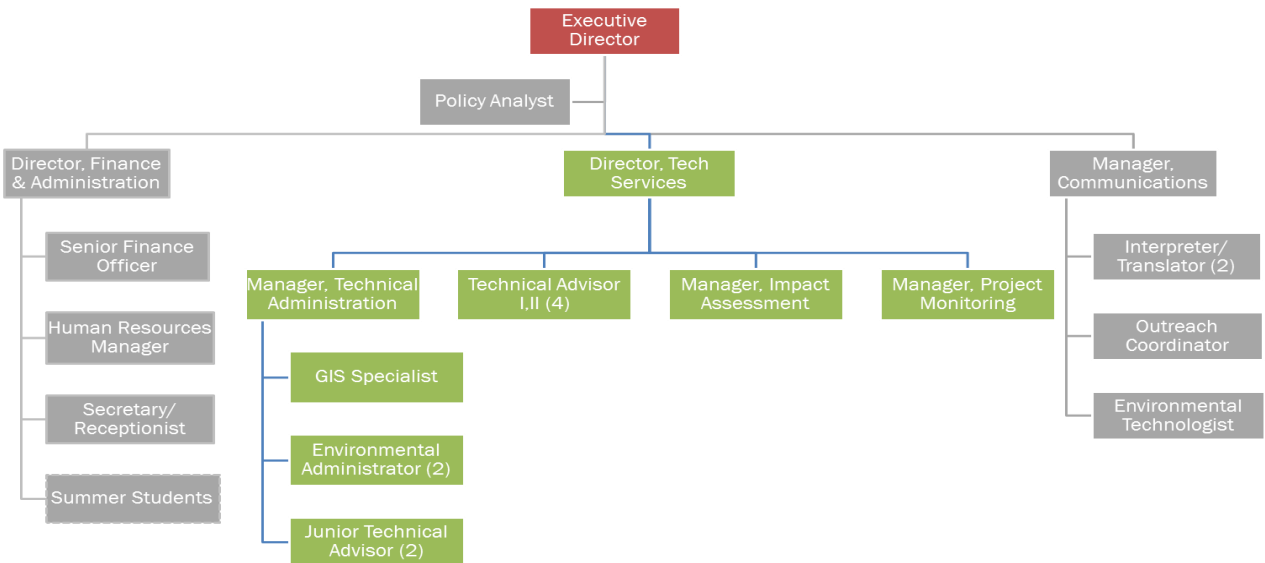


## I. General Information

<b>Position / Title:</b>	Junior Technical Advisor	<b>Date in Effect:</b>	October 31, 2015
<b>Department:</b>	Technical Services	<b>Reports To:</b>	Director, Technical Services
<b>Term:</b>			



## II. Purpose of Position

Reporting to the Director, Technical Services and supervised by the Manager, Technical Administration, the Junior Technical Advisor aids in the environmental assessments of proposed development projects and the monitoring programs for approved projects referred to the Nunavut Impact Review Board (NIRB) under Article 12 of the Nunavut Land Claims Agreement (NLCA) and Part 3 of the Nunavut Planning and Project Assessment Act (NuPPAA). With a focus on undertaking screening level assessments and assisting in the daily administration of associated public registries, this position also assists more senior technical staff with impact assessments and community engagement tasks.

## III. Essential Duties and Responsibilities

- Undertakes screening assessments and supports impact assessments and monitoring programs for major development projects:
  - Conducts Screening assessments of project proposals as assigned
  - Liaises with project proponents and regulatory agencies to address information deficiencies
  - Assists in the development of research and training materials for the Board and staff
  - Assists with the review of applications, supporting documents, technical reports and monitoring results.
  - Assists with community-level consultation with potentially affected individuals, groups and organizations
- Provides communications support:
  - Supports Environmental Administrators in the coordination of incoming/outgoing correspondence and maintenance of the public registry
  - Liaises and communicates with affected communities and interested parties on projects under assessment by NIRB or approved by the Board

- Reviews comments and expertise received from agencies, Designated Inuit Organizations, community organizations and other stakeholders.
  - Coordinates with federal, territorial and local governments, Inuit organizations and Nunavummiut
  - Assists in facilitating community meetings, technical workshops and formal hearings
  - Reviews technical materials and prepare presentations
  - Solicits and utilizes Inuit Qaujimagatuqangit in environmental assessment
3. Provides monitoring support:
- Monitors tracking systems to evaluate status/compliance with regulatory instruments
  - Monitors compliance with terms and conditions established by NIRB Screening Decisions

**IV. Other Duties and Responsibilities**

1. Provides technical advice to the Board.
2. Develops and maintains professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies.
3. Any other duties as required.

**V. Qualifications**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Familiarity with the mandate of the Nunavut Impact Review Board</li> <li>▪ Environmental assessment procedures and processes, as well as matters related to environmental legislation and regulations</li> <li>▪ Some knowledge of typical environmental impacts (including socio-economic impacts) and mitigating techniques for a variety of developments including mineral exploration &amp; mining, transportation and research</li> </ul>
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<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Strong verbal and written communications skills</li> <li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset</li> </ul>
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<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Work on multiple tasks concurrently</li> <li>▪ Summarize information and highlight important issues</li> <li>▪ Task prioritization and effective time management</li> <li>▪ Summarize complex ideas and principles for non-technical audiences</li> <li>▪ Cope with frequent interruptions and changes in priorities</li> </ul>
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<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Undergraduate Degree or equivalent in Environmental Management or a related discipline.</li> <li>▪ Alternative acceptable education and training preparation includes college-level courses completed in Environmental Studies and/or Natural Sciences supplemented with several years' work experience in positions having same or similar work responsibilities</li> <li>▪ Graduates of the Nunavut Arctic College Environmental Technology Program are strongly encouraged to apply</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Personal and professional experience in the Arctic or in a cross-cultural setting</li> </ul>
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**VI. Physical Demands**

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent may be subject to extended periods working while seated at a computer
- The incumbent may be required to travel to various locations throughout Nunavut and elsewhere for meetings, consultations and other NIRB activities. This may involve possible exposure to hazardous weather conditions, elevated noise levels and travel in a variety of vehicles

**VII. Work Environment**

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather
- Work involves conducting activities in a variety of environments including office settings, public meeting halls, and community locations
- Travel and time away from home is required

**VIII. Mental Demands**

- Prioritizing tasks and meeting deadlines
- Difficult decisions regarding necessary actions on compliance issues
- Communication and consultation with regulatory agencies to deal with difficult issues that may be not easily agreed upon
- Preparing for and working during public hearings may be stressful
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources