



# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position / Title:</b>	Executive Director	<b>Date in Effect:</b>	January 03, 2024
<b>Department:</b>	Executive	<b>Reports To:</b>	Chairperson of the Board

## II. Purpose of Position

Under the direction of the Chairperson of the Nunavut Impact Review Board (NIRB), the Executive Director is responsible to provide the direction, leadership and ongoing management of NIRB operations and staff, while providing advice, direction and recommendations to the Board Members regarding the mandated duties of the NIRB.

## III. Essential Duties and Responsibilities

### 1. Leadership:

- Develop Strategic Plans, Annual Work Plans and Budgets across all aspects of NIRB operations
- Ensure that policies, programs and standards are developed and delivered in accordance with the provisions of the Nunavut Agreement, the Nunavut Planning and Project Assessment Act, the Board Governance Model and relevant legislation
- Coordinate NIRB activities with Governments, Institutions of Public Government, Designated Inuit Organizations, the Public and other regulatory stakeholders
- Represent the NIRB on technical working groups to coordinate, consult and clarify areas of program overlap and/or joint involvement; or to develop and consolidate strategic and policy related advice and positions
- Oversee the preparation and interpretation of all necessary submissions, briefs, and reports to Governments, Institutions of Public Government, Designated Inuit Organizations and the Public

### 2. Management of Operations:

- Provide day-to-day direction to NIRB personnel in areas such as organizational design, and planning, work processes, problem resolution, human resources and performance management, and financial management
- Direct and coordinate senior managers in the implementation of NIRB initiatives, programs and new policies
- Ensure that policies and procedures for the NIRB, including those related to budgeting, accounting, property control, human resource management and NIRB services are adequate and managed effectively and efficiently
- Ensure appropriate systems and procedures are developed and implemented to ensure financial integrity and budgetary control
- Oversee the acquisition of contracted services
- Ensure adequate staffing and back-up are in place in partnership with the Manager, Human Resources
- Oversee training and development plans and initiatives for Board of Directors and staff in partnership with the Human Resources Manager
- Ensure the fair, respectful, lawful and good faith treatment of staff

## IV. Other Duties and Responsibilities

### 1. Board of Directors Support

- Advise and inform the Board of Directors on all operational matters and matters related to the environmental impact assessment of projects in the Nunavut Settlement Area (NSA) as described in Article 12 of the Nunavut Agreement and Part 3 of the Nunavut Planning and Project Assessment Act
  - Provide Board training
  - Make monthly, quarterly and annual reports to the Board of Directors
2. Work with the Manager, Human Resources to employ performance management methodology to establish goals, objectives, competencies and behaviors, and development plans for direct reports
  3. Maintain the Nunavut Impact Review Board's public image
  4. Ensure the treatment of partners is respectful, lawful and in good faith.

**V. Qualifications**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ The provisions of the Nunavut Agreement and Nunavut Planning and Project Assessment Act</li> <li>▪ 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 of the Nunavut Settlement Area</li> <li>▪ Environmental assessment procedures and processes, as well as matters related to environmental legislation and regulations</li> <li>▪ Strategies and techniques of personnel management, leadership and conflict resolution</li> <li>▪ Thorough knowledge financial management, accounting and budgeting</li> <li>▪ Familiarity with project management software, Geographic Information System software and other related technology considered an asset.</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communications skills</li> <li>▪ Excellent public speaking and presentation skills</li> <li>▪ Intergovernmental communication and coordination</li> <li>▪ Strategic thinking and problem solving</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>▪ Motivate and lead a multi-disciplinary team</li> <li>▪ Develop and maintain strong working relationships through all levels of government, industry and not-for-profit organizations</li> <li>▪ Develop and administer accurate work plans and budgets</li> <li>▪ Task prioritization and effective time management</li> <li>▪ Summarize complex ideas and principles for non-technical audiences</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 Business Management or related area(s) supplemented with at least 5 years' experience in a similar position</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Alternative acceptable education and training preparation includes an Undergraduate Degree in Environmental Studies and/or Natural Sciences supplemented with at least 7 years' experience in positions with financial management and supervisory responsibilities</li> <li>▪ Other combinations of education and experience may also be considered</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 5 years' experience leading an organization</li> <li>▪ Briefing board of directors or equivalent</li> <li>▪ Working within a regulatory environment and specifically with environmental assessment practices and procedures considered an asset</li> <li>▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered an asset</li> <li>▪ Candidate must be willing to submit and pass a criminal records check</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
- 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**

- Requires ability to perform sustained, complex thinking and analysis
- Requires the ability to make significant decisions and exhibit tact, diplomacy and negotiation skills in arriving at such decisions
- Must be able to prioritize multiple and competing tasks and must meet prescribed deadlines consistently
- Must be comfortable making and supporting the Board in making difficult decisions regarding necessary actions on complex issues
- Must have the ability to communicate and consult with regulatory agencies and other stakeholders in respect of difficult issues where there is little or no consensus
- Must be somewhat self-reliant and comfortable with having to use a computer extensively, sometimes without access to computer support for periods of time
- Must be aware that the preparation for and conduct of public hearings may be stressful and involve long hours
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources

