



# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position Title:</b>	Public Registry Coordinator	<b>Date in Effect:</b>	January 03, 2024
<b>Department:</b>	Communications	<b>Reports To:</b>	Manager, Public Registry

## II. Purpose of Position

Reporting to the Manager, Public Registry the Public Registry Coordinator assists in the receipt and distribution of project proposals in accordance with Article 12 of the *Nunavut Agreement* and Part 3 of the *Nunavut Planning and Project Assessment Act*, acting as a first point of contact in the impact assessment process and providing information or directing inquiries, and managing the flow of information pertaining to environmental assessments.

## III. Essential Duties and Responsibilities

1. Coordinate, compile, process and distribute project proposals and related correspondence:
  - Process project proposal submissions and ensure receipt of relevant documentation and contact information
  - Compile and distribute notifications and correspondence related to NIRB assessments to distribution lists, compiling comments as received
  - Coordinate and cooperate with all government agencies and departments responsible for processing project proposals to meet established timelines
  - Respond to general queries promptly and courteously
2. Track and maintain files:
  - Maintain both electronic and paper files associated with projects (hardcopy and online public registry) and general correspondence
  - Maintain a tracking system for screening, review and monitoring files, including the tracking of pending files
  - Liaise regularly with Operations staff and provide regular status updates to management
3. Provide information and handle correspondence:
  - Follow procedures and systems for internal and external information flow
  - Conduct quality assurance on outgoing NIRB correspondence
  - Assist with providing guidance to project proponents throughout the impact assessment process
  - Compile and distribute information packages to the Board for decision making
  - Distribute incoming and outgoing correspondence and information associated with projects

## IV. Other Duties and Responsibilities

1. Provide public registry support to the Board and staff as requested and directed.
2. Participate in training and professional development activities to enhance workplace skills and knowledge.
3. Any other duties required.

## V. Qualifications

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>▪ The Nunavut Agreement with specific reference to those sections related to environmental assessment</li> <li>▪ The roles, mandates and authorities of Institutions of Public Government, government agencies, regulatory authorities and Designated Inuit Organizations within Nunavut's natural resources, lands and environmental management regime</li> <li>▪ Record management systems for filing and retrieving digital and hardcopy information</li> <li>▪ General office administration</li> <li>▪ Public administration practices and associated control processes</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communications skills</li> <li>▪ Strong organization skills</li> <li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li> <li>▪ Good interpersonal skills including the ability to use tact and diplomacy and work under pressure</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>▪ Provide quality control with written correspondence (attention to detail)</li> <li>▪ Task prioritization and effective time management</li> <li>▪ Work independently when needed</li> <li>▪ Cope with frequent interruptions and changes in priorities</li> </ul>
<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ High School (Grade 12) Diploma or equivalency with 2 years' work experience in positions with similar 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>▪ Minimum 2 years in an office environment</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
- Occasional 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
- Occasional travel may be required

## **VIII. Mental Demands**

- Prioritizing tasks and meeting deadlines.
- Outside contacts occur almost on an occasional basis and can involve decisions, requiring tact, diplomacy, and negotiation skills.
- Preparing for and working during public hearings may be stressful
- Occasional travel may be 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