



- Maintains 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

- Knowledge:**
- Knowledge of record management systems for filing and retrieving information
  - 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 for the Nunavut Settlement Area
  - Knowledge of matters related to environmental legislation and regulations
  - Knowledge of environmental assessment procedures and processes
  - Strong understanding of administrative tribunals, legal implications, and environmental issues
- Ability:**
- A high level of verbal communication skills to exchange information with a variety of professional, technical and public audiences
  - Use of tact, diplomacy, and negotiation/tactical skills to communicate effectively with all levels of government, industry, the public and NIRB staff
  - Familiarity with computer software for office environments, including word processing, database, environmental analysis programs, and electronic mail and communications programs
- Skills and Competencies:**
- Efficiency and knowledge in word processing, spreadsheet/database, internet application, file transfer protocol, and e-mail programs and technology
  - Knowledge of record management systems for filing and retrieving information
  - Organizational skills
  - Excellent writing and grammar skills are required to prepare and oversee distribution of correspondence
  - Strong verbal communication skills needed to respond to inquiries and to provide information
  - Fluency in a dialect of Inuktitut or Inuinnaqtun considered a strong asset
- Education:**
- Bachelor's Degree with preference given to applicants having a Bachelor's Degree in the fields of management or information systems (or equivalent land administration education/experience)
- Certification:**
- Up-to-date Professional Designation in a related field considered an asset
- Experience:**
- 3 years of relevant experience
  - Familiarity with the Nunavut Land Claims Agreement with specific reference to those sections related to Environmental Assessment
  - Experience working in a cross-cultural environment
  - Familiarity with Inuit culture considered an asset

## **VI. Physical Demands**

- Able to lift 25 pounds
- Able to work in all weather conditions
- Working with office equipment which requires some manual dexterity
- The incumbent is subjected to extended periods working while seated at a computer
- The incumbent may occasionally be required to travel to 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 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 perform sequence of skilled, sometimes complex operations
- 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