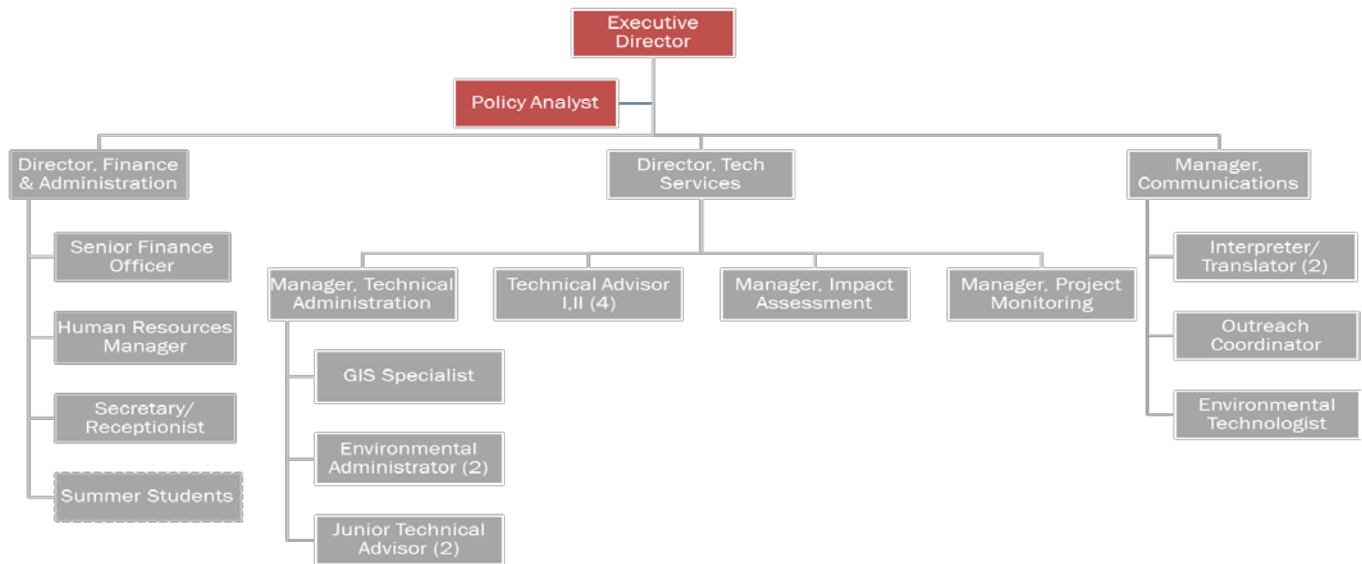


I. General Information

Position / Title:	Policy Advisor	Date in Effect:	October 31, 2015
Department:	Executive	Reports To:	Executive Director



II. Purpose of Position

The Policy Advisor provides objective analysis and advice to the Nunavut Impact Review Board (NIRB) regarding various internal and external policy, planning and legislative initiatives. This position directly assists the Executive Director in identifying contentious issues, alternative options, policy gaps, financial/legal implications, interdepartmental and external impacts and consistency with the NIRB mandate.

III. Essential Duties and Responsibilities

1. Prepare briefings on identified matters of interest with objective, evidence-based analysis and advice:
 - Provide support services, research, briefings, co-ordination of information and information requests
 - Develop presentations and speaking notes for Board and staff members
 - Analyze data and information to identify relevant trends and associated implications
2. Review submissions requiring Executive Director approval for compliance with organizational mandate, legislation and regulations, strategic goals, policies and fiscal situation:
 - Provide research, assessment and advice on requests for decision by the Executive Director
 - Maintain discretion and confidentiality on a regular basis
3. Participate in, or lead, special research or development initiatives for the organization:
 - Coordinate staff contributions to assigned Nunavut Marine Council initiatives
 - Track and report progress on the implementation of strategic priorities and initiatives
 - Contribute to the development of governing authorities (e.g. legislation, policy, procedures), systems, negotiating positions, etc., having organization-wide or strategic impact

4. Liaise with federal, territorial and local governments, and Inuit organizations to identify issues of concern, priorities and opportunities for collaboration.

IV. Other Duties and Responsibilities

1. Organize and/or deliver training to Board and staff members
2. Other duties as assigned.

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ▪ Thorough understanding of the provisions of the Nunavut Land Claims Agreement and Nunavut Planning and Project Assessment Act ▪ Awareness of the social, cultural and economic setting of Nunavut ▪ Government structures and political affiliations ▪ Techniques for policy analysis, development and application ▪ Public administration practices and associated control processes ▪ Strategic planning and project management theory
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Skills:	<ul style="list-style-type: none"> ▪ Excellent verbal and written communications skills ▪ Strong interpersonal skills ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Project management software ▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset
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Abilities:	<ul style="list-style-type: none"> ▪ Collate and manage large amounts of information efficiently ▪ Summarize information and highlight important issues ▪ Task prioritization and effective time management ▪ Summarize complex ideas and principles for non-technical audiences ▪ Lead and influence sometimes reluctant parties to achieve common objectives, facilitate development, manage conflicts and resolve disputes. ▪ Cope with frequent interruptions and changes in priorities ▪ Maintain discretion and the highest level of confidentiality
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Education:	<ul style="list-style-type: none"> ▪ Graduate degree in public administration, natural resource management, environmental studies or related area(s) supplemented with 3 years' experience in a similar position ▪ Alternative acceptable education and training preparation includes an undergraduate degree in a relevant discipline supplemented with 5 years' work experience in progressively more senior positions with similar work responsibilities
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Experience:	<ul style="list-style-type: none"> ▪ Briefing senior management or equivalent ▪ Working within a regulatory environment and specifically with environmental assessment practices and procedures ▪ Personal and professional experience in the Arctic or in a cross-cultural setting
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VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions

- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent is subject to extended periods working while seated at a computer

VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather
- There may be frequent interruptions during the work day, depending on work load and deadlines.
- Work can sometimes be stressful

VIII. Mental Demands

- The position requires concentrated mental effort and attention to detail for most of the time spent on the job. Mental stress results from externally driven work volumes and tight deadlines.
- Consistent concentrated effort must be maintained during frequent interruptions, tight deadlines, extended hours and during resolution of problems and disputes. Items dealt with will have differing degrees of direct impact to the NIRB
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources