



## Job Specification

**Position Title:** REGIONAL SUPERVISOR, MINERAL EXPLORATION AND DEVELOPMENT  
**Job Code:** MCP - Resources Planning Mgt PM-20, PRP20  
**Job ID:** 35681

### Purpose of Position:

To lead, supervise and ensure the effective and efficient implementation of legislated and regulatory requirements associated with mineral exploration permitting and mine development and closure, in a region of Ontario, and act as senior advisor on all matters involving mineral exploration, development and mining policies, including Far North and other land use initiatives.

To oversee and carry out the Crown's duty to engage and consult with First Nation communities and Métis groups, councils and organizations across a region of Ontario, within a program context. To provide professional, technical and analytical support for the Mineral Development and Lands Branch in all phases of the mining sequence in order to assist and enhance the development of new and existing ventures.

### Duties/Responsibilities:

Within the Ministry's Mineral Development and Lands Branch, the position is responsible for the supervision and delivery of a Regional Mineral Development program within a designated geographic area in Northern Ontario.

- 1. Program Administration:** Provides leadership in the administrative functions and activities and delivery of the Mineral Exploration and Development program. Makes decisions on: recruitment and selection of professional staff, merit increases, assigns work and conducts performance reviews; nominates staff for succession planning and ensures appropriate training for staff. Implements performance management plans to identify and correct problems or to enhance performance; pursuing appropriate disciplinary action when required, including recommending dismissal. Responds to grievances and acts as Deputy Minister's designee on Stage Two grievances. Communicates and collaborates with all MNDMF business units in order to coordinate field activities such as site visits, inspections and other regulatory requirements under the Mining Act. Provision of advisory services to industry and other stakeholders, etc. Makes decisions with respect to exploration permit issuance as designated as a Director of Exploration under the Mining Act.
- 2. Aboriginal Engagement:** Facilitates information and knowledge exchange and develops relationships with Aboriginal communities, councils, groups and organizations to help Aboriginal people develop a better understanding of mineral exploration and mining industry activities; and promotes government/industry/Aboriginal engagement to foster an improved business and socio-economic climate in the region. Carries out the Crown's duty to consult with Aboriginal peoples. Facilitates resolution to issues associated with clients and First Nations/Metis.
- 3. Mine Rehabilitation:** Supervises and carries out closure plan reviews relying on a matrixed reporting relationship to specialists, compliance and enforcement staff in order to assess compliance with regulatory requirements.
- 4. Supervises and Facilitates the implementation of the mineral exploration and development program and manages issues that arise with other Ministries [e.g. Ministry of Natural Resources (MNR), Ministry of Environment (MOE), Ministry of Labour (MOL), Transportation (MTO) and Municipal Affairs and Housing (MAH)] or municipalities].**
- 5. Mineral Sector Liaison:** Builds and maintains local sector relationships to assist mineral sector representatives in understanding government legislation, regulations, policies and requirements and facilitates their dealings with MNDMF and other provincial and federal ministries, departments or agencies; evaluates their requests and provides a "one window coordination role" on behalf of other Ontario Ministries by continuously encouraging sustainable development of mineral resources to maximize the region's employment and other economic objectives; monitors and stimulates mineral exploration; tracks sector activities; anticipates and advises MNDMF staff on related issues or development implications.
- 6. Policy and Legislation:** Provides input, recommendations, and advice within the Mineral Development

and Lands Branch and MNDMF, and to other ministries with regard to developing and implementing new legislation, regulations, policies and/or initiatives that may affect mineral exploration and development and/or access to the province's mineral resources.

The incumbent shall work in compliance with the Occupational Health and Safety Act and its Regulations and any workplace practices as directed by the employer.

Ensures that workers take precautions to protect the health and safety of themselves and others by complying with such acts, codes, policy, procedures or accepted workplace practices as may be appropriate.

Advises workers of actual and potential dangers in the workplace and the required precautions.

**Knowledge:**

- Thorough knowledge of geology and of the mining and exploration industry and comprehensive knowledge of mining operations and economics to provide leadership to the mineral exploration and development program within a region of Ontario and provide advice to minerals sector representatives on the legislative and regulatory process for mineral exploration and mine development and closure;
- Knowledge of related fields such as land use planning, environmental assessment and programs dealing with preservation of natural heritage values, in order to recommend acceptable practical solutions to situations where conflicting views and interests affect development and/or expansion of the mineral resources industry;
- Comprehensive knowledge of government legislation and regulations, policies and practices relevant to mineral resources management is required to assist mineral sector representatives in understanding them.
- Planning, organizational and innovative skills necessary to develop the required advisory & regulatory framework for the mineral resource industry, to co-ordinate the implementation and regulation of the delivery of the Mineral Exploration Development program within a geographic area of Ontario;
- Excellent oral and written communication skills combined with a high degree of tact and diplomacy are required to successfully represent the industry vis-à-vis the government and vice versa, to deal effectively with executives in industry, provincial and federal governments, First Nation & Métis, other jurisdictions, and with peers, public and subordinate staff;
- Strong issues management skills to facilitate and resolve conflicts between proponents, stakeholders and Aboriginal groups;
- Consultation, negotiation and facilitation skills to provide clients, Aboriginal people, decision makers, staff and other stakeholders with expert advice, and to advance mineral exploration and development in assigned region;
- Strong supervisory and interpersonal skills to direct a matrixed management environment, to supervise and coordinate the work of a section comprised of a high level of professional staff; to make effective allocation of available human, financial and physical resources and to successfully influence the direction of mineral exploration and resource development throughout the region; to provide guidance to assigned staff, including establishing priorities, assigning work, providing direction and technical advice; to conduct performance evaluation and provide training;
- Good working knowledge of the Occupational Health and Safety Act and those Regulations made under the Act that apply to the workplace and the work being performed.

**Judgement:**

Under the administrative direction of the Manager, Mineral Exploration and Development Program, and within the general framework of relevant legislation and Government and Ministry policies and objectives, the position exercises a high degree of independent judgment on a variety of often conflicting issues such as reconciling mineral industry interests and activities with government policies and objectives and Aboriginal rights and interests

Position exercises judgement:

- In determining the ministry position and recommending appropriate solutions in areas where mineral resource interests are in conflict with interests represented by other Ontario Ministries (e.g. MNR, MOE, MOL, MTO and MAH), First Nation communities, municipalities or members of the public;
- In providing input, recommendations and advice in the management of issues;

- In determining & recommending operational procedures for the regional program;
- In implementing the Ministry`s position in the area of conflicting land development proposals and in evaluating the ever-present possibility for creating binding precedents;
- In evaluating the performance of staff, determining their potential for advancement, in dealing with disciplinary matters and managing the day to day operations of the regional program;
- In the appropriate issuance of exploration permits, as a Director of Exploration under the Mining Act.

**Accountability - Programs:**

Developing, recommending and upon approval, administering short- and long-range mineral resources management programs directed at optimal development and utilization of mineral resources and maximization of employment and economic development. Inappropriate issuance of exploration permits may result in dispute resolution process and or litigation.

**Accountability - Personnel:**

Providing direct administrative supervision, professional guidance and direction to Mineral Development and Exploration staff and other professional and support staff; responsible for interviewing and selecting new staff, approving attendance and merit increases, setting performance targets and preparing work performance reports, and the recommendation and initiation of disciplinary action where necessary.

**Accountability - Finance & Material:**

Developing the regional program`s estimates and managing its allocation of financial and physical resources. Manages the Region`s budget and provides input into section and branch annual and multi-year program planning and budgetary processes.

**Accountability - Impact of Errors:**

Errors in use or interpretation of policy, legislation or regulation or provision of incorrect advice to mineral exploration or development companies may cause substantial financial losses to these companies with a resulting loss of jobs, reduction of profits and subsequent deterioration of local economy for prolonged time periods. Similar long term detrimental effects on local economies may be caused by erroneous decisions made while negotiating solutions to conflicting land-use planning proposals or by inadequate or flawed responses to proposals for new legislation, regulations, policies and/or initiatives. In all cases, serious financial losses may be suffered by industry, the Ministry or the government. Government embarrassment may result and impact on future opportunities related to mineral development.

**Contact - Internal:**

Regular contacts with other senior professional and managerial staff in the Ministry to provide advice, discuss policies, propose new initiatives, discuss objectives, etc.; frequent contacts with senior managers and professional experts from other Ministries (e.g. MNR, MTO, MAH) to resolve conflicting land use interests, to discuss issue resolution options, economic development plans, land use discussions, etc.; regular contact with subordinates to ensure program objectives and client needs are being met; regular contact with other managers regarding priorities within a matrixed management regime.

**Contact - External:**

Frequent contacts with executives and senior management of mining industry, Aboriginal communities, councils and organizations, and municipalities to advise on government policies, regulations and available government services; to assist them in their dealings with the MNDMF and other provincial and federal ministries, departments and agencies; to promote and encourage increased development and utilization of mineral resources. Regular contacts with representatives of various industrial associations with private consultants, developers and prospectors to exchange information and provide advice and assistance; with representatives of federal government to obtain information on federal funding possibilities for specific projects and initiatives.