



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Executive Director	Date in Effect:	March 31, 2012
Department:	Executive	Reports To:	Chairperson of the Board

II. Purpose of Position

Under the direction of the Chairperson of the Board, the Executive Director is responsible to provide the direction, leadership and ongoing management of operations and staff and provides advice, direction and recommendations to the Board Members of the Nunavut Impact Review Board.

III. Essential Duties and Responsibilities

1. Leadership:

- Develop Strategic Plans, Annual Work Plans and Budgets for all operations of the Board
- Ensure that policies, programs and standards are developed and delivered in accordance with the provisions of the Nunavut Lands Claim Agreement, the Board Governance Model and relevant legislation
- Co-ordinate Board activities with Governments, Institutions of Public Government, Designated Inuit Organizations, the Public and other regulatory stakeholders
- Represent the Board on technical working groups in order to coordinate, consult and clarify areas of program overlap and/or joint involvement; or to develop and consolidate strategic and policy related advice and positions
- Oversee the preparation and interpretation of all necessary submissions, briefs, and reports to Governments, Institutions of Public Government, Designated Inuit Organizations and the Public

2. Management of Operations:

- Provide day-to-day direction to Board personnel in areas such as organizational design, and planning, work processes, problem resolution, staffing and financial management
- Direct and coordinate senior managers in the implementation of Board initiatives, programs and new policies
- Ensure that policies and procedures for the Board including those related to budgeting, accounting, property control, human resource management and Board services are adequate and managed effectively and efficiently
- Ensure appropriate systems and procedures are developed and implemented to ensure financial integrity and budgetary control
- Have in place a Risk Management program to care for Board assets and minimize or eliminate unnecessary losses
- Oversee the acquisition of contracted services
- Ensure adequate staffing and back-up are in place
- Establish a Training and Development Plan for Board and staff
- Ensure the fair, respectful, lawful and good faith treatment of staff

IV. Other Duties and Responsibilities

1. Board Support

- Advise and inform the Board on all operational matters and matters related to the environmental impact assessment of projects in the Nunavut Settlement Area (NSA) as described in Article 12 of the Nunavut Land Claims Agreement
- Provide Board training
- Make monthly, quarterly and annual reports to the Board
- Maintain the Nunavut Impact Review Board's public image
- Ensure the treatment of partners is respectful, lawful and in good faith.

V. Qualifications

- Knowledge:**
- A thorough understanding of the provisions of the Nunavut Land Claims Agreement and the Implementation Contract relating to the Nunavut Impact Review Board and environmental impact assessment
 - Thorough and working knowledge of the NLCA Article 12 and the NIRB's Rules of Procedure
 - A working knowledge of financial management, accounting and budgeting
 - Efficiency and working knowledge in MS Word, spreadsheet, database, e-mail and PowerPoint.
 - Familiarity with project management, Geographic Information System software and other related technology.
 - Fluency in Inuktitut and/or Inuinnaqtun would be considered a strong asset
- Ability:**
- Able to work effectively in a cross cultural setting
 - Able to live and work in an isolated environment
 - Able to lead multi-disciplinary teams
 - Able to manage large amounts of information efficiently
 - Able to prioritize effectively
 - Able to summarize complex ideas and principles for non-technical audiences
 - Able to deal with frequent interruptions and changes in priorities
 - Able to maintain the highest level of confidentiality
- Skills:**
- Solid leadership and management skills
 - Strategic thinking and problem solving skills
 - Negotiations skills
 - Excellent communication skills, both written and verbal
 - Excellent organizational and presentation skills
 - Good interpersonal skills including the ability to use tact and diplomacy and work under pressure
- Education:**
- This position requires a degree in Business Management with five years' experience
 - Or a bachelor's degree in environment management with financial management and supervisory responsibilities with seven years' experience
 - A combination of education and experience will be considered
- Experience:**
- Five years as head of a Department or Organization
 - Personal and professional experience in the Arctic or in a cross-cultural setting and sensitivity to Inuit issues
 - Candidate must be willing to submit and pass a criminal records check

VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- Working with office equipment which requires some manual dexterity
- Must be able to work extended hours for specified periods of time
- Must 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 can sometimes be stressful
- Extensive travel and time away from home is required

VIII. Mental Demands

- Requires ability to perform sustained, complex thinking and analysis
- Requires the ability to make significant decisions and exhibit tact, diplomacy and negotiation skills in arriving at such decisions
- Must be able to prioritize multiple and competing tasks and must meet prescribed deadlines consistently
- Must be comfortable making and supporting the Board in making difficult decisions regarding necessary actions on complex issues
- Must have the ability to communicate and consult with regulatory agencies and other stakeholders in respect of difficult issues where there is little or no consensus
- Must be somewhat self-reliant and comfortable with having to use a computer extensively, sometimes without access to computer support for periods of time
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources
- Must be aware that the preparation for and conduct of public hearings may be stressful and involve long hours