



**Executive Director  
Geoscience and Mines**  
**Job Description**

## CLASSIFICATION JOB INFORMATION

SAP Job ID:	90000760
Position/Classification Title:	Executive Director Geoscience and Mines
Pay Grade:	EC 16
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	8/31/2021

## JOB INFORMATION

Job/Working Title:	Executive Director Geoscience and Mines
Department:	Natural Resources & Renewables
Division/Section:	Geoscience and Mines Branch
Reports To (Position Title):	
Exclusion Status:	Excluded

## OVERALL PURPOSE

Reporting to the Deputy Minister, Department of Energy and Mines, the Executive Director of the Geoscience and Mines Branch is accountable for the design and implementation of strategies, programs, information systems, policies, legislation, and regulations to provide for promotion, sustainable development and efficient utilization of the province's geological resources. The Executive Director will provide trusted, relevant, timely and accessible information and advice to government on all issues related to administration of the Mineral Resources Act, geological resources and their development, as well as information required for assessing the risks to human and ecological health and safety.

## KEY RESPONSIBILITIES

**Strategic Responsibilities and Leadership:** Ensures the Geoscience and Mines Branch is consistently and effectively contributing to Government and Department priorities by providing leadership and direction in development of a strategic geoscience and mines plan for the Department and government. Responsible for continually assessing the geoscience and mineral management needs and expectations of government, industry, and civil society, by designing and implementing programs, policies, legislation, and regulations that meets those needs.

**Advice and Communication.** Provides timely information, advice and options to the Deputy Minister, Minister, Executive Council and government committees on matters related to mining, geoscience, resource development and monitoring of geological resources through actively monitoring and analyzing issues and evolving information, identifying issues which require attention, applying sound scientific principles and reasoning using all available information, and communicating as appropriate and in a timely manner.

**Contribution.** Contributes to the effective function of the Department's Executive Management team by providing information and specialized knowledge on matters related to mining and geological resources, thoughtful advice and strategic thinking, and active participation in Department decision making across the spectrum of the department's business lines. Contributes to advancing key departmental and government issues (e.g., diversity in the workplace, Aboriginal consultation). Contributes to meeting government priorities by working with Executive Director-level counterparts in other government departments on relevant geoscience, natural resource, and land-management issues.

**Operations and Administration.** Provides operational and administrative oversight of the Geoscience and Mines Branch and ensures effective management of human and financial resources by setting and evaluating staff (direct reports) performance targets, promoting diversity and a healthy workplace, demonstrating the leadership competencies, respecting corporate human resources practices, promoting teamwork and individual development, maintaining internal communication, monitoring revenues and expenditures, adhering to procurement guidelines, acquiring goods and services in the most cost effective manner, and accurately forecasting budget requirements for the fiscal year.

**Representation.** Represents the Province on matters related to mining and geological resources in national and international government forums, and with industry, non-government organizations and civil society by reviewing documents, taking active part, and sometimes leadership, in intergovernmental conferences and

meetings, participating in trade and public forums and regional/national committees and organizations, and networking with industry associations and leaders and public organizations. Contributes to development of national-level geoscience and mining discussions and initiatives through participation on the federal/provincial/territorial Assistant Deputy Minister-level Intergovernmental Working Group (IGWG) on Mines committee.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

## SCOPE

<b>Contacts (Typical):</b>	The Executive Director is the senior science and policy advisor to the Minister and Deputy Minister on mining and geoscience issues, and administration of the Mineral Resources Act, and has frequent contact with each. The Executive Director works closely with executive-level managers in the Department to represent the minerals sector and geoscience-related files in Departmental decision-making, and with the management team in the Geoscience and Mines Branch on Branch program, policy, and mineral sector issues. The Executive Director has frequent contact with senior officials, Deputy Ministers, and occasional contact with Ministers in other government departments, providing advice and representing Department and mineral industry issues in intra-government discussions and decision making. The Executive Director has frequent contact with mineral industry associations and leaders, company executives, non-government organizations and citizens, technical specialists and policy makers related to mineral resource development, growing the minerals sector, and geoscience issues. The Executive Director also has contacts with Aboriginal leaders and associations regarding Aboriginal – Crown consultation. The Executive Director works closely with government officials in Federal and other provincial/territorial governments on issues of regional, national, and international significance, represents the province on national committees including the F/P/T Intergovernmental Working Group on the Mines, is occasionally required to take a leadership role in these committees, and participates in international forums on mineral resource issues.
<b>Innovation:</b>	The Executive Director leads and directs the development and implementation of strategies designed to provide for sustainable mineral resource use in the province, growth in the minerals sector, and assessment of environmental geoscience needs of Nova Scotia. The Executive Director is responsible for resolving resource issues within the Branch (i.e., allocating resources for Branch programs), participates in discussions and decision making and provides recommendations and solutions to the Department and the Minister regarding the effective administration of Branch and the Province's geological resources. The Executive Director is expected to apply specialized knowledge in the fields of science and/or engineering related to various aspects of mineral resource development and environmental geoscience, and creative thinking which is aligned with and knowledgeable in the context of government policies, commonly in situations that may not have precedents. The Executive Director is expected to use considerable freedom and a wide latitude for independent judgement and action.  Ongoing challenges include: 1. Balancing the needs of economic development and the Province's environmental and land protection initiatives. 2. Developing mechanisms for effective consultation with Aboriginal people on mineral resources issues. 3. Working with staff and other government departments to streamline and find efficiencies in regulatory approval processes. 4. Building trust with the public and industry as an effective regulator of the mineral industry. The incumbent is expected to deal effectively with multiple diverse and often conflicting issues at the same time.
<b>Decision Making:</b>	The Executive Director provides overall leadership and is responsible for decision-making in the development and implementation of strategies, policies and programs and the utilization of financial and human resources in all areas of Geoscience and Mines Branch responsibilities. Decisions are made in the context of applicable legislation, regulation, policy and government priorities, and require knowledge of the Mineral Resources Act and relevant resource development project approval processes, geoscience and/or mining engineering, the needs of stakeholders and the expectations of the public.

	<p>The Executive Director works with Branch Directors and the management team to manage Branch budgets, authorize expenditures, prepare forecasts, and prioritize staff allocations. The Executive Director has authority to make decisions reflecting the province's position in national and international fora (e.g., planning for annual Energy and Mines Ministers meetings; trade shows, industry events and technical conferences/workshops).</p> <p>Matters of significant consequence (e.g., significant program changes, new policy initiatives) or those involving other Branches or departments, or governments are referred to the Deputy Minister, together with recommended action. The Executive Director serves as Acting Deputy Minister upon request.</p>
<b>Impact of Results:</b>	<p>The typical impact of results produced by this job are government wide, and are measured in the quality and relevance of government programs focused on the breadth of the Province's geological resources and needs from mineral development to environmental geoscience/hazards issues, the efficient functioning of the Geoscience and Mines Branch, effective incorporation of mineral resource information and issues in government decisions through meetings with government officials and presentations to decision makers, and the proper administration of the Mineral Resources Act.</p> <p>Impacts are also observed at the national and international level from representation of the province's position in these fora. Decisions may affect the future sustainable development and growth of the province's minerals sector and industry, and this impacts a diversity of public, industry and government stakeholders, the provincial economy, land and resource management.</p>

### People Management:

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	<p>This Job Reports to: Deputy Minister, Energy and Mines Job Titles and number of incumbents reporting to this job: Director, Geological Survey Division Director, Mineral Management Division Administrative assistant (shared incumbent with Directors)</p>	

### LICENSES/CERTIFICATIONS

<b>Data From Conversion:</b>	<p>Includes information not referenced elsewhere in the job description that will further help the understanding of what is typical of this job, such as a credential, license or professional designation which is required to perform the work (ex: P.Eng., CPA, Journeyperson Certificate, etc.). Does not include education and experience.</p> <p>The Executive Director is the senior government official responsible for government's legislation, policies and programs related to geoscience and mineral resource development. These are applied across a spectrum of issues including mineral resource development, economic development, land and resource management, environmental protection and site remediation, geoscience, and public health and safety (related to geoscience hazards). The Executive Director is responsible for ensuring that timely and relevant geoscientific and mining knowledge is provided to government on matters of public policy that require this input, and for ensuring programs and information systems related to geoscience and mineral development are in place to impact public policies, deliver programs and information, and meet the priorities of government and the needs of stakeholders.</p> <p>The Executive Director is an individual with a high level of geoscience and/or mining engineering expertise (and professionally registered as a P.Geo. or P.Eng.), knowledge of how to work as a senior bureaucrat with senior levels of government and other government departments, credibility with senior management, staff and stakeholders. The Executive Director functions with a high degree of independence.</p> <p>In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)</p>
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## **WORKING CONDITIONS**

### **Physical Effort**

### **Physical Environment**

### **Sensory Attention**

### **Psychological Pressures**

<b>Examples/ Additional Information:</b>	
<b>Data From Conversion:</b>	<p>A - Physical Effort Minimal to infrequently moderate. Most of the Executive Director's time is spent at a desk, with frequent opportunities to move for meetings or consulting with staff and counterparts. Visits to staff in a field environment (&lt; 5% of the time) may require highway driving, off-road travel, and walking over rough terrain with moderate exertion. Field visits may require wearing personal protective safety equipment such as goggles, safety boots and hard hats.</p> <p>B - Physical Environment Most work is carried out in an office environment.</p> <p>C - Sensory Attention Sensory inputs include computer screens, telephone, written correspondence, and conversations with Branch staff, the Deputy Minister, other Department staff, senior leaders in other government departments, and stakeholders. Concentration is required in reading reports, writing and reading correspondence, briefing notes and reports, and in listening to staff and stakeholders.</p> <p>D - Mental Pressures There can be mental pressure from dealing with sensitive issues related to mineral development, meeting deadlines and requests from senior leaders (e.g., Premier's Office, Minister and Deputy Minister), other government departments, the media, the public, stakeholders, industry associations and company officials, and dealing with human and fiscal resource issues. Some unpleasant contact may occur across the diversity of stakeholders, and difficult conversations with staff are required occasionally. Occasional travel is required both within and outside the province and may disrupt personal life.</p>