travel on the land, and effectively use and maintain mobile equipment;

Qualification Requirements (These skills are normally acquired through)

- Completion of the Arctic College's Environmental Technology Program and a minimum of 6 years' relevant experience in wildlife management at both the field operations and management level.
- 3 years direct supervisory experience
- Equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.

Minimum Requirements (Mandatory)

- Must hold a valid driver's licence
  - the ability to drive trucks, snowmobiles, ATV and boats required;
- Must hold valid Firearms Possession and Acquisition Licence (PAL);
  - the ability to carry a firearm is required
- This is a position of trust; a clear criminal record check must be supplied.

Personal Suitability

- Dependability;
- Punctuality
- Adaptability;
- Effective interpersonal relationships;
- Judgement;
- Initiative.

In keeping with Article 23 of the Nunavut Land Claims Agreement ... special consideration" will be given to candidates who fulfill these criteria:

- knowledge of Inuit culture, society and economy;
- community awareness;
- fluency in Inuktitut;
- Specific job skills listed in this description will be complemented by an awareness and sensitivity to the requirement for reflecting Inuit Qaujimanituqangit in all departmental initiatives.

Skills to be considered an asset:

- experience or education in enforcement, licensing and inspection techniques;
- experience in wilderness travel and survival skills;
- First Aid & CPR certification
- WHMIS 2015 certification

## 5. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

## Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The Manager generally works in a comfortable office setting. Daily use of computers may lead to wrist muscle and eyestrain. While accompanying staff on patrols and projects, an activity which may occur 5-10 times a year, the Manager will be subject to muscle strain from utilizing mobile equipment, in addition to carrying and transporting heavy camping gear and fuel.

## Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

During infrequent patrols and on the land activities, the Manager will have to endure intense cold and often wet conditions. Duty travel occurs monthly and is done by air. Prolonged flights involving stops between intermediate points can lead to physical discomfort due to sitting and travel disruptions due to inclement weather.

## Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

Daily attention to detail in preparing documents, filing, reviewing correspondence and taking telephone messages. The incumbent is subject to interruptions which will impact the ability to focus on individual tasks.

## Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

The requirement for at least monthly absences from home due to duty travel may lead to family or household disruption. The incumbent may be required to implement or relate unpopular or controversial management prescriptions or regulations within a community, which may lead to feelings of isolation, and high stress. Maintaining work schedules to honour submission deadlines, agenda cut-off dates, review timelines and the like can create a feeling of powerlessness, anxiety and lack of control. Meetings on species management concerns, particularly with stakeholders, can be very high-pressure situations.



7. CERTIFICATION – Wildlife Manager Generic

_____ Employee Signature	Director Wildlife Operations (13-NEW) Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date :	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

## Appendix: Wildlife Manager

The following generic Wildlife Manager positions will share this job description:

**13-12071 Wildlife Manger, South Baffin - Iqaluit**

- 13-01776 Conservation Officer III – Iqaluit - Group 1
- 13-02962 Conservation Officer II – Iqaluit
- 13-04064 Conservation Officer II – Sanikiluaq
- 13-04907 Conservation Officer II – Kimmirut
- 13-03911 Conservation Officer III – Qikiqtarjuaq - Group 2
- 13-03166 Conservation Officer II – Pangnirtung
- 13-02597 Conservation Officer II – Cape Dorset

**13-06185 Wildlife Manager, North Baffin – Pond Inlet**

- 13-10557 Wildlife Clerk – Pond Inlet
- 13-03878 Conservation Officer III - Igloolik - Group 3
- 13-01784 Conservation Officer II – Hall Beach
- 13-01788 Conservation Officer II – Pond Inlet
- 13-03727 Conservation Officer II – Clyde River
- 13-10943 Conservation Officer III – Resolute Bay - Group 4
- 13-03512 Conservation Officer II – Arctic Bay
- 13-03601 Conservation Officer II – Grise Fiord

**13-06159 Wildlife Manager, Kivalliq Region**

- 13-11197 Wildlife Manager Trainee – Arviat
- 13-00342 Wildlife Clerk - Arviat
- 13-01473 Conservation Officer III – Baker Lake - Group 5
- 13-12316 Conservation Officer II – Baker Lake
- 13-10276 Conservation Officer II – Chesterfield Inlet
- 13-10825 Conservation Officer II – Nauyasat
- 13-03737 Conservation Officer III – Arviat - Group 6
- 13-13568 Conservation Officer II – Arviat
- 13-01483 Conservation Officer II – Coral Harbour
- 13-01482 Conservation Officer III – Rankin Inlet - Group 7
- 13-05226 Conservation Officer II – Rankin Inlet
- 13-10275 Conservation Officer II – Whale Cove

**13-03035 Wildlife Manger, Kitikmeot Region**

- 13-11294 Wildlife Manager Trainee – Kugluktuk
- 13-10567 Wildlife Clerk - Kugluktuk
- 13-03746 Conservation Officer III – Kugluktuk - Group 8
- 13-01456 Conservation Officer II – Taloyoak
- 13-01458 Conservation Officer II – Kugluktuk
- 13-01518 Conservation Officer III – Cambridge Bay - Group 9
- 13-01361 Conservation Officer II – Gjoa Haven
- 13-03747 Conservation Officer II – Cambridge Bay
- 13-06139 Conservation Officer II – Kugaaruk