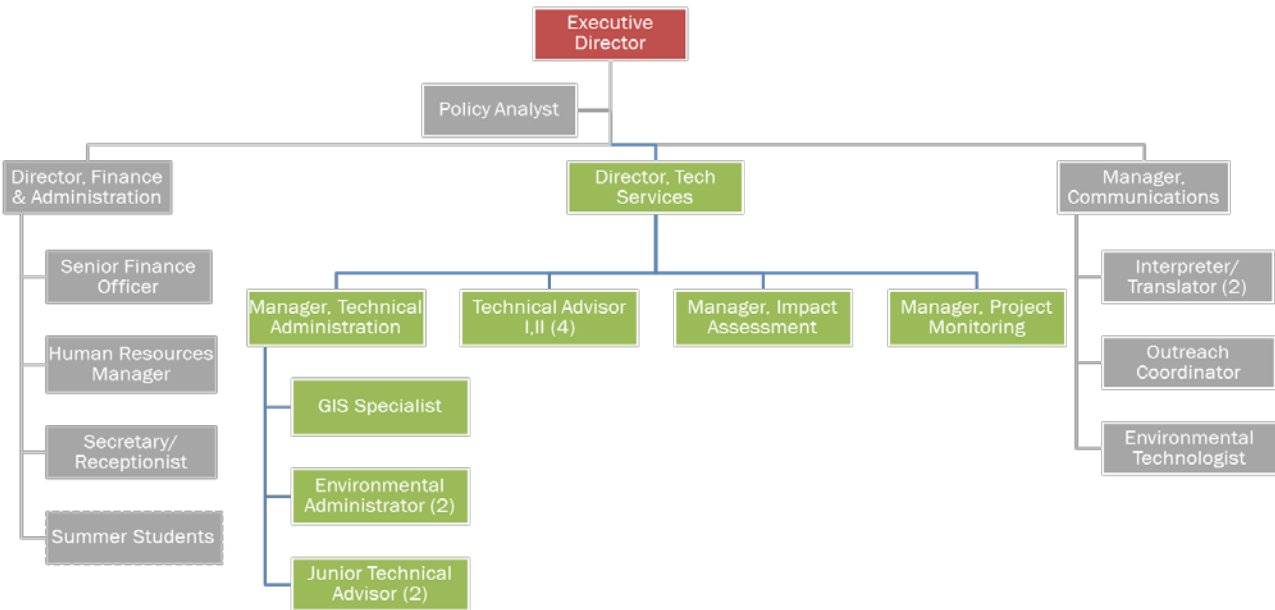


# NIRB Human Resource Position Descriptions

## I. General Information

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



## II. Purpose of Position

The Manager of Project Monitoring leads 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). This position is responsible for providing support to the Director, Technical Services by coordinating development and standardization of methodologies, procedures, and guidance materials associated with NIRB monitoring programs.

## III. Essential Duties and Responsibilities

1. Coordinates and leads the environmental assessments of proposed projects:
  - Strong focus on drafting public correspondence, technical reports and recommendations on behalf of the NIRB and assisting the Director, Technical Services with review of various documentation
  - Reviews technical documentation and comment submissions, delivering accessible and objective summaries, findings and recommendations
  - Provides assistance to project proponents to ensure that studies and consultation programs are conducted in a sound manner consistent with accepted methods and techniques
  - Solicits and utilizes traditional knowledge and Inuit Qaujimajatuqangit in environmental assessment
  - Conducts community-level consultation with potentially affected individuals, groups and organizations
2. Coordinates and leads the monitoring programs for approved major development projects, including development and standardization of associated methodologies, procedures and guidance materials:
  - Develops Monitoring Programs for NIRB issued project certificates and screening decision reports
  - Conducts site visits to assess regulatory compliance and environmental protection

- Provides reports and briefings to the Board on the adequacy of and compliance with terms and conditions of project certificates and on the ecosystemic and socio-economic impacts of projects
  - Coordinates with government agencies and departments responsible for project monitoring
  - Establishes a tracking system to evaluate status/compliance with regulatory instruments
  - Develops standardized approaches to project monitoring and associated guidance materials and training for technical staff
3. Represents the Board in a professional manner:
- Establishes public awareness programs associated with the assessments for major development projects
  - Organizes and facilitates community meetings, technical workshops and public hearings with regulatory agencies and stakeholders
  - Liaises with potentially affected communities and interested parties regarding projects under assessment by NIRB or approved by the Board

**IV. Other Duties and Responsibilities**

1. Provides technical advice and assistance to the Board and staff:
- Researches and provides advice to the Board on technical matters associated with the NIRB's mandated duties
  - Mentors and guides more junior staff members
  - Plans and delivers training to Board Members and staff and other parties as required
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**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Familiarity with the provisions of the Nunavut Land Claims Agreement and Nunavut Planning and Project Assessment Act</li> <li>▪ Environmental assessment procedures and processes, as well as matters related to environmental legislation and regulations</li> <li>▪ Specialization/expertise in subject matter and lines of inquiry regarding environmental assessment, biophysical, social and economic environments</li> <li>▪ Environmental monitoring, mitigation and adaptive management strategies and techniques for a variety of development types</li> <li>▪ Consultation strategies and project management techniques for coordinating and carrying out environmental assessments of project proposals</li> <li>▪ 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</li> </ul>
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<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communications skills</li> <li>▪ Strong interpersonal skills and diplomacy</li> <li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>▪ Project management software</li> <li>▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a</li> </ul>
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	strong asset
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Collate and manage large amounts of information efficiently</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>▪ Lead and influence sometimes reluctant parties to achieve common objectives, facilitate development, manage conflicts and resolve disputes.</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>▪ Graduate degree in Environmental Sciences and/or Natural Sciences or related area(s) supplemented with at least 5 years' experience in a similar position</li> <li>▪ Alternative acceptable education and training preparation includes an Undergraduate Degree in Environmental Studies and/or Natural Sciences supplemented with 7 years' work experience in progressively more senior positions having same or similar work responsibilities</li> <li>▪ Up-to-date professional designation in a relevant field considered an asset</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 5 years` experience in a similar 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
- During public consultations and NIRB hearings the incumbent is subjected to physical fatigue caused by long or extended hours
- The incumbent is subjected 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 with regulatory agencies to deal with difficult issues that may be not easily agreed upon
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources
- Preparing for and working during public hearings may be stressful