



Job Description

Program Manager:

Assessment and Outreach

May 2018

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Program Manager: Assessment and Outreach

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 assessment programs and outreach 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: Policy and Planning, 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

Coordinate and implement WMACNS involvement in programs and policy initiatives related to environmental assessment, development planning, research programs and Inuvialuit traditional use of the Yukon North Slope as they relate to the mandate of the WMACNS. Specific duties include:

- i) Review and provide comments for WMACNS consideration from materials related to the environmental assessment process conducted by the Environmental Impact Screening Committee and Environmental Impact Review Board.
- ii) Review and provide comments for WMACNS consideration on research and development applications and guidelines in the ISR.

Develop and implement WMACNS operational and administrative programs; design program delivery and management instruments, frameworks, guidelines, tools and processes; evaluate program effectiveness and formulate corrective action plans.

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: Policy and Planning.

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, management partner capacity in relation to relevant files.

- i) Review and provide comments for WMACNS advice and recommendations on environmental assessment and research legislation and regulations.
- ii) Review and provide comments for WMACNS consideration on other regulatory and legislative-related matters concerning and affecting environmental assessment and research including federal and territorial legislation and regulations, federal and territorial park regulations, Hunters and Trappers Committee bylaws,
- iii) Facilitate strong partnerships for research projects and programs.

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. Canadian Environmental Assessment Act Review, Beaufort shipping policy, Inuvialuit Settlement Region research strategy).

- i) Facilitate strong working relationships 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 as appropriate.

5. Communications

Lead WMACNS communications with Aklavik, Inuvik and other ISR communities, regional and community organizations such as the Joint Secretariat, WMAC-NWT, local HTC, ACCs and other co-management bodies.

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) Lead WMACNS reporting requirements (e.g. Activity Reports, Term reports, IFA Implementation report).
- ii) Lead the management of and coordinate 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)

6. Operations Management

Develop and implement WMACNS operational and administrative programs; oversee management of daily office operations; design program delivery and management instruments, frameworks, guidelines, tools and processes; evaluate program effectiveness and formulate corrective action plans.

Plan, organize and coordinate WMACNS quarterly meetings, special meetings, teleconferences, workshops or conferences (e.g. Yukon North Slope Conference)

Lead the administration and management of WMACNS financial resources.

- i) Lead WMACNS annual budgeting process.
- ii) Liaise with Yukon Government in the preparation of WMACNS annual contribution agreement.
- iii) Manage all financial accounts and work with bookkeeper to prepare quarterly financial statements.
- iv) Coordinate the preparation of WMACNS annual financial statement.
- v) Prepare invoicing and liaise with Joint Secretariat on administration and reporting.

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: Assessment and Outreach position.

E. Proposed Travel Requirements

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