



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	GIS Specialist	Date in Effect	January 03, 2024
Department:	Operations	Reports To:	Director, Operations

II. Purpose of Position

The GIS Specialist develops and maintains the Nunavut Impact Review Board’s (NIRB) internal GIS databases and mapping information related to environmental impact assessments. This position provides key technical support to Board and staff, contextualizing information for assessments and enabling enhanced understanding of potential environmental effects through increased situational awareness and cumulative effects analysis.

III. Essential Duties and Responsibilities

1. Research, gather and interpret data and maps:
 - Gather, input, manipulate, query, analyze and visualize GIS data
 - Gather digital and hard copy maps related to lands and waters in Nunavut
 - Research property ownership and boundary disputes or inaccuracies and interpret aerial photographs
 - Discuss and resolve issues related to the preparation of mapping databases, editing of maps, digitizing of information for use in maps
2. Publish and make available NIRB GIS data and maps:
 - Create project location reports for internal use to inform Board decision-making
 - Digitize or plot spatial data for inclusion in ArcGIS and other geospatial software as required
 - Catalogue and index digital GIS data, hard copy maps and other information held by NIRB
 - Design, prepare, and produce reports, maps, posters, charts and related information for NIRB staff, the IPGs and the general public
3. Assist NIRB and the other Institutions of Public Government:
 - Accessing information and using proper protocols
 - Development and maintenance of the databases
 - Network and computer hardware/software issue identification and troubleshooting

IV. Other Duties and Responsibilities

1. Maintain GIS hardware and software:
 - Assist with ordering of computer supplies
 - Perform backups of personal computers and workstations
 - Conduct routine cleaning of computer and GIS equipment
 - Conduct software and hardware repairs as required
 - Provide technical assistance as requested
2. Assist in the building of GIS skills capacity within Nunavut:
 - Assist in the demonstration of mapping techniques and map information access techniques to NIRB staff and other audiences
 - Undertake any training necessary to attain the level of GIS expertise required by NIRB
 - Apply established protocols to enable others to access NIRB maps and digitized map
 - Carry out general GIS support activities
3. Any other related duties as assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none">▪ GIS applications, development and customization▪ ArcGIS software▪ Familiarity with land, resources, and environmental database systems▪ Map production and map analysis techniques▪ Computer programming languages (VISUAL BASIC, Python, Java, AML)▪ Relational databases (Access and SQL Server)▪ Digital data standards and data management practices
Skills:	<ul style="list-style-type: none">▪ Oral, written, presentation and interpersonal communications skills▪ Strong organization and analytical skills▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)▪ Problem solving▪ Computer skills (hardware and software programs – technical)▪ Organizational and analytical skills▪ Written and/or conversational fluency in Inuktitut considered a strong asset
Abilities:	<ul style="list-style-type: none">▪ Utilize mapping software programs and systems including: ArcGIS (ArcInfo and ArcView), AutoCAD MAP, and PCI Remote Sensing▪ Task prioritization and effective time management▪ Work independently when needed▪ Cope with frequent interruptions and changes in priorities
Education:	<ul style="list-style-type: none">▪ College level diploma in Geography or Land and Resource Management▪ Software specific courses offered by vendors and other organizations as appropriate▪ Other combinations of education and experience may also be considered
Experience:	<ul style="list-style-type: none">▪ Minimum 3 years in a similar position▪ 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
- 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 in a team environment
- Communication and consultation occurs on an almost daily basis and often involves significant decisions requiring tact, diplomacy and negotiation skills
- Preparing for and working during public hearings may be stressful
- Personal and professional challenges associated with living in a small, isolated community with limited resources