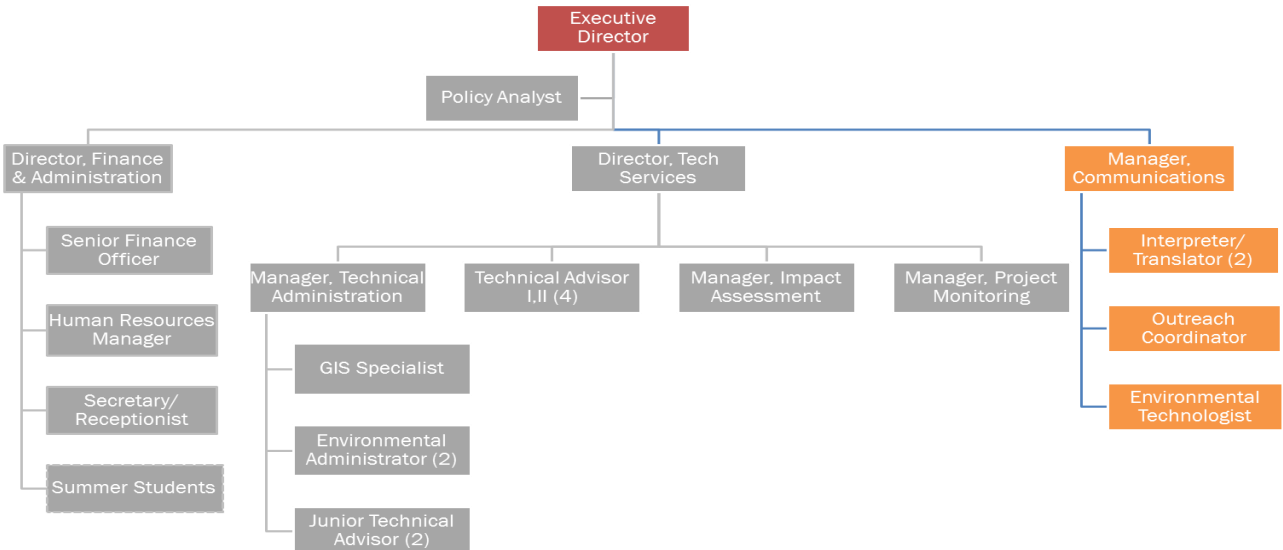


## I. General Information

<b>Position / Title:</b>	Manager, Communications	<b>Date in Effect:</b>	October 31, 2015
<b>Department:</b>	Communications	<b>Reports To:</b>	Executive Director



## II. Purpose of Position

The Manager of Communications coordinates the communication of Nunavut Impact Review Board (NIRB) processes, events, and decisions to Government, Inuit organizations, community organizations, media outlets and the general public. This position provides oversight and creative support to the Board’s public engagement efforts, ensuring communications are professional and accessible, delivering key messages to target audiences.

## III. Essential Duties and Responsibilities

1. Development of NIRB’s Communication Strategy and Policies:
  - Develop and maintain a NIRB Communications Strategy with clear procedures, rules and guidelines for internal and external information flow
  - Contribute to the development of NIRB’s overall communication policies and guidelines.
  - Develop and maintain communications templates
  - Maintain up-to-date distribution lists and up-to-date organizational charts of relevant Government departments and Inuit organizations
2. Development and delivery of NIRB’s external Communications Program:
  - Oversee the development of NIRB’s Annual Report, press releases, advertisements, presentations, newsletters, magazines, brochures, etc.
  - Monitor media to allow the Board to target and deliver messages to key stakeholders
  - Ensure external communications are coherent, consistent and professional
  - Increase use and representation of Inuit Qaujimagatuqangit in NIRB communications and outreach
  - Liaise with communities impacted by development projects and activities to facilitate access to information

3. Assist with the promotion of public awareness of NIRB processes and events including the purchase of, and inventory for, NIRB promotional items

#### **IV. Other Duties and Responsibilities**

1. Supervision and Development:
  - Supervise a small, multi-disciplinary team responsible for the internal and external communications systems development and delivery
  - Employ performance management methodology to establish goals, objectives, competencies and behaviors, and development plans for staff
  - Mentor, guide and provide training and professional development opportunities for staff
  - Maintain a professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies
2. Assist in the development and maintenance of NIRB’s website and online public registry
3. Maintain an efficient tracking system and log for media stories about the NIRB
4. Other duties as assigned.

#### **V. Qualifications**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Communications, teaching, and presentation strategies</li> <li>▪ Computer software including word processing, spreadsheets, database, and electronic mail and communications programs</li> <li>▪ Record management systems for filing and retrieving information</li> <li>▪ Familiarity with the Nunavut Land Claims Agreement with specific reference to those sections related to Environmental Assessment</li> <li>▪ Matters related to environmental legislation and regulations</li> <li>▪ Fluency in Inuktitut and/or Inuinnaqtun would be considered a strong asset</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ A high level of verbal communication skills to exchange information with a variety of professional, technical and public audiences; to make public and sector-specific presentations</li> <li>▪ Excellent writing and grammar skills are required to prepare correspondence</li> <li>▪ Exceptional interpersonal communications skills</li> <li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>▪ Good interpersonal skills including the ability to use tact and diplomacy and work under pressure</li> <li>▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate cross-culturally, diplomatically, and clearly in dynamic settings with diverse audiences</li> <li>▪ Critical thinking abilities to deliver high quality, strategic and proactive communications services to stakeholders with differing information needs</li> <li>▪ Ability to break-down process related and scientific information into easily</li> </ul>

	<p>understood terms for the general public</p> <ul style="list-style-type: none"> <li>▪ Produce quality, creative work under tight deadlines</li> <li>▪ Task prioritization and effective time management</li> <li>▪ Cope with frequent interruptions and changes in priorities</li> <li>▪ Maintain discretion and the highest level of confidentiality</li> </ul>
<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Undergraduate Degree in Communications or a related discipline, supplemented with at least 3 years' experience in a similar position</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 3 years' in a similar communications position</li> <li>▪ Personal and professional experience in the Arctic or in a cross-cultural setting</li> </ul>

**VI. Physical Demands**

- Able to lift 25 pounds
- Able to work in all weather conditions
- Working with office equipment which requires some manual dexterity
- Extended hours of work may apply
- Possible overtime required

**VII. Work Environment**

- Work inside is in a clean, well-lit office or facility
- 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 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
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources