



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Impact Assessment Officer	Date in Effect:	January 03, 2024
Department:	Operations	Reports To:	Manager, Impact Assessment

II. Purpose of Position

The Impact Assessment Officer leads the impact assessments of proposed development projects 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). With a focus on managing multiple screening level assessments and assisting in or leading the assessments for major development projects, this position advises senior management regarding operational issues, ensuring that assessments are undertaken in a fair, inclusive, and timely manner.

III. Essential Duties and Responsibilities

1. Supports and/or leads the impact assessments of proposed projects:
 - Drafts public correspondence, operational reports and recommendations on behalf of the NIRB
 - Reviews technical documentation and comment submissions, delivering accessible and objective summaries, findings and recommendations
 - Provides consideration for traditional knowledge and Inuit Qaujimajatuqangit in impact assessment processes
 - Assists community-level consultation with potentially affected individuals, groups and organizations
2. Supports the content planning and facilitation of community engagements, technical workshops and public hearings in a way that ensures the objectives of engagements are met
 - Collaborates with the Communications Department to establish public awareness programs associated with the assessments for major development projects
 - Liaises with potentially affected communities and interested parties regarding projects under assessment by the NIRB
 - Collaborates with the Communications Department on resources and logistics to make community engagements successful
3. Provides support to NIRB Monitoring Programs:
 - Monitors tracking systems to evaluate status/compliance with regulatory instruments
 - Monitors compliance with terms and conditions of NIRB screening decisions
 - Assists in conducting site visits and reviewing reports and documentation to assess regulatory compliance and environmental protection

IV. Other Duties and Responsibilities

1. Provides operational advice and assistance to the Board and staff:
 - Researches and provides advice on technical matters associated with the NIRB's mandated duties
 - Mentors and guides more junior staff members
 - Plans and delivers training to Board Members and staff and other parties as required
2. Coordinates with Communications department to support file management on the NIRB's public registry, as needed

3. Maintains professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies
4. Any other related duties as assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ▪ The provisions of the Nunavut Agreement and Nunavut Planning and Project Assessment Act ▪ Environmental assessment procedures and processes, as well as matters related to environmental legislation and regulations ▪ Subject matter and lines of inquiry regarding environmental assessment, biophysical, social and economic environments ▪ Environmental monitoring, mitigation and adaptive management strategies and techniques for a variety of development types ▪ Consultation strategies and project management techniques for coordinating and carrying out environmental screenings of project proposals
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) ▪ Proficiency with project management software considered an asset ▪ Written and/or conversational fluency in Inuktitut considered a strong asset
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 ▪ Cope with frequent interruptions and changes in priorities ▪ Maintain discretion and the highest level of confidentiality
Education:	<ul style="list-style-type: none"> ▪ Graduate degree in Environmental Sciences and/or Natural Sciences or related area(s) ▪ Alternative acceptable education and training preparation includes an Undergraduate Degree in Environmental Studies and/or Natural Sciences supplemented with several years' work experience in positions having same or similar work responsibilities ▪ Up-to-date professional designation in a relevant field considered an asset ▪ Other combinations of education and experience may also be considered
Experience:	<ul style="list-style-type: none"> ▪ 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

- During public consultations and NIRB hearings the incumbent is subjected to physical fatigue caused by long or extended hours
- Must 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
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VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- 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
- Frequent travel is required

VIII. Mental Demands

- Prioritizing tasks and meeting deadlines
- Difficult decisions regarding necessary actions on compliance issues
- Communication and consultation with regulatory agencies to deal with difficult issues that may be not easily agreed upon
- Preparing for and working during public hearings may be stressful
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources
- Frequent travel required, which may keep individual away from friends and family.