



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Director, Corporate Services	Date in Effect:	January 03, 2024
Department:	Corporate Services	Reports To:	Executive Director

II. Purpose of Position

Supervising a multi-disciplinary team, the Director, Corporate Services oversees financial and administrative support services for the Nunavut Impact Review Board (NIRB), ensuring compliance with relevant legislation, regulations, sound accounting/business practices, policies & procedures and funding agency's reporting requirements. This position reports to the Executive Director and advises the Board directly on finance and administration issues, ensuring that the NIRB maintains accurate, transparent and responsible accounting practices.

III. Essential Duties and Responsibilities

1. Oversee the development, implementation and reconciliation of NIRB work plans and budgets:
 - Prepare departmental and project-specific work plans and budgets in accordance with applicable Crown Indigenous Relations and Northern Affairs Canada (CIRNAC) guidelines
 - Conduct trend analyses and determine cash flow requirements to ensure the capacity of the NIRB to meet its financial obligations and operational requirements
 - Prepare and deliver periodic financial reports for the Board and Executive Director
 - Oversee and support fiscal year-end audits and all required financial reporting to Government and other funding providers
 - Oversee preparation of bi-weekly payroll, and maintain employee pay and benefits information and records
2. Development of administrative policies and procedures, in collaboration with the Manager Human Resources as required:
 - Complete internal audits of NIRB Operational and Administrative Policies and recommend action to address instances of non-compliance issues or required updates
 - Develop standardized forms and procedures for effective implementation of, and adherence to, administrative policies by staff
3. Oversee the provision of administrative services, including office reception, facilities maintenance, and network administration:
 - Oversee general procurement and contracting of services and advise on suitable cost control measures
 - Implement and oversee a risk management program to care for NIRB assets and minimize or eliminate unnecessary losses
 - Ensure adequate property management is in place for NIRB facilities and staff housing to address required inspections, maintenance/repairs, improvements and emergencies that may arise
 - Oversee information flow and filing protocols for all accounting, financial and corporate information
 - Maintain inventory control and ensure adequate insurance coverage for NIRB assets
 - Ensure sufficient protection and controls on all financial systems, data and facilities are maintained to manage risks and prevent loss or unauthorized access
4. Oversee the provision of staff housing and relocation of incoming/outgoing staff:
 - Lead procurement of staff housing throughout Nunavut communities through negotiation of leases or purchase agreements as necessary
 - Ensure equitable access to staff housing for NIRB staff and establish mechanisms for dispute resolution

- Maintain rent levels for staff housing that sufficiently address established criteria (e.g. cost recovery, fair market value, etc.)
 - Coordinate relocation of personal effects for incoming/outgoing staff in accordance with approved policies and procedures
5. Oversee a diverse team engaged in the delivery of financial and administrative support services
- Direct supervision of several staff positions including: Senior Finance Officer, Administration Officer, Finance Clerk, and Systems Support Coordinator
 - Work with the Manager, Human Resources to employ performance management methodology to establish goals, objectives, competencies and behaviors, and development plans for direct reports
 - Work with the Manager, Human Resources to facilitate workforce planning including the exploration of possible development opportunities, secondments, job shadowing, ensuring appropriate redundancies, training, succession planning, etc.

IV. Other Duties and Responsibilities

1. Provide finance and administration advice and training to Board members and staff as necessary
2. Maintain professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies
3. Assume acting assignments for the Executive Director when required
4. Any other related duties as assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ▪ Generally Accepted Accounting Principles/IFRS ▪ Accounting systems and general office administration ▪ Not-for-profit environment and associated Canadian Tax regulatory structure ▪ Record management systems for filing and retrieving information effectively and efficiently ▪ Legal considerations in the implementation of finance and communication ▪ Knowledge of network administration would be an asset ▪ Public administration practices and associated control processes
Skills:	<ul style="list-style-type: none"> ▪ Good verbal and written communications ▪ Strong organization and data management ▪ Negotiation and project management ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Proficiency in project management software considered an asset ▪ Written and/or conversational fluency in Inuktitut considered a strong asset
Abilities:	<ul style="list-style-type: none"> ▪ Summarize complex financial information for a non-technical audience ▪ Task prioritization and effective time management ▪ Work independently when needed ▪ Cope with frequent interruptions and changes in priorities ▪ Build and maintain trust through the provision of honest, objective advice and recommendations

	<ul style="list-style-type: none"> ▪ Maintain discretion and the highest level of confidentiality
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Education:	<ul style="list-style-type: none"> ▪ Professional accounting designation with at least 5 years of relevant experience ▪ Alternative acceptable education includes an undergraduate degree in business management supplemented with at least 5 years work experience in progressively more senior positions having same or similar work responsibilities ▪ Other combinations of education and experience may also be considered
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Experience:	<ul style="list-style-type: none"> ▪ Minimum 5 years' in a finance/accounting position ▪ Briefing board of directors or equivalent ▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered an asset ▪ Candidate must be willing to submit and pass a criminal records check
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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 can sometimes be stressful
- Occasional travel and time away from home is required

VIII. Mental Demands

- Requires ability to perform sequence of skilled, sometimes complex operations
- Requires ability to plan, manage and execute extensive projects
- Prioritizing tasks and meeting deadlines
- Outside contact occurs almost on a daily basis and often involves significant decisions, requiring tact, diplomacy and negotiation skills
- Difficult decisions regarding necessary actions on financial and human resources issues
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources