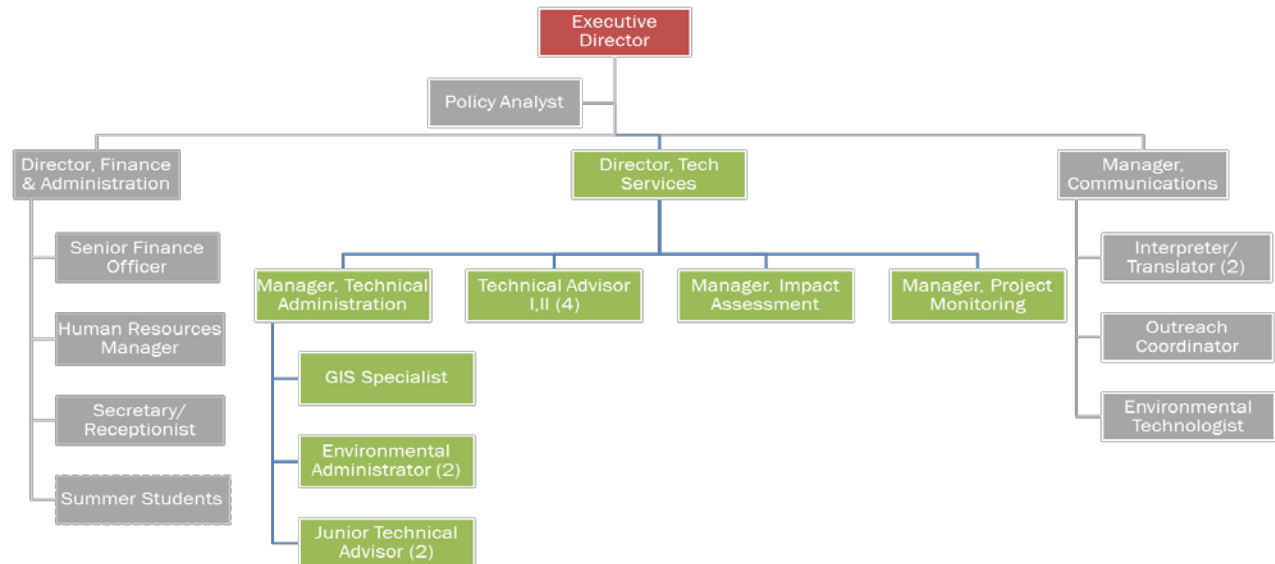


## I. General Information

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



## II. Purpose of Position

Reporting to the Director, Technical Services and under the supervision of the Manager, Technical Administration, Environmental Administrators assist in the receipt and distribution of project proposals in accordance with Article 12 of the *Nunavut Land Claims Agreement* and Part 3 of the *Nunavut Planning and Project Assessment Act*, acting as a first point of contact in the impact assessment process and providing information or directing inquiries, and managing the flow of information pertaining to environmental assessments.

## III. Essential Duties and Responsibilities

1. Coordinate, compile, process and distribute project proposals and related correspondence:
  - Process project proposal submissions and ensure receipt of relevant documentation and contact information
  - Compile and distribute notifications and correspondence related to NIRB assessments to distribution lists, compiling comments as received
  - Coordinate and cooperate with all government agencies and departments responsible for processing project proposals to meet established timelines
  - Respond to general queries promptly and courteously
2. Track and maintain files:
  - Maintain both electronic and paper files associated with projects (hardcopy and online public registry) and general correspondence
  - Maintain a tracking system for screening, review and monitoring files, including the tracking of pending files
  - Liaise regularly with technical staff and provide regular status updates to management

3. Provide information and handle correspondence:
  - Follow procedures and systems for internal and external information flow
  - Conduct quality assurance on outgoing NIRB correspondence
  - Assist with providing guidance to project proponents throughout the impact assessment process
  - Compile and distribute information packages to the Board for decision making
  - Distribute incoming and outgoing correspondence and information associated with projects

**IV. Other Duties and Responsibilities**

1. Provide administrative support to Board and staff as requested and directed.
2. Participate in training and professional development activities to enhance workplace skills and knowledge.
3. Any other duties required.

**IV. Qualifications**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Familiarity with the Nunavut Land Claims Agreement with specific reference to those sections related to environmental assessment</li> <li>▪ Familiarity with record management systems for filing and retrieving digital and hardcopy information</li> <li>▪ 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</li> <li>▪ General office administration</li> <li>▪ Public administration practices and associated control processes</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communications skills</li> <li>▪ Strong organization 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>▪ Provide quality control with written correspondence (attention to detail)</li> <li>▪ Task prioritization and effective time management</li> <li>▪ Work independently when needed</li> <li>▪ Cope with frequent interruptions and changes in priorities</li> </ul>
<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ High School (Grade 12) Diploma or equivalency with 2 years’ work experience in positions with similar responsibilities</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 2 years’ in an office environment</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
- During public consultations and NIRB hearings the incumbent is subject to physical fatigue caused by long or extended hours
- Possible overtime is required
- The incumbent is 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 NIRB activities, which 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 can sometimes be stressful

## **VIII. Mental Demands**

- Prioritizing tasks and meeting deadlines.
- Outside contacts occur almost on an occasional basis and can involve 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