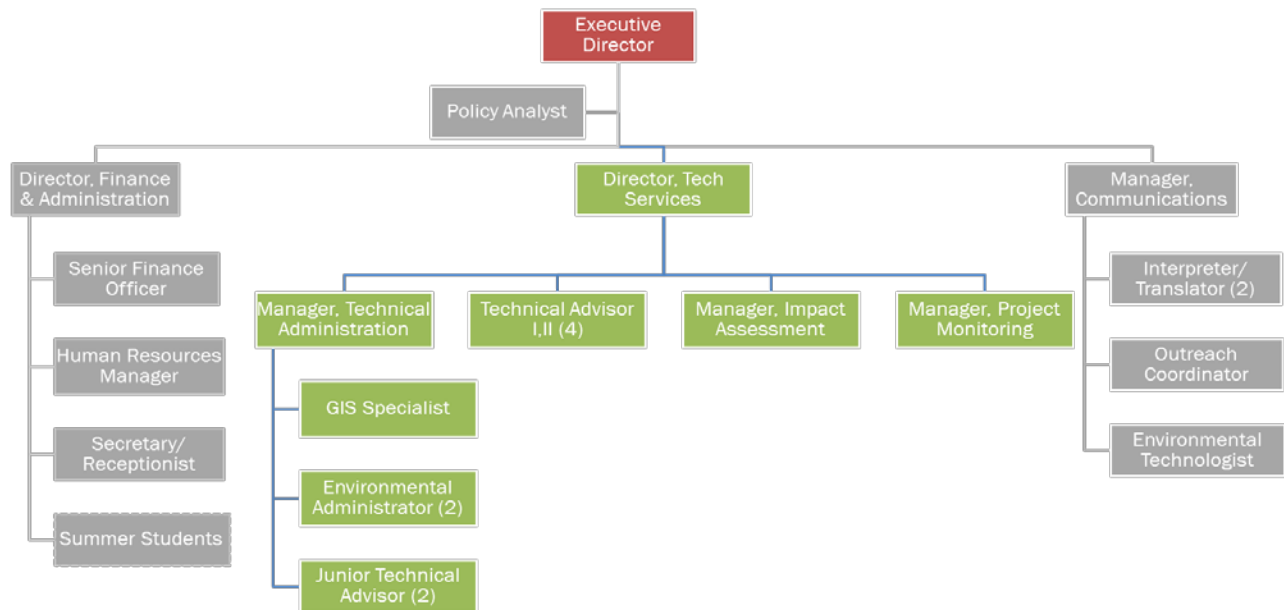




NIRB Human Resource Position Descriptions

I. General Information

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



II. Purpose of Position

Supervising a multi-disciplinary team, the Director, Technical Services leads the environmental impact assessment and monitoring processes for all project proposals 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). This position advises the Board directly on technical issues, ensuring that assessments are undertaken in a manner which respects the NIRB’s need for procedural fairness, transparency and timely decision-making.

III. Essential Duties and Responsibilities

- Oversees the environmental assessment, screening, review and monitoring of all project proposals referred to the NIRB:
 - Strong focus on drafting, reviewing and approving public correspondence, technical reports and recommendations on behalf of the NIRB
 - Design and implement environmental assessment processes, work plans and budgets for projects requiring screening, review and monitoring
 - Develop policies, procedures, guidelines and systems to improve the effectiveness and efficiency of environmental impact assessments
 - Identify, track and risk-manage issues with potential for creating significant public concern or impact on NIRB operations
 - Recommend necessary actions or initiatives to ensure time frames and environmental assessments objectives are consistently met

2. Oversees coordination, consultation and communications related to environmental assessment processes:
 - Engage with federal, territorial and local governments, Designated Inuit Organizations and citizens of Nunavut on a regular basis
 - Provide advice to project proponents to ensure that all studies and consultation programs undertaken are conducted in a sound manner consistent with accepted methods and techniques
 - Represent the NIRB through participation in meetings, conferences, and hearings associated with assessments and regulatory improvement initiatives
3. Supervises staff and oversees continued professional development:
 - Supervise a multi-disciplinary team responsible for the implementation of the environmental assessment process, and the production and review of technical documents and reports related to assessments
 - Employ performance management methodology to establish responsibilities, standards, performance expectations, decision making, skills and competencies and development plans for direct reports
 - Mentor, guide and provide training and professional development opportunities for staff

IV. Other Duties and Responsibilities

1. Conduct interviews with media outlets when delegated by Executive Director or Chairperson
2. Plans and delivers training to Board Members and staff and other parties as required
3. Maintain a professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies
4. Any other duties required

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ▪ Thorough knowledge of the provisions of the Nunavut Land Claims Agreement and Nunavut Planning and Project Assessment Act ▪ Understands the roles, mandates and authorities of Institutes of Public Government, government agencies, regulatory authorities and Designated Inuit Organizations within the natural resources, lands and environmental management regime of the Nunavut Settlement Area ▪ Environmental assessment procedures and processes, as well as matters related to environmental legislation and regulations ▪ Strategies and techniques of personnel management, leadership and conflict resolution ▪ Environmental monitoring, mitigation and adaptive management strategies and techniques for a variety of development types ▪ Consultation strategies and project management techniques for coordinating and carrying out environmental assessments of project proposals
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Skills:	<ul style="list-style-type: none"> ▪ Excellent verbal and written communications skills ▪ Intergovernmental communication and coordination ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Project management software
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	<ul style="list-style-type: none"> ▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset
Abilities:	<ul style="list-style-type: none"> ▪ Motivate and lead a multi-disciplinary team ▪ Develop and administer accurate work plans and budgets ▪ Task prioritization and effective time management ▪ Summarize complex ideas and principles for non-technical audiences ▪ Lead and influence sometimes reluctant parties to achieve common objectives, facilitate development, manage conflicts and resolve disputes. ▪ Maintain discretion and the highest level of confidentiality
Education:	<ul style="list-style-type: none"> ▪ Graduate degree in Environmental Management or related area(s) supplemented with at least 3 years' experience in a similar position ▪ Alternative acceptable education and training preparation includes an Undergraduate Degree in Environmental Studies and/or Natural Sciences supplemented with 5 years' work experience in progressively more senior positions having same or similar work responsibilities ▪ Other combinations of education and experience may also be considered
Experience:	<ul style="list-style-type: none"> ▪ Briefing senior management or equivalent ▪ Working within a regulatory environment and specifically with environmental assessment and/or environmental monitoring practices and procedures ▪ Personal and professional experience in the Arctic or in a cross-cultural setting

VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- During public consultations and NIRB hearings the incumbent is subject to physical fatigue caused by long or extended hours
- The incumbent is subject to extended periods working while seated at a computer
- The incumbent is 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
- Extensive 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 occurs on an almost daily basis and often involves significant decisions requiring tact, diplomacy and negotiation skills
- 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