



# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position / Title:</b>	Manager, Communications	<b>Date in Effect:</b>	March 31, 2012
<b>Department:</b>	Executive	<b>Reports To:</b>	Executive Director

## II. Purpose of Position

Reporting to the Executive Director, the Manager of Communications is responsible for coordinating the communication of NIRB processes, events, and decisions to Government, Inuit organizations, community organizations and the general public.

## III. Essential Duties and Responsibilities

1. Development of NIRB's Communication Strategy and Policies:
  - Develop and maintain a NIRB Communications Strategy with clear procedures, rules and guidelines for internal and external information flow
  - Contribute to the development of NIRB's overall communication policies and guidelines.
2. Development and delivery of NIRB's external Communications Program:
  - Oversee the development of NIRB's Annual Report, press releases, advertisements, presentations, newsletters, magazines, brochures, etc.
  - Develop and maintain communications templates
  - Monitor media to allow the Board to target and deliver messages to key stakeholders
  - Maintain up-to-date distribution lists and up-to-date organizational charts of relevant Government departments and Inuit organizations
  - Ensure external communications are coherent, consistent and professional
  - Increase use and representation of Inuit Qaujimagatuqangit in NIRB communications and outreach
  - Assist with the promotion of public awareness of NIRB processes and events including the purchase of, and inventory for, NIRB promotional items
  - Liaise with communities impacted by development projects and activities to facilitate access to information
  - Enhance NIRB's profile in Nunavut and neighboring jurisdictions
  - Promote effective public participation at hearings, community information sessions and similar events
  - Represent the Board at NIRB meetings, hearings, workshops, and conferences as assigned
  - Identify and coordinate opportunities for workshops/meetings with regulatory stakeholders

## IV. Other Duties and Responsibilities

1. Support for communications and systems development and delivery:
  - Enhance the organization and delivery of NIRB's internal network
  - Assist in the development and maintenance of NIRB's website and online public registry
  - Maintain an efficient tracking system for media stories about the NIRB
2. Other duties as assigned.

## V. Qualifications

- Knowledge:**
- Communications, teaching, and presentation strategies
  - Computer software including word processing, spreadsheets, FTP, database, and electronic mail and communications programs
  - Record management systems for filing and retrieving information
  - Familiarity with the Nunavut Land Claims Agreement with specific reference to those sections related to Environmental Assessment
  - Matters related to environmental legislation and regulations
  - Fluency in Inuktitut and/or Inuinnaqtun would be considered a strong asset
- Ability:**
- Must be able to produce quality, creative work under tight deadlines
  - Ability to communicate cross-culturally, diplomatically, and clearly in dynamic settings with diverse audiences Critical thinking abilities to deliver high quality, strategic and proactive communications services to stakeholders with differing information needs
  - Strong initiative, with a high degree of organizational, relationship, and presentation skills
  - Ability to break-down process related and scientific information into easily understood terms for the general public
  - Team player, but also able to multi-task and prioritize jobs independently
- Skills:**
- A high level of verbal communication skills to exchange information with a variety of professional, technical and public audiences; to make public and sector-specific presentations
  - Excellent writing and grammar skills are required to prepare correspondence
  - Familiarity with relevant computer software and technology
  - Organizational skills
  - Exceptional interpersonal communications skills
- Education:**
- Undergraduate Degree in Communications or a related discipline, supplemented with at least 3 years experience in a similar position
- Certification:**
- Up-to-date professional designation in a related field
- Experience:**
- Presenting to a wide range of audiences
  - Experience coordinating projects, delegating tasks, liaising with multiple stakeholders
  - 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

## VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- Working with office equipment which requires some manual dexterity
- Extended hours of work may apply
- Possible overtime required

## **VII. Work Environment**

- Work inside is in a clean, well-lit office or facility
- Work requires operation of computer equipment/keyboarding that entails sitting and focusing for extended periods of time on a daily basis
- Work outside may have some exposure to weather
- Work can sometimes be stressful
- Standard methods are available, but ingenuity is required in refining methods or procedures
- Some travel and time away from home may be required

## **VIII. Mental Demands**

- Requires ability to plan and perform sometimes difficult and diversified work independently
- Requires the ability to lead and support diverse teams
- Requires the ability to supervise, manage and develop staff
- Outside contacts occur almost on a daily basis and often involve significant decisions. This requires tact, diplomacy, and negotiation/tactical skills
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources