



# NIRB Human Resource Position Descriptions

## I. General Information

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

## II. Purpose of Position

The Senior Impact Assessment Officer leads the impact assessments of proposed development projects (typically those of a more complex nature and/or of more public concern) and the 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). With a focus on managing the assessments and monitoring programs for major development projects, this position may act as a subject-matter expert when providing advice to senior management and the Board, ensuring that assessments are undertaken in a fair, inclusive and timely manner.

## III. Essential Duties and Responsibilities

1. Leads the impact assessments of major development projects (typically projects that are more complex and/or of significant public concern):
  - Drafts public correspondence, technical reports and recommendations 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 studies and consultation programs are conducted in a sound manner consistent with accepted methods and techniques
  - Solicits and utilizes traditional knowledge and Inuit Qaujimagatuqangit in impact assessment processes
  - Conducts 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 engagement process is achieved
  - 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. Leads the monitoring programs for approved major development projects:
  - Develops Monitoring Programs for NIRB issued project certificates and screening decision reports
  - Conducts 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

## IV. Other Duties and Responsibilities

1. Provides technical 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**

<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>▪ Environmental assessment procedures and processes, as well as matters related to environmental legislation and regulations</li> <li>▪ 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 environmental assessments of project proposals</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> </ul>
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<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communications 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>
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<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> <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>▪ Cope with frequent interruptions and changes in priorities</li> <li>▪ Maintain discretion and the highest level of confidentiality</li> </ul>
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<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</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
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources
- Preparing for and working during public hearings may be stressful
- Frequent travel required, which may keep individual away from friends and family.