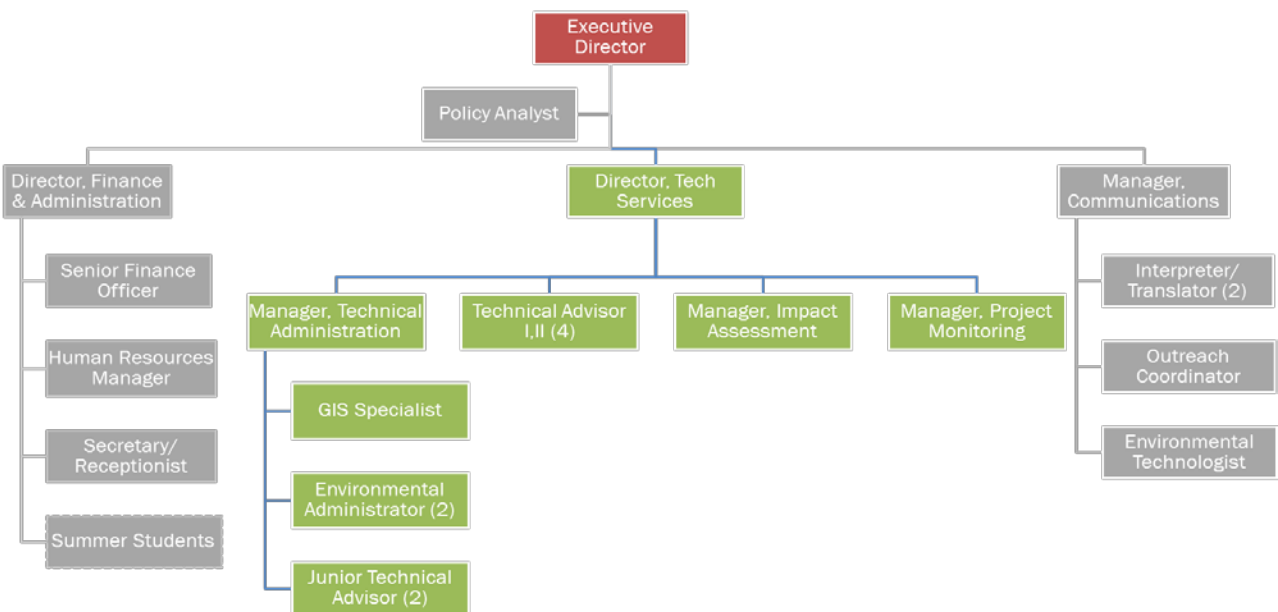


I. General Information

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



II. Purpose of Position

The Technical Advisor I 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). With a focus on managing multiple screening level assessments and assisting in the assessments for major development projects, this position advises senior management on technical issues, ensuring that assessments are undertaken in a fair, inclusive and timely manner.

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
 - Reviews technical documentation and comment submissions, delivering accessible and objective summaries, findings and recommendations
 - Provides consideration for traditional knowledge and Inuit Qaujimagatuqangit in environmental assessment
 - Assists with community-level consultation with potentially affected individuals, groups and organizations
2. Provides support to NIRB Monitoring Programs:
 - Monitors tracking systems to evaluate status/compliance with regulatory instruments
 - Monitors compliance with terms and conditions of NIRB screening decisions
 - Assists in conducting site visits to assess regulatory compliance and environmental protection

3. Represents the Board in a professional manner:
 - Assists with the facilitation of 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
 - Provides administrative support for incoming/outgoing correspondence and maintenance of the public registry on an as-needed basis

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 as required.

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ▪ Familiarity with the provisions of the Nunavut Land Claims Agreement and Nunavut Planning and Project Assessment Act ▪ Environmental assessment procedures and processes, as well as matters related to environmental legislation and regulations ▪ Subject matter and lines of inquiry regarding environmental assessment, biophysical, social and economic environments ▪ 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 screenings of project proposals
Skills:	<ul style="list-style-type: none"> ▪ Excellent verbal and written communications skills ▪ Strong interpersonal skills ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Project management software considered an asset ▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset
Abilities:	<ul style="list-style-type: none"> ▪ Collate and manage large amounts of information efficiently ▪ Summarize information and highlight important issues ▪ Task prioritization and effective time management ▪ Summarize complex ideas and principles for non-technical audiences ▪ Cope with frequent interruptions and changes in priorities ▪ Maintain discretion and the highest level of confidentiality

Education:	<ul style="list-style-type: none"> ▪ Graduate degree in Environmental Sciences and/or Natural Sciences or related area(s) ▪ Alternative acceptable education and training preparation includes an Undergraduate Degree in Environmental Studies and/or Natural Sciences supplemented with several years' work experience in positions having same or similar work responsibilities ▪ Up-to-date professional designation in a relevant field considered an asset
Experience:	<ul style="list-style-type: none"> ▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered an asset

VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent may be 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 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
- 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
- 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