



Job Specification

Position Title: COMPLIANCE OFFICERS
Job Code: OPSEU - Environmental Officer 5, 61509
Job ID: 12708

Purpose of Position:

To carry out compliance reviews/non-compliance investigations and related enforcement duties of mine rehabilitation plans designated for health/safety, environmental protection and reclamation of mined out land. To coordinate the Closure Plan Process.

Duties/Responsibilities:

1. Carries out compliance reviews/non-compliance investigations and enforcement duties by:

- auditing mine closure plans and technical/financial submissions for completeness and compliance, prepare reports;
- prioritising and visiting mine properties to inspect for proper and/or on schedule installation and successful implementation of rehabilitation measures including those ordered by the Director or Court and in response to complaints, regulatory agency referrals and land tenure transactions;
- conducting site review/investigation which may include obtaining process descriptions, mill/mine design drawings, specifications, reports, etc., collecting samples (e.g. soils), performs tests (e.g. ph of water), make rough sketches, take photos, confer with mining officials, etc.;
- arranging for and coordinating expert, professional and/or regulatory agency individual(s) to assist in reviews/investigations as required;
- accessing, interpreting and evaluating review/investigation results to determine adherence to rehabilitation plan and court-director orders(s) and safety/environmental legislation;
- preparing detailed report(s) including recommendation for appropriate rehabilitation and/or prosecution;
- advising proponent of recommended rehabilitation measures and negotiating action plan and implementation schedules;
- preparing comprehensive Crown Briefs detailing the findings of investigations;
- ensuring counsel by presenting facts obtained through compliance review/investigation including statements of examination of witnesses clearly and in sequence;
- obtaining/executing court orders (e.g. inspection and search warrants, summonses and subpoenas) as required;
- appearing as expert witness for the Crown and in Provincial Court to set dates for trials, adjournments, etc.
- liaising with regulatory agencies e.g. MOEE/MOL/MNR to advise of related infractions and to determine if joint investigation is required and to exchange information, etc.;
- in cases of Court or Director order non-compliance, upon approval, obtaining a court injunction or assisting in contempt of Court proceedings.

2. Co-ordinates Closure Plan process by:

- reviewing and evaluating to ensure plan completeness including appropriate supporting documentation e.g. statistics and specifications as per the Mining Act; liaising with proponents to obtain additional information when plans elements are not sufficient;
- setting and meeting approval process deadlines;
- planning/organizing/conducting meetings with regulatory agency personnel e.g. MOL/MNR/MOR to obtain/exchange information and to secure regulatory approvals;
- planning/organizing/conducting meetings with Ministry multi-discipline personnel to ensure technical soundness of plan and secure Ministry required approvals;
- liaising with proponents on behalf of the Ministry to obtain/exchange information and review/revise Closure Plans including rehabilitation strategies, implementation schedules, documentation, etc.;
- preparing for Directors signature Closure Plan revisions and related correspondence.

3. Performs other duties such as:

- consulting with supervisor and Ministry officials e.g. lawyers to coordinate activities, advise of plans, acquire advice, provide/obtain information and contentious issues information;

- representing the Ministry at mine development proposal public information sessions;
- coordinates emergency response activities including site restoration, liaising with regulatory agencies site owners/officials and/or other concerned parties e.g. elected officials, writing briefing notes, etc.;
- recommending and assisting in the formation of policies, procedures and/or guidelines and associated training;
- liaising with public/news media to exchange information and/or explain Ministry rehabilitation policy/procedures/actions;
- as assigned.

Knowledge:

Thorough knowledge of mining and exploration, mining legislation, theory and practices related to mine rehabilitation including the mining sequence/operations and related legislation e.g. Environmental Protection Act and Occupational Health and Safety Act. Extensive knowledge of and proven experience in safety /environmental investigation techniques, due process of law, rules of evidence and court procedures.

Staffing and Licensing Requirements:

Valid drivers license and good driving record. An ability to attend and successfully complete in-service training programs. Rehabilitation Compliance Officers will be assigned to investigation in Regions other than designated headquarters in accordance with unit priorities, workload & identified areas of investigative/technical expertise.

Skills:

Effective oral/written communications, keen powers of observation, thoroughness, attention to detail & logical thinking skills. The ability to work independently/irregular hours, travel and conduct field investigations under adverse conditions.