

### I. General Information

| Position / Title: | Manager, Technical<br>Administration | Date in Effect:    | January 20, 2014             |
|-------------------|--------------------------------------|--------------------|------------------------------|
| Department:       | Technical Services                   | <b>Reports To:</b> | Director, Technical Services |

# II. Purpose of Position

Reporting to the Director, Technical Services, the Manager, Technical Administration (MTA) is responsible for overseeing the daily maintenance of the online and hardcopy public registries associated with assessments initiated under Article 12 of the *Nunavut Land Claims Agreement*. The MTA oversees the incoming and outgoing communications of the Technical Services department, directing inquiries and managing the flow of information pertaining Screening and Review assessments and Monitoring programs. The MTA is responsible for the direct supervision of Environmental Administrators, and acts as a liaison between the Director and technical staff, assisting with the assignment of tasks and priorities and coordinating/tracking assessment-specific deadlines, communications and materials.

# III. Essential Duties and Responsibilities

- 1. Oversee intake and distribution of project proposals and associated information:
  - Manages communication with regulatory stakeholders.
  - Provides assistance to project proponents regarding applications and navigation of public registries.
  - Oversees quality assurance checks for outgoing technical correspondence and email communications.
  - Prepares and distributes information packages to the Board for decision making.
- 2. Responsible for organizing, managing, and developing procedures and systems for internal and external information flow.
  - Organizes, enhances, and maintains the hardcopy and online public registries and associated internal databases.
- 3. Supervision of Environmental Administrators and coordination of technical staff:
  - Assists with prioritization of administrative workload and the Environmental Administrator workload.
  - Coordination of assessment-specific tasks and tracking of deadlines with technical staff.
  - Trains and assists technical staff in coordinating application processes and technical report processes.
- 4. Assists with preparations for community consultation meetings and NIRB events.
- 5. Represents the Board at regulatory workshops, conferences and community meetings.
- 6. Coordinates and communicates with regulatory agencies and stakeholders, including government departments, Inuit organizations and the general public.

# 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 Assistant Technical Advisors and support staff
  - Plans and delivers training to Board Members and staff and other parties as required

- 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.

#### Qualifications V.

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

### 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