



# **Job Description**

## **Program Manager: Policy and Planning**

**May 2018**

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### **A. General Description**

Reporting directly to the Chair of the Wildlife Management Advisory Council – North Slope or designate, this position is responsible for the management, supervision and delivery of policy and planning projects for the Council. The individual is responsible for supporting WMACNS operational responsibilities and initiatives and provides analysis and advice to support WMACNS program goals and objectives.

### **B. Level of Authority**

Reports to: Chair or designate, WMACNS

Directs: Contractors

Works with: Program Manager: Implementation and Outreach, North Yukon Regional Biologist, Joint Secretariat Staff, Inuvialuit Regional Corporation Staff, Yukon Government staff, Environment Canada Staff, Parks Canada Staff.

### **Power of Decision Making:**

The Program Manager has authority to take actions that are necessary in the daily management of the organization affairs, in accordance with the current job description and approved policies and programs of WMACNS. Beyond these limits, decisions are to be approved by the Chair or WMACNS council members as appropriate.

### **C. Key Responsibilities**

1. Program Implementation
2. Project Management
3. Policy Analysis
4. Council Representation
5. Communications
6. Operations Management

#### **1. Program Implementation**

Organize and coordinate WMACNS involvement in plans, programs and policy initiatives related to wildlife conservation and management and Inuvialuit traditional use of the Yukon North Slope as they relate to the mandate of the WMACNS. Specific duties include:

- i) Lead the development and implementation of the Wildlife Conservation and Management Plan for the Yukon North Slope.
- ii) Coordinate or lead WMACNS involvement in relevant regional, national and international plans and initiatives that relate to the wildlife and conservation management mandate of WMACNS, including federal and territorial park management, and species management (polar bear, grizzly bear, muskox and caribou, etc.)
- iii) Track and implement WMACNS activities and commitments within wildlife and conservation management plans (e.g. ISR Polar Bear

Management Plan, ISR Grizzly Bear Management Plan, Porcupine Caribou Harvest Management Plan, Herschel Island Management Plan).

## **2. Project Management**

Develop and manage programs related to the WMACNS mandate; design program delivery and management instruments, frameworks, guidelines, tools and processes; evaluate program effectiveness and formulate corrective action plans.

- i) Coordinate and manage special projects as directed.
- ii) Prepare contracts, supervise contractors and manage budgets.
- iii) Coordinate evaluation of programs and report to Council.
- iv) Collaborate as required with the Program Manager: Assessment and Outreach.

## **3. Policy Analysis**

Provide analysis on programs and policies related to WMACNS mandate; monitor and assess key information, issues and relationships; facilitate partner and stakeholder collaboration, input, involvement, and issues management; and build WMACNS and management partner capacity in relation to relevant files.

- i) Review and provide comments for WMACNS advice and recommendations on wildlife legislation and regulations, including Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and Species at Risk status reports.
- ii) Review and provide comments for WMACNS consideration on other regulatory and legislative-related matters concerning and affecting the conservation of wildlife, including federal and territorial legislation and regulations, federal and territorial park regulations, Hunters and Trappers Committee bylaws.

## **4. Council Representation**

Represent and support WMACNS positions at working groups, conferences and forums such as consultations, negotiations, inquiries, land claim reviews, regulatory reviews, or other formal reviews and inquiries that relate to the mandate of WMACNS, including wildlife conservation, planning and traditional knowledge initiatives (e.g. Polar Bear Technical Committee Meetings, Porcupine Caribou Annual Harvest Meeting).

- i) Maintain communication with other management partners on issues related to the WMACNS mandate, including WMAC-NWT, FJMC, IGC, AHTC, PBAC, PCMB, other Indigenous management authorities, Inuit national and regional bodies.
- ii) Represent WMACNS as directed at local, national, and international forums (e.g. PC AHM, PBAC, I-I)

## **5. Communications**

Support WMACNS engagement (Aklavik, Inuvik and other ISR communities) and maintain close working relationships with community agencies such as the Joint Secretariat, WMAC-NWT, local HTC, ACCs and other co-management bodies.

Maintain communication with other management partners on issues related to the position and WMACNS mandate (e.g. WMAC-NWT, FJMC, IGC, AHTC.)

Develop and present communication materials related to the position, discussion and concept papers; briefing documents; issues management strategies; and various other submissions, plans and reports.

- i) Participate in the development of WMACNS reporting requirements (e.g. Activity Reports, Term reports, IFA Implementation report).
- ii) Prepare content for WMACNS website, newsletter and other communication outlets.
- iii) Coordinate or lead the preparation of communication tools to share with partners or in public forums (eg. Conferences, workshops, community meetings etc...)

## **6. Operations Management**

Assist in the ongoing implementation of WMACNS operations and administration.

- i) Assist in daily operations of the WMACNS office as required
- ii) Assist in planning quarterly WMACNS meetings and special events.
- iii) Assist in financial reporting and budgeting exercises.
- iv) Maintain financial records for projects managed by the position.
- v) Participate in quarterly financial reporting to WMACNS.

### **D. General**

Perform such other duties as may be assigned by the WMACNS that are consistent with the roles and responsibilities of the Project Manager: Policy and Planning position.

### **E. Proposed Travel Requirements**

Within Yukon/Canada 1-3 nights	5-7 times a year
Within Canada or the US, 4 or more night stay	2-5 times a year

### **F. Work plans and Performance Appraisal**

The Project Manager work plans will be developed in consultation with the WMACNS Council and Chair. Performance appraisals will be carried out in accordance with the WMACNS Personnel Policy.

### **Conditions of Employment:**

- Valid Class 5 Driver's License

**Hours of Operation:** The Program Manager will work 30 hours per week and will be given time in lieu of overtime. The position will be required to work some weekend and evening hours.