



# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position / Title:</b>	Director, Operations	<b>Date in Effect:</b>	January 03, 2023
<b>Department:</b>	Operations	<b>Reports To:</b>	Executive Director

## II. Purpose of Position

Supervising a multi-disciplinary team, the Director, Operations leads the development of impact assessment and project monitoring processes for all project proposals referred to the Nunavut Impact Review Board (NIRB) under Article 12 of the *Nunavut Agreement* and Part 3 of the *Nunavut Planning and Project Assessment Act (NuPPAA)*. This position advises the Board directly on operational and technical issues, ensuring that impact assessments are undertaken in a manner which respects the NIRB's need for procedural fairness, transparency and timely decision-making.

## III. Essential Duties and Responsibilities

1. Oversees the NIRB's development impact assessment processes, including screening, review and monitoring of all project proposals referred to the NIRB:
  - Ensure effective implementation of impact assessment processes to meet legislated responsibilities and objectives
  - Identify, track and risk-manage issues with potential for creating significant public concern or impact on NIRB operations
  - Draft, review and approve public correspondence, technical reports and recommendations;
  - Provide advice on operational and technical issues to Board Members to support decision-making
  - Develop work plans and budgets for specific impact assessment processes and initiatives and report on implementation once approved
  - Develop policies, procedures, guidelines and systems to improve the effectiveness and efficiency of impact assessments and project monitoring, incorporating auditing processes following completion, (based on audits, recommendations, etc.); and
  - Recommend necessary actions or initiatives to ensure time frames and operational objectives are consistently met
  
2. Oversees coordination, consultation and communications related to impact assessment processes:
  - Promote effective communication and coordination of Operations staff with staff in other departments to ensure timelines and standards for communications and public engagement are continually met
  - Facilitate and lead meetings, workshops, community engagement, and general discussions regarding impact assessment processes and initiatives
  - Engage regularly with representatives of federal, territorial and local governments, Designated Inuit Organizations and the general public, providing guidance on how to effectively participate in NIRB processes
  - Provide guidance to project proponents to ensure that all studies and engagement programs are undertaken in a sound manner consistent with accepted methods and techniques; and,
  - Represent the NIRB through participation in meetings, conferences, and public hearings associated with assessments and regulatory improvement initiatives
  
3. Lead a multi-disciplinary team of staff and external supports to consistently accomplish objectives within established timelines:

- Direct supervision of several staff positions including: Manager Impact Assessment, Manager Project Monitoring, and GIS Specialist
- Enable a strong internal peer-review process, with a culture of constructive feedback and continual improvement
- Track and manage timelines across all assessments, programs and initiatives with regular communication and feedback to team members
- Engage with external contractors to ensure sufficient capacity for workload and objectives
- 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. Conduct interviews with media outlets on operational issues when delegated by Executive Director or Chairperson
2. Plan and deliver training to Board Members and staff and other parties as required
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**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <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>▪ Impact assessment procedures and processes, as well as matters related to environmental legislation and regulations</li> <li>▪ Environmental monitoring, mitigation and adaptive management strategies and techniques for a variety of development types</li> <li>▪ Consultation strategies and project management techniques</li> <li>▪ Strategies for personnel management, leadership and conflict resolution</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communications skills</li> <li>▪ Intergovernmental communication and coordination</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>▪ Summarize lengthy documentation and complex/technical concepts for non-technical audiences</li> </ul>

	<ul style="list-style-type: none"> <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>▪ Maintain discretion and the highest level of confidentiality</li> </ul>
<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Graduate degree in Environmental Management or related area(s) supplemented with at least 3 years' experience in a similar position</li> <li>▪ Alternative acceptable education and training preparation includes an Undergraduate Degree in Environmental Studies and/or Natural Sciences supplemented with 5 years' work experience in progressively more senior positions having same or similar work responsibilities</li> <li>▪ Other combinations of education and experience may also be considered</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Briefing senior management or equivalent</li> <li>▪ Working within a regulatory environment and specifically with environmental assessment and/or environmental monitoring practices and procedures</li> <li>▪ Leading a multi-disciplinary team</li> <li>▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered a strong asset</li> </ul>

## **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
- Frequent 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
- Extensive travel and time away from home is required

## **VIII. Mental Demands**

- Prioritizing tasks and meeting deadlines in a team environment
- Difficult decisions regarding necessary actions on compliance issues
- Communication and consultation occurs on an almost daily basis and often involves significant decisions requiring tact, diplomacy and negotiation skills
- Preparing for and working during public hearings may be stressful
- Personal and professional challenges associated with living in a small, isolated community with limited resources