



# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position / Title:</b>	Director, Implementation	<b>Date in Effect:</b>	January 03, 2024
<b>Department:</b>	Executive	<b>Reports To:</b>	Executive Director

## II. Purpose of Position

The Director, Implementation is responsible for operationalizing the Board’s strategic plan and ensuring effective implementation across the organization. This position is dedicated to coordinating efforts, advising project teams, and collaborating with Inuit organizations to create shared strategies and approaches to serve Inuit more effectively. The Director, Implementation is responsible for assessing and recommending changes to policies, procedures, and standards to ensure alignment with NIRB’s mandate and strategic goals. Upholding Inuit Quajimajatuqangit principles, this position demonstrates leadership by establishing clear goals for projects and programs, as well as overseeing their effective implementation through long-term planning, development, and maintenance of NIRB programs and initiatives.

## III. Essential Duties and Responsibilities

1. Translate the Board’s strategic direction into actionable items ensuring effective implementation across the organization:
  - Track implementation of strategic direction from the Board, primarily through operationalizing the strategic plan, ensuring clear implementation goals and guidelines are set for projects and programs
  - Establish and implement systems to monitor and evaluate the performance of projects and initiatives against strategic objectives
  - Collaborate closely with department managers to ensure effective coordination and alignment of efforts in pursuit of strategic objectives
  - Liaise with Inuit organizations to develop common strategies and approaches to serve Inuit more effectively (e.g., youth engagement, knowledge mobilization, etc.) across NIRB projects and initiatives
2. Advise senior management in the development of policies, programs, and initiatives:
  - Review, recommend and revise departmental policies, procedures, and standards to ensure consistency and alignment with strategic goals
  - Ensure that policies, programs and standards are developed and delivered in accordance with the spirit and objectives of the Nunavut Agreement, the Board Governance Model and relevant legislation
  - Ensure operations and programs are designed and delivered with consideration for principles of Inuit Quajimajatuqangit
  - Provide leadership and guidance to management in the planning and implementation of policies and practices within NIRB
3. Provide regular reporting to the Executive Director on the status of current projects and initiatives relative to the implementation of strategic objectives.
4. Oversee a diverse team engaged in the development of policy and implementation of NIRB’s strategic plan and vision
  - Direct supervision of staff including: Manager of Policy
  - 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.

**IV. Other Duties and Responsibilities**

1. Lead coordination and planning of Inuit Qaujimagatuqangit days and activities for staff
2. Maintain professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies
3. Assume acting assignments for the Executive Director when required
4. Any other related duties as assigned

**V. Qualifications**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Inuit Qaujimagatuqangit principles and Inuit culture</li> <li>▪ Relevant provisions of the <i>Nunavut Agreement</i> and <i>Nunavut Planning and Project Assessment Act</i></li> <li>▪ The roles, mandates, and authorities of organizations within Nunavut’s natural resources, lands and environmental management regime</li> <li>▪ Strategic planning methodologies</li> <li>▪ Effective project management techniques for tracking and reporting progress</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Coordinating efforts across an organization</li> <li>▪ Proficiency in overseeing project implementation and operationalizing strategic direction</li> <li>▪ Intergovernmental communication and coordination</li> <li>▪ Strong written and verbal communication skills, including reporting to stakeholders</li> <li>▪ Developing work plans and associated budget management</li> <li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>▪ Proficiency in project management software considered an asset</li> <li>▪ Written and/or conversational fluency in Inuktitut considered a strong asset</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Ability to lead and inspire teams in achieving strategic objectives</li> <li>▪ Cultural competency, ability to incorporate Inuit culture and values into operations and programs</li> <li>▪ Develop and maintain strong working relationships through all levels of government, industry and not-for-profit organizations</li> <li>▪ Capacity for critical thinking and problem solving in complex projects</li> <li>▪ Develop and administer accurate work plans and budgets</li> <li>▪ Task prioritization and effective time management</li> <li>▪ Lead and influence sometimes reluctant parties to achieve common objectives, facilitate development, manage conflicts and resolve disputes.</li> <li>▪ Supervise, manage and support staff</li> </ul>

<b>Education:</b>	<ul style="list-style-type: none"> <li>■ Undergraduate degree in business administration, public administration, or a related field preferred supplemented with 5 years of relevant work experience</li> <li>■ Other combinations of education and experience may also be considered</li> <li>■ Project management certification considered an asset</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>■ Minimum 5 years' experience in a position with similar responsibilities</li> <li>■ Preparing effective briefing materials for a board of directors and other audiences</li> <li>■ Leadership experience in project management, strategic planning, and/or policy development</li> <li>■ Personal and professional experience in the Arctic or in a cross-cultural setting considered a strong asset</li> </ul>
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**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
- Limited work outside may have some exposure to weather
- Work involves conducting activities in a variety of environments including office settings, public meeting halls, and community locations
- Occasional travel required

**VIII. Mental Demands**

- Requires ability to plan and perform sometimes difficult and diversified work independently
- Frequent contacts requiring 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