

## **JOB DESCRIPTION**

### **Section 1 – Identifying Data**

**09-MGR05-08**

Position Number: 100633  
Position Title: Manager, Mining Lands  
Incumbent: Vacant  
Supervisor's Title: Director, Mineral Resources  
Supervisor's Position Number: 07022

Department: Energy, Mines & Resources  
Branch/Unit: Mineral Resources  
Location: Whitehorse, Yukon  
Date Completed: February 8, 2008  
Medical Clearance Required: Yes  
Security Clearance Required: No

### **Section 2 - General Summary**

The Manager, Mining Lands is responsible for directing, planning, co-ordinating, implementing and evaluating a number of program areas; including granting and maintenance of mineral rights, preparation of Decision Documents pursuant to YESAA, approval of mining land use operating plans, and preparation of quartz mining licenses. This position is a key member of the branch management team responsible for developing and implementing mining land management policies, programs and services and for providing mining land management support to other branches and department staff, other government departments, First Nations and other stakeholders and the public. The Manager is responsible for maintaining all mineral dispositions in Yukon (approximately 90,000), for authorizing permit conditions for all exploration and recommending quartz mining license conditions for all mine development and production activity in Yukon. The Manager also provides advice and assistance to the department and government regarding land management issues and programs to facilitate informed decision-making by Cabinet and Ministers. The Manager is responsible for maintaining a high standard of client service.

### **Section 3 – Principal Duties and Responsibilities (limit to 10 Duty Statements)**

1. Directs and manages the operation of the Mining Lands section to ensure the efficient and effective development and implementation of departmental and government mining land management policies and plans and to ensure delivery of quality support and services to Branch program areas and branch clients including the development, implementation and evaluation of plans, budgets and human resource management plans and strategies. Plans, develops and manages the implementation of strategies, plans, policies and legislation to meet the needs of the branch/department/government and clients and sets the goals, objectives and priorities for the section.
2. Participates as a member of the branch's Management Team in determining, developing and implementing government mineral land management policies, programs, and strategies and maintains close linkages and partnerships with other program areas of the department, as well as with other agencies and First Nation governments.
3. Directs the operation of four District Mining Recorder offices throughout Yukon. Is responsible for ensuring that all mineral rights are managed effectively, which includes nearly 90,000 dispositions.
4. Acting on behalf of the Yukon Government Decision Body (The Director Mineral Resources), directs and manages the effective coordination of Yukon government input into all exploration project assessments carried out by YESAA, and the preparation of draft decision documents for decision body approval.
5. Has direct authority as Chief, Mining Lands to develop and approve permit conditions for mining land use, including assigning financial security amounts and reclamation requirements. Many of these terms and conditions are not prescribed but require an understanding of the potential program impacts and design of proper regulatory controls.
6. Works closely with ECO in providing advice to YESAA on major mine assessments done under the Executive Committee of YESAA, and in preparing Yukon Decision Documents.

7. Directs and manages the analysis of major mine development and production applications and the preparation of quartz mining licenses for Ministerial approval. This includes consultation with other Departments, governments, First Nations, industry and use of technical consultants. Also directs and manages the ongoing approval process for subsequent plans submitted as conditions of such licenses as well as determination of financial security to be held by government.
8. Manages the process to solicit and assess all submissions relating to decisions concerning the management of mining lands (mineral rights, YESAA assessments, mining land use permits and quartz licenses). Manages the preparation of ministerial briefing notes, legislative returns, discussion papers and casework replies. Directs the preparation of Branch budgets and submissions, ATIPP requests, documents for Ministerial signature and other submissions.
9. Advises and supports Branch, Department and Government managers in the development of branch specific plans in order to implement the legislative mandate and department and government goals and strategic plans. Provides leadership in developing an atmosphere of collaboration and positive teamwork in the work of the Branch and the department.
10. Leads and directs the ongoing evaluation of branch policies, plans, programs and processes and identifies gaps and/or inefficiencies and makes or recommends changes required to ensure policy, plan and program effectiveness. Develops, or ensures the development of, policies, guidelines and standards in support of program and service delivery for quality client service and accountability.

#### **Section 4 – Contacts**

Describe, in narrative form, the working relationships inherent to the success of the job.

- Contact with the Director and Manager, Mineral Planning and Development, to exchange information, develop branch policies, programs, and strategies, solutions to problems and to develop and implement short and long range plans, define program and policy needs and to provide legislative, policy, planning, research and financial advice and direction, solutions to problems and to develop and implement short and long range strategic plans
- Contact with senior officials in other governments (First Nations, Territorial, Federal, Provincial) to develop coordinated policies, common understandings of legislative requirements, and develop strategies and agreements
- Contact with department managers, managers in other departments, industry, First Nations and other stakeholders to develop and evaluate policy options and implement effective approaches for management of mineral rights, mining land use permits and quartz licenses
- Contact with environmental assessors and regulators to ensure coordinated approaches to assessment and permitting in order to provide good client service, implement all legal obligations and ensure land claim agreements are complied with
- Contact with government staff and external clients to provide information, advice and guidance on legislation, regulations, policies, standards and guidelines regarding the process for assessing and permitting mineral exploration, development and production
- Establish and maintain a network of contacts in order to provide senior management with current information on the status of the exploration, development, production and reclamation activities of the mineral industry in the Yukon
- Maintain close communication with Client Services and Inspections to determine the effectiveness of permit conditions. The Manager must review decisions made by an inspector as a first level of appeal by the mining client
- Provides expert advice to Director, ADM, Deputy Minister, Minister, Cabinet and/or Management Board committees, mining industry executives, other government departments, First Nations, municipalities, interest groups, and the public to interpret legislative and regulatory requirements
- Arrange for, conduct and participate in seminars and workshops to assist the mining industry, First Nations, representatives of environmental associations and general public develop a better understanding of the regime governing mining in the Yukon and to facilitate the mining industry's progress through the permitting processes
- Contact with senior government and mining officials, colleagues, regional staff, contractors,

environmental associations, First Nations, community leaders and the general public to present complex mine development proposals and information regarding the terms and conditions of production licences, new policy, regulations and legislation, and financial and socio-economic impacts of mine development proposals

- Contact with regional and sectoral mining industry stakeholders to identify national and regional guidelines and standards for regulation of mineral activity
- Contact with senior section staff throughout the Yukon to resolve day to day operational and performance issues.

### **Section 5 - Specific Accountabilities**

1. Describe final decisions regularly made for which the incumbent is held accountable.

- section management and direction including establishment of goals, objectives, and priorities, management of section employees, financial resources and other assets
- decisions regarding the conduct of stakeholder consultations
- decisions regarding strategies to examine and address stakeholder complaints regarding specific policies and their impacts
- representations made and positions taken on behalf of the Department and/or the government
- decisions regarding the provision of advice regarding the implementation and enforcement of mining legislation, regulations and directives
- decisions on granting, refusing, debarring and/or otherwise resolving client difficulties which can affect procedural fairness in the administration of mining legislation
- development or changes in section plans, policies, procedures and priorities which impact on program delivery and on completion of projects being carried out by the section
- quality of the research and analysis undertaken and the quality of the recommendations being made to the Director, ADM, Deputy Minister, Minister and Cabinet
- strategies for accomplishing the specific goals and objectives of the section including strategies and tactics regarding ongoing relations with the various government, private sector, and First Nations partners and contacts of the Branch
- overall commitments made of the section's budgets which are within the position's spending authority
- content and quality of briefing notes, permits, mine licenses, correspondence and other documents to be forwarded directly to clients, stakeholders, the Director, ADM and DM
- as Chief of Mining Land Use, the position is directly responsible for approval of all mining exploration land use approvals, including determination of financial security
- preparation of draft quartz mining licenses for major mine developments, to be forwarded to the Minister for approval. This includes consultation obligations, review of input from consultants, companies, First Nations and other government agencies.

2. What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?

- The position is expected to maintain and/or develop a high level of professional and efficient service to stakeholders among all Yukon land and resource management government agencies, First Nations, land claim negotiators, and other stakeholders and, eventually, Yukon citizens and businesses which affects the image of the department and government.
- The impacts of the decisions made by the position are significant. The position has a responsibility to ensure policies, standards, programs and services are consistent with Department and Yukon Government goals, objectives and priorities which can have significant impact on the Yukon economy.
- The impact of the above decisions is on the effectiveness of mining land management policies and services for all government lands in the Yukon.
- Ensure all related land claim obligations have been met by the Mineral Resources Branch as per the Land Claim Final Agreements.

**Section 6 – Budget**

1. a) What is the Annual Budget for the unit under the direct control of the position?

	Branch
Fiscal Year	2007/08
Annual Payroll	\$1,200,000
O&M Budget (excluding Payroll)	\$510,000
Capital Budget (excluding Payroll)	\$0
Revenues	\$0
Recoveries	\$2,000,000

- b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples.

Yes, incumbent has authority/ability to reallocate resources within the section; i.e. reallocate resources between object codes, and between project budgets if required. Capital and O&M budget is presented by the Manager as part of the overall Branch budget. The Manager reallocates capital and O&M budget funds within area and recommends reallocation between other sections.

2. If applicable, describe other expenditures or revenues influenced by this position and how.

Responsible for establishing fees for non-legislated items and directs the cost analysis for those items.

Assesses the amount of security deposit to be levied against high risk operations according to established policies and procedures.

**Section 7 - Working Environment**

Describe in narrative form the position's working environment that can be generally favourable or include exposure to undesirable conditions.

This position usually works in a private government office. There are monthly trips by passenger vehicle of one or two days duration to other government and stakeholder offices throughout the Yukon to participate in meetings and consultations. There are occasional site visits (once or twice a year), by car, helicopter, boat or plane to remote locations.

Consultative meetings with clients and stakeholders occur frequently (up to several times a month) and require dealing with individuals who can at times be argumentative, confrontational and stressful to deal with. Meetings with industry groups can be very adversarial, due to industry resistance to the imposition of stringent environmental standards and reporting requirements.

**Section 8 - 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><b><u>Supervisor:</u></b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><b><u>Incumbent</u></b> (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>
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<p><b><u>Human Resources:</u></b> (Comments)</p> <p>Signature: _____</p> <p>Date: _____</p>	<p><b><u>Assistant Deputy Minister:</u></b> 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>Signature: _____</p> <p>Date: _____</p>
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**Section 9 – Organization Chart**

**MINERAL RESOURCES BRANCH**

