

JOB DESCRIPTION

Section 1 – Identifying Data

<i>Position Title</i>	Senior Assessment Officer – Yukon Environmental and Socio-economic Assessment Board (YESAB)
<i>Incumbent</i>	
<i>Supervisor's Title</i>	Project Assessment Manager
<i>Branch/Unit</i>	Head Office
<i>Location</i>	Whitehorse
<i>Date Amended</i>	
<i>Valid Class 5 Yukon Driver's Licence</i>	Yes
<i>Salary Range 2019</i>	\$87,532.37 - \$101,194.82

Section 2 – General Summary

This position is responsible for analysing projects to identify environmental and socio-economic impacts and developing recommendations for review by the Executive Committee or YESAB Panels. The SAO participates in the development and implementation of environmental and socio-economic assessment strategies, policies, guidelines, systems, standards and processes.

This position supports the Executive Committee and YESAB Panels through the conduct of or leading the conduct of environmental and socio-economic assessments of assigned projects to identify environmental and socio-economic impacts of projects including mitigation measures required of project proponents and ensures that traditional knowledge of First Nations and local knowledge is incorporated into assessments.

Section 3 – Organizational Structure

See attached Organizational Chart.

Section 4 – Principal Duties and Responsibilities

1. Conducts environmental and socio-economic assessments of projects in the Yukon, including preparing detailed screening reports, identifying environmental and socio-economic effects and mitigation measures, and supports assessment recommendations by the Executive Committee or YESAB Panels.
2. Leads assigned project teams to identify the environmental and socio-economic effects of projects as well as mitigation options (project management teams are multi-disciplinary teams of scientists, technicians, and consultants from a variety of disciplines and specialists with traditional and local knowledge).
3. Monitors compliance with the Yukon Environmental and Socio-economic Assessment Act (YESAA) and ensures the quality of assessments under YESAA to ensure that assessments are carried out in an appropriate, coordinated, and timely way.
4. Assists, as required, Designated Offices in the conduct of environmental and socio-economic assessments and ensures that traditional and local knowledge is obtained and considered in the environmental and socio-economic assessment of assigned assessment projects.
5. Implements communication processes with First Nations, communities, project proponents, stakeholder groups and the public to explain policies and procedures, identify and review project issues and concerns, and develop options and solutions to problems.
6. Participates in the negotiation, coordination and development of environmental and socio-economic assessment requirements, standards, and agreements (including monitoring and reporting programs for mitigation and remediation activities) with project proponents, communities, and stakeholder groups.

7. Researches and participates in the development of new methodologies for conducting environmental and socio-economic assessments (particularly in the northern context) for use by project proponents, and other interested parties.
8. Participates in the preparation of policies, guidelines, and tools for use in the environment and socio-economic assessment process, and reviews and advises on government policies and legislation and other documents impacting on environmental and socio-economic assessment.
9. Conducts research and maintains current awareness of relevant technical and scientific information related to projects, environmental and socio-economic impact assessment and the environmental sciences.

Section 5 – Contacts

- Contact with project proponents, stakeholder groups, and interested members of the public to obtain/provide information, advice and guidance regarding environmental and socio-economic assessments.
- Contact with government officials (from First Nations, Canada, YTG and other jurisdictions) to provide advice and guidance regarding environmental and socio-economic assessments, and to provide and explain policies.
- Contact with technical and scientific experts to exchange information, advice, and guidance regarding environmental and socio-economic assessment issues.
- Contact with the supervisor as required to resolve issues relating to the environmental and socio-economic assessment of projects.
- Contact with YESAB staff to coordinate activities, to provide advice and participate in developing solutions to problems.
- Contact with project team members and/or contractors to provide direction, receive status information and resolve problems.

Section 6 – Specific Accountabilities

- Decisions pertaining to the environmental and socio-economic assessment of assigned projects in the Yukon.
- Decisions regarding recommendations to be made as part of the environmental assessment of projects in the Yukon.
- Decisions regarding the day to day management and direction of assigned project management teams as part of environmental and socio-economic assessments.
- Recommendations to supervisor regarding environmental and socio-economic assessment policies, guidelines, tools, and training requirements.
- Information provided to project proponents, communities, stakeholder groups, and the public as part of environmental and socio-economic assessments.

What are the impacts of performing the Principal Duties and Responsibilities?

Ensure that recommendations arising from project assessments fulfill the intent and instructions in YESAA and applicable legislation and policy.

Contributes to the ability of YESAB to fulfill the purposes of YESAA.

Ensure that full and fair consideration is given to all information submitted to the assessment. This includes current scientific and technical knowledge and practices, traditional knowledge and other information.

Responsible for fostering participation in assessments by project proponents, stakeholder groups and the public and ensuring they have access to well informed and up-to-date expertise, tools and advice in order to have the opportunity to participate in and meet the requirements of the environmental and socio-economic assessment process.

Ensure that terms and conditions with a recommendation adequately and effectively mitigate potential environmental or socio-economic effects of proposed projects.

Fosters procedural certainty and fairness for all involved in assessments by adhering to the assessment timelines identified in the Executive Committee Rules.

The position's role as Senior Assessment Officer is a critical one as this position leads assigned project teams responsible for conducting environmental and socio-economic assessments of large projects in the Yukon.

Section 7 – Working Environment

Generally the incumbent works in an office environment and has a need to deal with conflicting, multiple and unpredictable demands or frequent interruptions.

The position can deal with a high level of dissatisfied clients as a result of decisions made based on the environmental and socio-economic assessment of projects.

The incumbent travels within the territory (4-6 trips per year, lasting approximately 3 days per trip).

Section 8 – Knowledge and Skills

- Knowledge of land and resource management issues, environmental and socio-economic issues and other issues related to major development projects
- Knowledge of cultures, traditions, and lifestyles of Yukon First Nations and how they may be affected by developments.
- Knowledge of heritage sites and other sites of importance to Yukon First Nations and the potential effects of development projects and measures to mitigate these effects.
- Knowledge of environmental science and environmental and socio-economic impact assessment methods, techniques and practices
- Knowledge of environmental and socio-economic impact mitigation measures
- Knowledge of ecosystem components, their interactions and their carrying capacities to make recommendations regarding development projects
- Knowledge of potential environmental and socio-economic impacts from other resource and infrastructure development projects (such as mining, forest harvesting, hydroelectric developments, linear transmission, pipelines, and municipal sewage treatment) so that all potential environmental and socio-economic impacts are identified, assessed, and remediated
- Knowledge of environmental assessment issues and mandates of other land and resource management agencies
- Knowledge and awareness of the political, environmental, and socio-economic climate in the Yukon with respect to resource management and environmental assessment, in order to conduct environmental and socio-economic assessments in a sensitive manner
- Knowledge of the biophysical environments and land jurisdictions in the Yukon, and research skills to gather traditional knowledge of Yukon First Nations
- Good knowledge of YESAB mandate, services and clientele
- Knowledge of Yukon Environmental and Socio-economic Assessment Act
- General knowledge of Yukon First Nations and First Nation agreements
- Knowledge of Yukon geography, demographics, cross-cultural issues and environmental protection issues.
- Ability to deal with a wide variety of public groups including local community leaders, representatives of governments, various industries, aboriginal groups, public interest advocates and other representatives.
- Ability to obtain, evaluate and integrate environmental impact reports provided by other specialists
- Ability to manage project teams and contractors/consultants
- Strong interpersonal skills, including facilitation skills as well as problem solving, mediation, negotiation, and other conflict resolution skills.
- Ability to provide service effectively in a cross-cultural environment.
- Excellent written and good oral communication skills, including the ability to make public presentations.
- Strong organizational ability and coordination skills.
- Effective project management skills.
- Ability to utilize a personal computer along with experience using databases and a variety of software (e.g. Microsoft Office, Word, Excel, Access).

Section 9 – Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Executive Director: _____</p> <p>Date: _____</p>	

YESAB Organizational Chart

