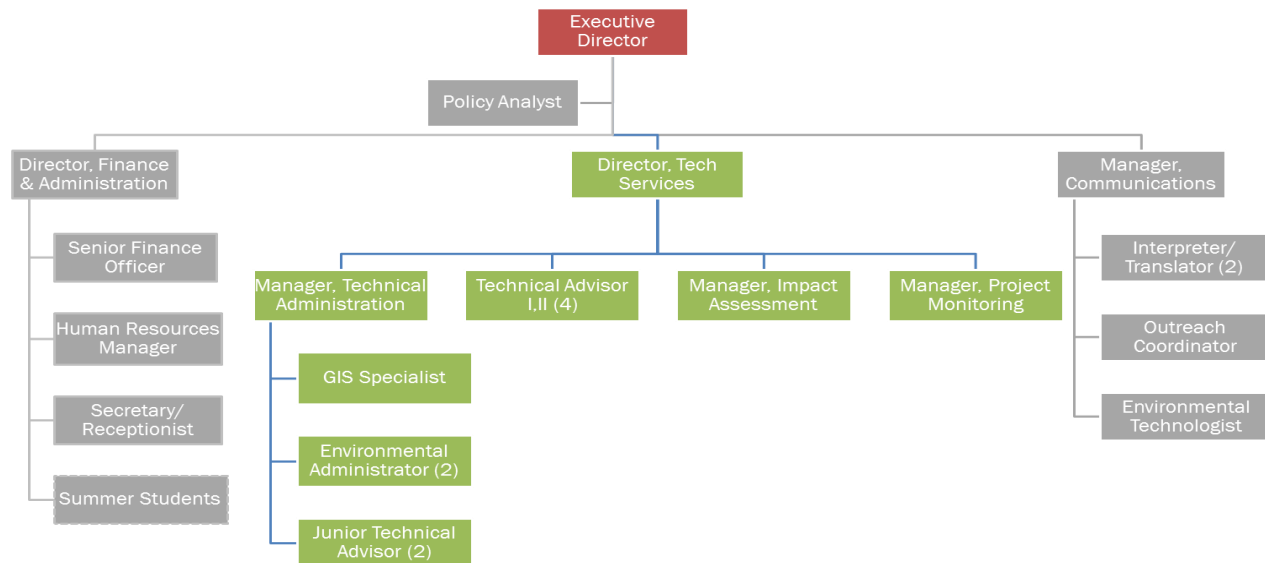




NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Manager, Technical Administration	Date in Effect:	October 31, 2015
Department:	Technical Services	Reports To:	Director, Technical Services



II. Purpose of Position

The Manager, Technical Administration is responsible for overseeing the daily maintenance of the online and hardcopy public registries associated with assessments initiated under Article 12 of the *Nunavut Land Claims Agreement* and Part 3 of the *Nunavut Planning and Project Assessment Act*. This position oversees the incoming and outgoing communications of the Technical Services department, directing inquiries and managing the flow of information pertaining to Screening and Review assessments and Monitoring programs. The MTA is responsible for the direct supervision of Environmental Administrators and Junior Technical Advisors, and acts as a liaison between the Director and technical staff, assisting with the assignment of Screening assessments and coordinating/tracking assessment-specific deadlines, communications and materials.

III. Essential Duties and Responsibilities

1. Oversee intake and distribution of project proposals and associated information:
 - Manage communications with regulatory stakeholders
 - Provide assistance to project proponents regarding applications and navigation of public registries
 - Oversee quality assurance checks for outgoing technical correspondence and email communications
 - Prepare and distribute information packages to the Board for decision making
2. Responsible for organizing, managing, and developing procedures and systems for internal and external information flow:
 - Organize, enhance, and maintain the hardcopy and online public registries and associated internal databases
3. Supervision of Environmental Administrators and Junior Technical Advisors, and coordination of technical staff:

- Assist with prioritization of administrative workload
 - Coordination of assessment-specific tasks and tracking of deadlines with technical staff
 - Trains and assists technical staff in coordinating application processes and technical report processes
4. Provide advice and assistance to the Board and staff regarding technical administration:
 - Provide orientation to Board and staff regarding public registries, administrative systems and procedures
 - Mentor and guide Junior Technical Advisors and support staff
 - Plan and deliver training to Board Members and staff and other parties as required
 5. Coordinate and communicate with regulatory agencies and stakeholders, including government departments, Inuit organizations and the general public.

IV. Other Duties and Responsibilities

1. Assist with preparations for community meeting, hearings and other events.
2. 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 required.

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ▪ Familiarity with the Nunavut Land Claims Agreement with specific reference to those sections related to environmental assessment ▪ Familiarity with record management systems for filing and retrieving digital and hardcopy information ▪ Understands the roles, mandates and authorities of Institutions of Public Government, government agencies, regulatory authorities and Designated Inuit Organizations within Nunavut’s natural resources, lands and environmental management regime ▪ General office administration ▪ Public administration practices and associated control processes
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Skills:	<ul style="list-style-type: none"> ▪ Excellent verbal and written communications skills to exchange information with a variety of professional, technical and public audiences ▪ Strong organization skills ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Good interpersonal skills including the ability to use tact and diplomacy and work under pressure ▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset
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Abilities:	<ul style="list-style-type: none"> ▪ Provide quality control with written correspondence (attention to detail) ▪ Task prioritization and effective time management ▪ Supervise and mentor subordinate staff ▪ Cope with frequent interruptions and changes in priorities
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Education:	<ul style="list-style-type: none"> ▪ Undergraduate Degree with preference given to applicants having a Bachelor's Degree in the fields of management or information systems (or equivalent land administration education/experience)
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Experience:	<ul style="list-style-type: none"> ▪ Minimum 3 years' in an office environment, with supervisory experience preferred ▪ Personal and professional experience in the Arctic or in a cross-cultural setting
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VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- Working with office equipment which requires some manual dexterity
- The incumbent is subjected to extended periods working while seated at a computer
- The incumbent may occasionally be required to travel to 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 requires operation of computer equipment/keyboarding that entails sitting and focusing for extended periods of time on a daily basis
- Work outside may have some exposure to weather
- Work can sometimes be stressful
- Standard methods are available, but ingenuity is required in refining methods or procedures
- Some travel and time away from home may be required

VIII. Mental Demands

- Requires ability to perform sequence of skilled, sometimes complex operations
- Requires ability to plan and perform sometimes difficult and diversified work independently
- Requires the ability to lead and support diverse teams
- Requires the ability to supervise, manage and develop staff
- Outside contacts occur almost on a daily basis and often involve significant decisions. This requires tact, diplomacy, and negotiation/tactical skills