



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Director, Communications	Date in Effect:	January 03, 2024
Department:	Communications	Reports To:	Executive Director

II. Purpose of Position

The Director of Communications leads the communication of Nunavut Impact Review Board (NIRB) processes, events, and decisions to Government, Inuit organizations, community organizations, media outlets and the general public. This position provides oversight and creative support to the NIRB’s public engagement efforts, ensuring communications are professional and accessible, delivering key messages to target audiences.

III. Essential Duties and Responsibilities

1. Development of the 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
 - Lead the development of the NIRB’s overall communication policies and guidelines
 - Oversee the development of communication templates
 - Collaborate with operational teams to align messaging and communication goals with overall organizational objectives
 - Oversee the maintenance of distribution lists and organizational charts of relevant Government departments and Inuit organizations, ensuring they remain up-to-date

2. Development and delivery of the NIRB’s external Communications Program:
 - Oversee the development of the NIRB’s Annual Report, press releases, advertisements, presentations, newsletters, magazines, brochures, etc.
 - Support responses to media requests and coordinate interviews on behalf of the Executive Director and Chairperson
 - Manage and oversee the development, maintenance, and regular updating of the NIRB’s website and social media platforms
 - Ensure external communications are accessible (i.e., in plain language), consistent, professional across all languages
 - Manage and coordinate translation requests to ensure accurate and timely translation of communication materials into relevant languages
 - Increase use and representation of Inuit Qaujimajatuqangit in communications and outreach efforts
 - Monitor media to ensure the NIRB is reaching key audiences and stakeholders and maintain an efficient tracking system and log for NIRB related media stories

3. Oversee a diverse team engaged in the development and delivery of internal and external communications
 - Direct supervision of several staff positions including: Interpreter/Translator, Manager Public Registry, and Outreach Coordinator
 - Work with the Manager, Human Resources to employ performance management methodology to establish goals, objectives, competencies and behaviors, and development plans for direct reports
 - Work with the Manager, Human Resources to facilitate workforce planning including the exploration of possible development opportunities, secondments, job shadowing, ensuring appropriate redundancies, training, succession planning, etc.

4. Assist with the promotion of public awareness of NIRB processes and events including the purchase of inventory for NIRB promotional items

IV. Other Duties and Responsibilities

1. Oversee a records management system to ensure the efficient organization, storage, and retrieval of both electronic and hardcopy correspondence
2. Support the development and delivery of internal initiatives that promote Inuktitut/Inuinnaqtun language acquisition within the organization
3. Maintain professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies
4. Assume acting assignments for the Executive Director when required
5. Any other related duties as assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ■ Relevant provisions of the <i>Nunavut Agreement</i> and <i>Nunavut Planning and Project Assessment Act</i> ■ The roles, mandates, and authorities of organizations within Nunavut’s natural resources, lands and environmental management regime ■ Communications, teaching, and presentation strategies ■ Record management systems for filing and retrieving information ■ Official Languages Act (federal and territorial) and the corresponding responsibilities
Skills:	<ul style="list-style-type: none"> ■ Expert 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 ■ Exceptional interpersonal communications skills ■ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ■ Good interpersonal skills including the ability to use tact and diplomacy and work under pressure ■ Written and/or conversational fluency in Inuktitut considered a strong asset
Abilities:	<ul style="list-style-type: none"> ■ 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 ■ Ability to break-down process related and scientific information into easily understood terms for the general public ■ Produce quality, creative work under tight deadlines

	<ul style="list-style-type: none"> ▪ Task prioritization and effective time management
Education:	<ul style="list-style-type: none"> ▪ Undergraduate Degree in Communications or a related discipline, supplemented with at least 5 years of relevant work experience ▪ Other combinations of education and experience may also be considered
Experience:	<ul style="list-style-type: none"> ▪ Minimum 5 years of experience in a similar communications position ▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered a strong asset

VI. Physical Demands

- Able to lift 25 pounds
- Occasional exposure to cold temperatures, extended darkness/daylight hours and extreme weather conditions given Arctic location
- Extended periods working while seated at a computer
- Long hours and extended schedules for community engagement and public hearings may contribute to physical fatigue
- Occasional 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 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
- Occasional travel is 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 daily 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
- Occasional travel required, which may keep individual away from friends and family.