



NIRB Human Resource Position Descriptions

I. General Information

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

II. Purpose of Position

Reporting to the Manager, Project Monitoring, the Monitoring Officer coordinates the monitoring programs for projects approved to proceed under Article 12 of the Nunavut Agreement and Part 3 of the Nunavut Planning and Project Assessment Act (NuPPAA). With a focus on monitoring compliance with Nunavut Impact Review Board (NIRB) Project Certificate terms and conditions, other regulatory instruments, and terms and conditions established by NIRB Screening Decisions, this position also assists operational staff with impact assessments and community engagement tasks.

III. Essential Duties and Responsibilities

1. Coordinates and executes the monitoring programs for approved development projects:
 - Assists with developing monitoring programs for NIRB issued project certificates and screening decision reports
 - Conducts site visits to assess regulatory compliance and effectiveness of mitigation measures
 - Facilitates community meetings to share updates on the NIRB’s monitoring programs
 - 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, as directed
 - Participates in working group meetings and similar forums to support implementation of project-specific monitoring programs and regional monitoring efforts, as directed
 - Monitors tracking system to evaluate status/compliance with regulatory instruments
 - Monitors compliance with terms and conditions established by NIRB Screening Decisions
2. Provides guidance to regulators and proponents relevant to monitoring programs:
 - Guides and inform regulators and the proponent of report requirements and deadlines
 - Engages regularly with the proponent on annual reporting requirements and associated recommendations, providing direction as necessary
3. Manages administration and reporting for assigned projects:
 - Develops an annual report for the NIRB on the effectiveness of the project terms and conditions and suggest follow-up actions
 - Connects proponents with regional socio-economic monitoring committees and track outcomes
 - Oversees the accuracy of the project registry, ensuring information is well-organized and distributed for public comment as necessary
4. Supports impact assessments for major development projects:
 - Assists in facilitating community engagements, technical workshops and public hearings
 - Reviews comments and expertise received from agencies, designated Inuit Organizations, community organizations and other stakeholders.
 - Provides feedback and advice based on evaluated effectiveness of mitigation measures and adaptive management strategies for approved projects

IV. Other Duties and Responsibilities

1. Participate in meetings, workshops, and public hearings in relation to regulatory instruments issued in association with NIRB project certificates and screening decision reports
2. 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
3. Coordinates with Communications department to support file management on the NIRB’s public registry, as needed
4. Develop and maintain professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies.
5. Any other related duties as assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ▪ Familiarity with the provisions of the <i>Nunavut Agreement</i> and <i>Nunavut Planning and Project Assessment Act</i> ▪ Environmental legislation and regulations ▪ Environmental assessment procedures and processes, as well as matters related to environmental legislation and regulations ▪ Typical environmental impacts (including socio-economic and socio-cultural impacts) and mitigating techniques for a variety of developments including mineral exploration & mining, transportation and research
Skills:	<ul style="list-style-type: none"> ▪ Strong verbal and written communications skills ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Written and/or conversational fluency in Inuktitut considered a strong asset
Abilities:	<ul style="list-style-type: none"> ▪ Work on multiple tasks concurrently ▪ 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
Education:	<ul style="list-style-type: none"> ▪ Undergraduate Degree or equivalent in Environmental Management or a related discipline. ▪ Alternative acceptable education and training preparation includes college-level courses completed in Environmental Studies and/or Natural Sciences supplemented with several years’ work experience in positions having same or similar work responsibilities ▪ Other combinations of education and experience may also be considered

Experience:

- 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

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
- 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.