

## 1. IDENTIFICATION

Position No. See Appendix	Job Title Wildlife Manager Trainee -	Supervisor's Position See Appendix	
Department 13- Environment	Division/Region See Appendix	Community See Appendix	Location See Appendix
Fin. Code: See Appendix			

## 2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</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 Management Division is for effective wildlife management and enforcement of the Wildlife Act and associated regulations, as well as other legislation such as the Environmental Protection Act and Territorial Parks Act. The DOE supports the sustainable utilization of renewable resources for the benefit of local communities.</p> <p>Through the provision of supervisory and management experience, this position is designed to prepare the incumbent to become a Regional Wildlife Manager upon successful completion of the prescribed training and mentorship over a three-year period. The skills and experience gained during the training period will also prepare the candidate to become a Conservation Officer III or Conservation Officer II. The Wildlife Manager Trainee assists the Wildlife Manager in the coordination and delivery of the DOE's wildlife programs and administration of its legislated responsibilities in the Region.</p> <p>As Regional Wildlife Managers are key points of contact at the regional level, the position of Wildlife Manager Trainee exists primarily to assist in the coordination of the 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 receiving training and experience in how to provide proper advice, use funding, and provision of training and compliance measures, the incumbent will learn</p>
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how to carry out the duties of Regional Wildlife Manager. This will help prepare them to ensure that Nunavummiut receive the maximum benefit from available renewable resources, while maintaining environmental stewardship, and without compromising future opportunities.

### 3. 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 ENVs the position impacts those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

This position reports to the Regional Wildlife Manager. (See Appendix for a listing of subordinates by community).

The budget for this activity within each region is approximately \$1.3M. Wildlife harvesting is an activity undertaken by a significant majority of Nunavut residents. Additionally, there are a number of outfitters within the territory, are permitted by the Regional Wildlife Managers. 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 will also assist in and learn how to manage 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 territory there are polar bears, barren ground grizzly bears, wolves and wolverines, caribou (Peary and barren ground caribou) and muskoxen populations. In addition, the DOE supports Department of Fisheries & Oceans (DFO) in the management of arctic char, lake trout, whitefish, and marine mammals including seals, walrus, and whales.

The Wildlife Manager Trainee is responsible for learning how to uphold territorial, interjurisdictional, national and international wildlife management commitments respecting these species, as Regional Wildlife Managers are the DOE's primary contact in the region on species management issues. The Wildlife Manager Trainee maintains a close relationship with Hunter's & Trapper's Organization (HTO) and the Regional Wildlife Organization (RWO) and will develop knowledge about wildlife management issues and the concerns and issues facing harvesters.

A key function of this position is gaining experience in 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 Trainee will also learn how to provide 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, learning how to provide direction to Conservation Officers 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. Therefore, it is essential for the Manager Trainee to learn to properly interpret legislation and gain familiarity with mandated Acts and Regulations enforced by DOE.

The Wildlife Manager Trainee will gain familiarity and learn how to issue, process or have 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 Trainee must learn how to 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 Trainee works primarily with HTOs and RWOs 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.

#### 4. 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 Trainee will learn how to provide wildlife management advice to the region by:

- Assist in maintaining and monitoring progress of existing wildlife management plans;
- Assist in representing the DOE within relevant wildlife management planning processes;
- Assist in 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;
- Assist in 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;
- Assist in preparing Briefing Notes on regional issues for senior management when requested;
- Give media interviews on regional issues when directed to do so by Director;
- Assist in supporting HTOs and RWOs 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 Trainee assists the Regional Wildlife Manager in coordinating and evaluating activities to ensure compliance with renewable resource legislation, the sustainable use of wildlife and a high quality of the environment by:

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

The Wildlife Manager Trainee assists in the coordination of 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 Trainee will assist in providing 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 Trainee will assist in coordinating 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:

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

The Wildlife Manager Trainee is responsible for assisting the Regional Wildlife Manager in managing the staff of the region (Conservation Officers 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 Trainee may represent 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 Trainee provides support to other Departmental staff and the public in creating resource development opportunities that contribute to the social and economic wellbeing 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 Trainee helps 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 Trainee will assist in coordinating 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

## 5. 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:

- 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.
- Ability to use computer software including communications (e-mail), word processing, financial spreadsheets and data bases and Power Point Programs;
- Ability in accessing resources and problem solving with respect to sustainable resources, funding resource development and identifying tourism safety training needs;
- Communicate effectively both written and orally.
- Highly effective communicator, to be able to work constructively with the public, co-management groups, Inuit groups, and those engaged in wildlife businesses;
- 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 2 years of relevant 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 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.

Skills to be obtained within the probation period:

- Obtain a valid driver's licence.
  - the ability to drive trucks, snowmobiles, ATV and boats;

#### 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 Qaujimajatuqangit in all departmental initiatives.

#### Skills to be considered an asset:

- Experience in supervisory, time and financial management skills;
- Experience or education in enforcement, licensing and inspection techniques;
- Experience in wilderness travel and survival skills;
- First Aid & CPR certification
- WHMIS 2015 certification

## 6. 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 Wildlife Manager Trainee 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 Wildlife Manager Trainee 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 Wildlife Manager Trainee 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 Trainee - Generic

	See Appendix
_____ Employee Signature	_____ 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, Trainee

Position	Supervisor Position	Dept Code	Region	Community	Position Coding	
11197	Wildlife Manager, Kivalliq Region	06159	13800-03	Kivalliq	Arviat	13800-01-3-300- 1386000-01-????
11294	Wildlife Manager, Kitikmeot Region	03235	13800-04	Kitikmeot	Kugluktuk	13800-01-4-420- 1386000-01-????