



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Director, Technical Services	Date in Effect:	March 31, 2012
Department:	Technical Services	Reports To:	Executive Director

II. Purpose of Position

Reporting to the Executive Director, the Director, Technical Services leads the environmental impact assessment process for all projects referred to NIRB under Article 12 of the Nunavut Land Claims Agreement (NLCA).

III. Essential Duties and Responsibilities

1. Responsible for overseeing the environmental assessment, screening, review and monitoring, of all project proposals put before the NIRB, including:
 - Designing, developing and implementing environmental assessment processes, work plans and budgets for projects requiring screening, review and monitoring
 - Developing NIRB policies, procedures, guidelines and systems to improve the effectiveness and efficiency of environmental impact assessments
 - Overseeing all technical aspects of screenings, including the assignment of work responsibilities, conducting screenings, reviews and monitoring and approving work undertaken by technical staff
 - Identifying any outstanding issues for consideration by the Board and advising on the level of environmental assessment required
 - Recommending necessary actions or initiatives to ensure time frames and environmental assessments objectives are met through submission of an Action Plan for approval by the Executive Director.
 - Preparing NIRB Environmental Assessment Decision Reports
2. Responsible for coordination, consultation and communications related to the environmental assessment process to include:
 - Coordinating and conducting consultations with federal, territorial and local governments, Regional Inuit Associations and citizens of Nunavut
 - Providing assistance to project proponents to ensure that all studies and consultation programs undertaken are conducted in a sound manner consistent with accepted methods and techniques
 - Developing communication materials relating to environmental impact assessments
 - Participating in meetings, technical or otherwise, and hearings associated with NIRB assessments
3. Responsible for monitoring related to the environmental assessment process to include:
 - Maintaining a tracking system to evaluate status/compliance with regulatory instruments
 - Coordinating and cooperating with all government agencies and departments responsible for monitoring and to avoid duplication with respect to monitoring requirements
 - Providing input and feedback to regulatory agencies in their review process on parameters to be monitored and monitoring program specifics
 - Developing Monitoring Programs for NIRB issued project certificates and screening decision reports
 - Providing reports and briefings to the Board on the adequacy of Monitoring Programs and on the eco-systemic and socio-economic impacts of projects
 - Researching and providing advice to the Board on technical matters related to monitoring of major development projects

IV. Other Duties and Responsibilities

1. Supervision and 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 goals, objectives, competencies and behaviors, and development plans for Department staff
- Mentor, guide and provide training and professional development opportunities for Department staff
- Maintain a professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies

2. Any other duties required

V. Qualifications

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| Education: | <ul style="list-style-type: none">■ Graduate Degree in Environmental Management or a related discipline, 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 at least 5 years work experience in progressively more senior positions having same or similar work responsibilities |
| Knowledge & Skills: | <ul style="list-style-type: none">■ Expert knowledge in environmental assessment procedures and processes■ Thorough knowledge of the Nunavut Land Claims Agreement in general, and in particular Article 12■ Knowledgeable in matters related to environmental legislation and regulations■ Specialized knowledge of typical environmental impacts including socio-economic impacts and mitigating techniques for a variety of major projects developments including mining and transportation■ Knowledge of research, consultation and project management techniques to plan, organize, integrate and coordinate major project environmental screenings, assessments, reviews, conformity analysis and cumulative impact effects■ Knowledge of computer software including word processing, database, environmental analysis programs, geographical information systems (GIS), and electronic mail and communications program■ Management and supervision skills■ Fluency in Inuktitut and/or Inuinnaqtun would be considered a strong asset |
| Experience: | <ul style="list-style-type: none">■ At least 5 years' experience as an environmental impact assessment practitioner with some supervisory/management experience■ 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 within the Nunavut Settlement Area■ Personal and professional experience in the Arctic or in a cross-cultural setting |
| Certification: | <ul style="list-style-type: none">■ Up-to-date Professional Designation in a related field is considered an asset |

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