



# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position / Title:</b>	Manager, Project Monitoring	<b>Date in Effect:</b>	January 03, 2024
<b>Department:</b>	Operations	<b>Reports To:</b>	Director, Operations

## II. Purpose of Position

The Manager of Project Monitoring leads monitoring programs for approved 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). This position is responsible for supervising staff and providing support to the Director, Operations by managing development and standardization of methodologies, procedures, and guidance materials associated with NIRB monitoring programs.

## III. Essential Duties and Responsibilities

1. Coordinates and leads the monitoring programs for approved major development projects, including development and standardization of associated methodologies, procedures and guidance materials, including:
  - Develops Monitoring Programs for NIRB issued project certificates and screening decision reports
  - Oversees site visits to assess regulatory compliance and environmental protection
  - Provides reports and briefings to the Board on the adequacy of and compliance with terms and conditions of project certificates and on the ecosystemic and socio-economic impacts of projects
  - Coordinates with government agencies and departments responsible for project monitoring
  - Establishes a tracking system to evaluate status/compliance with regulatory instruments
  - Develops standardized approaches to project monitoring, associated guidance materials and training and works with staff to implement approaches in a consistent manner
2. Provides leadership and oversight to NIRB operations associated with project monitoring, including:
  - Leads the review and drafting of public correspondence, technical reports and recommendations related to project monitoring on behalf of the NIRB
  - Reviews technical documentation and comment submissions, delivering accessible and objective summaries, findings and recommendations
  - Provides assistance to project proponents to ensure that monitoring programs are conducted in a sound manner consistent with accepted methods and techniques
  - Solicits and utilizes traditional knowledge and Inuit Qaujimajatuqangit in project monitoring
  - Supports community-level engagement with potentially affected individuals, groups and organizations
3. Collaborates with the Manager, Impact Assessment relevant to monitoring programs for approved projects and reconsiderations of approved Project Certificate terms and conditions.
4. Oversees a diverse team engaged in the monitoring of approved development projects:
  - Direct supervision of Monitoring Officers
  - Manage file assignments and assists with prioritization of workload for direct reports
  - Coordinates assessment-specific tasks and tracking of deadlines with Operations and Communications staff
  - Works with the Manager, Human Resources to employ performance management methodology to establish goals, objectives, competencies and behaviors, and development plans for direct reports

5. Supports the content planning and facilitation of community engagements in a way that ensures the objectives of engagements are met
  - Collaborating with the Communications Department on resources and logistics to make community engagements successful
  - Liaises with potentially affected communities and interested parties regarding projects being monitored by the NIRB

**IV. Other Duties and Responsibilities**

1. Provides technical advice and assistance to the Board and staff:
  - Researches and provides advice to the Board on technical matters associated with the NIRB’s mandated duties
  - 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. Assume acting assignments for the Director, Operations when required
5. Any other related duties as assigned

**V. Qualifications**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ Familiarity with the provisions of the <i>Nunavut Agreement and Nunavut Planning and Project Assessment Act</i></li> <li>▪ Environmental legislation and regulations</li> <li>▪ Specialization/expertise in subject matter and lines of inquiry regarding environmental assessment, biophysical, social and economic environments</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 for coordinating and carrying out monitoring of approved projects</li> <li>▪ Understands 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> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communications skills</li> <li>▪ Exceptional technical writing skills</li> <li>▪ Strong interpersonal skills and diplomacy</li> <li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>▪ Proficiency with 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>▪ Collate and manage large amounts of information efficiently</li> <li>▪ Summarize information and highlight important issues</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Task prioritization and effective time management</li> <li>▪ Supervise and coordinate workload of direct reports</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>▪ Cope with frequent interruptions and changes in priorities</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 Sciences and/or Natural Sciences 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>▪ Up-to-date professional designation in a relevant field considered an asset</li> <li>▪ Other combinations of education and experience may also be considered</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 3 years' experience in a similar position</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
- 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

#### **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 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
- Frequent travel required, which may keep individual away from friends and family
- Personal and professional challenges associated with living in a small, isolated community with limited resources