Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Application Solutions Manager	
Position Number	**Community**	**Division/Region**
63-15985	Yellowknife	Mineral and Petroleum Resources/HQ

PURPOSE OF THE POSITION

The Application Solutions Manager is responsible for providing technical oversight in the various phases of the system development life cycle including the analysis, design, construction, testing, implementation and maintenance phases to ensure the smooth and efficient development of the Mineral Administration and Registry System (MAARS).

SCOPE

The Application Solutions Manager (the Manager) is located in Yellowknife and reports to the Director, Mineral Legislation. The Manager acts as the technical lead in design, development, testing and implementation of the new enterprise solution - Mineral Administration and Registry System (MAARS) and ensures smooth operational transition between the current and the new registry systems.

The mineral resources industry contributes significantly to the economy of the Northwest Territories (NWT). Between 2008 and 2018, the Government of the Northwest Territories (GNWT) collected an average of approximately $100 million annually in revenues from diamond mines. With exploration, operating mines, reclamation and closure, the industry provides NWT residents with procurement opportunities, jobs, training, scholarships and donations.

Successful implementation of the new *Mineral Resources Act*, including a state-of-the-art mineral tenure management system, is anticipated to place the NWT among the leading mining jurisdictions worldwide, attracting investment for the benefit of all NWT residents.

Critical for successful implementation of the *MRA* is the availability of modern electronic data and information systems to collect and allocate mineral (third party) rights. Current

technology for administrators and clients will be critical for maintaining and enhancing the NWT's efficiency and competitiveness into the future.

The Manager will oversee the technology modernization project to administer mineral (third party) rights. The proposed new software system (MAARS) will cover all aspects of mineral rights and build mineral resources administration capacity for governments, industry and the public. MAARS will establish a modernized information system for mineral interest management and administration.

The Mining Recorder's Office of the Department of Industry, Tourism and Investment manages territorial-wide mineral resources administration and implementation of regulatory requirements. However, the existing Mineral Information Tenure System (MITS) is not capable of delivering the scope of functions demanded by the new *Mineral Resources Act*; therefore MAARS will replace MITS. Furthermore, *MRA* requires the development of new regulations which will ultimately replace the current Mining Regulations. The current Mining Regulations will remain in effect until the *MRA* and new regulations come into force.

MAARS will provide a new platform for proponent applications and submissions, map viewing, and data analysis. In addition, it will provide online map staking. Mineral claims are currently staked by physically placing boundary posts on the ground, often in remote locations with no road access. Online map staking would allow proponents to stake claims using an online portal, eliminating the costs of ground staking and redirecting cost savings toward prospecting and exploration activities.

Given the large scope and scale of the MAARS project and the lack of sufficient in-house capacity, the services of a third party will be required in order to develop and execute a multi-year, multi-phase project plan. The Manager will manage the development process and deliver the successful execution of the contract, estimated to range between $1.2M and $1.5M per year for a total of $4.32M over the three-year period of the project.

The Manager will work collaboratively with colleagues within the Department of ITI, the Office of the Chief Information Officer, Department of Executive and Indigenous Affairs, Department of Finance, Department of Justice and Department of Lands as well as with Indigenous governments and Industry stakeholders throughout all stages of the development of the *Mineral Resources Act* regulations, and project planning and implementation of MAARS.

The Manager supervises the Mineral Administration System Technicians.

RESPONSIBILITIES

1. **Manages the design, construction and implementation of new large-scale multi-departmental and multi-governmental information systems or systems upgrades:**
   - Coordinates and manages the MAARS system development from initiation to closure;
   - Provides technical oversight in the various phases of the system development life cycle including the analysis, design, construction, testing, implementation and maintenance phases;

- Refines and controls project scope through the collection of requirements, creation of a schedule that defines and sequences project activities, and the creation of a formal change management plan to ensure that changes to scope are documented and approved;
- Prepares and manages project budgets, contracts and schedules including critical path timelines by identifying and implementing technical, human, financial and capital requirements;
- Identifies, analyzes, develops, monitors and treats project risks as directed by the Director, Mineral Legislation Implementation;
- Identifies quality targets and manages formal quality assurance processes via audits and milestone reviews during the project;
- Identifies needed skills, and assist the Director, Mineral Legislation Implementation in acquiring and coordinating project teams including internal/external staff, contractors, suppliers and vendors;
- Leads MAARS project team task and/or working groups;
- Reports on a regular basis the status of project scope, budget and schedule to the Director, Mineral Legislation Implementation.

2. **Ensures that the business needs of stakeholders are met and change management is effectively applied:**
- Contributes to the development of regulations under *MRA* to ensure policy clarity and coherence with MAARS such that regulations can be implemented efficiently and effectively;
- Identifies stakeholders, plans stakeholder engagement, and acts as a mediator between stakeholders, working groups, steering committees, and project team members;
- Liaises with business units to analyze and meet their business process and information needs;
- Executes the acceptance testing and change management of new business processes;
- Translates stakeholder and client business requirements into detailed design specifications for informatics systems development, ensuring program objectives, business rules, policies and user needs are addressed;
- Advises and recommends to Director, Mineral Legislation Implementation options and approaches, identifies risks, benefits and costs of alternatives to support decision-making;
- Participates in consultation sessions with clients and stakeholders to encourage sharing of information.

3. **Supports the management of contracts and 3rd party vendors/suppliers.**
- Supports the Director, Mineral Legislation Implementation in the fulfillment of contractual obligations;
- Supports the Director, Mineral Legislation Implementation in identifying and implementing strategies to address under-performance and compliance failures, including application of contract terms;
- Negotiates variations and seeks appropriate authorization;
- Supports and engages with experts and stakeholders to ensure continuous improvements are identified through review and benchmarking processes;

- Supports development and implementation of change management protocols.

4. **Documents Business Processes, Business Rules and Best Practices.**
   - Works with clients and the Mining Recorder's Office to develop procedural manuals;
   - Works with clients to streamline business processes with the use of DIIMS;
   - Identifies and documents business rules and best practices in regards to all aspects of MAARS;
   - Works with other GNWT Departments on how MAARS can fit in with other GNWT Land and Resource platforms, such as the Land Tenure Online System (LTOS) and the Enterprise Licensing and Permits (ELP).

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Travel to vendor offices and mining conferences may occasionally be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of project management practices such as those described in the Project Management Body of Knowledge (PMBOK).
- Knowledge of project management and project portfolio software and tools.
- Knowledge of business analysis practices such as those defined by the International Institute of Business Analysis (IIBM).
- Knowledge of the software development lifecycle, as well as the various methodologies including predictive (plan-drive) approaches or adaptive (iterative/agile).
- Knowledge of software development methods practices and processes, including developing and implementing enterprise solutions.
- Knowledge of database development and administration.
- Knowledge of Geographic Information Systems (GIS), geodatabases, .NET and Microsoft Dynamics.
- Knowledge of standard budgeting and accounting concepts and techniques.
- Knowledge of other recognized generic industry and specialist bodies of knowledge as necessary.
- Knowledge of the natural resources sector, including industry and governance

- Verbal and presentation communications skills including the ability to translate complex technical information into plain language for Departmental Managers and systems users.
- Written communications skills including the ability to develop complex technology strategic and business plans in plain language.
- Team leadership skills including the ability to delegate and direct contractors and project staff in a positive, innovative and collaborative manner.
- Priority setting and organizational skills including the ability to manage multiple projects efficiently and effectively using project management tools and methods.
- Technology business analysis skills including the ability; to conduct feasibility and cost/benefit analysis studies; elicit requirements, facilitate workshops, and prepare specifications and proposals and review submissions.
- Technology project management skills including the ability to prepare project budgets, timelines, manage staff and contractors and conduct application testing and commissioning.
- Ability to apply knowledge effectively in unfamiliar situations.
- Ability to rapidly absorb new information and apply it effectively.
- Ability to communicate fluently, orally and in writing.
- Ability to present complex information to both technical and non-technical audiences.
- Ability to effectively facilitate collaboration between stakeholders who share common objectives.
- Ability to maintain an awareness of developments in the industry and select appropriately from applicable standards, methods, tools and applications.
- Ability to work independently, taking responsibility for driving own development.
- Ability to implement standard project management concepts.

Typically, the above qualifications would be attained by:

Completion of a Master's degree in a related field (i.e. computer science, management information systems or business etc.) with 7 or more years of relevant experience OR a Bachelor's degree with 9 or more years of relevant experience in a management role delivering information system or technology enabled projects.

ADDITIONAL REQUIREMENTS

Position Security (check one)

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
   Level required for this Designated Position is:
      ORAL EXPRESSION AND COMPREHENSION
         Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐

READING COMPREHENSION:
    Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
WRITING SKILLS:
    Basic (B) ☐   Intermediate (I) ☐   Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred