



# NIRB Human Resource Position Descriptions

## I. General Information

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| <b>Position / Title:</b> | Manager, Policy | <b>Date in Effect:</b> | January 03, 2024         |
| <b>Department:</b>       | Executive       | <b>Reports To:</b>     | Director, Implementation |

## II. Purpose of Position

The Manager of Policy provides objective analysis and advice to the Nunavut Impact Review Board (NIRB) regarding various internal and external policy, planning and legislative initiatives. Reporting to the Director of Implementation, this position plays a key role in strategic planning and assists in identifying contentious issues, alternative options and policy gaps, and assessing financial/legal implications, interdepartmental and external impacts and consistency with the NIRB mandate. The Manager, Policy is the direct supervisor of the Policy Officer.

## III. Essential Duties and Responsibilities

1. Identify and lead development of policies and initiatives for the organization that support the effective implementation of the NIRB’s mandate and strategic direction established by the Board. This includes:
  - Coordinating and collaborating with senior management and staff to identify areas where policy development may be required
  - Providing research and advice related to contentious issues, alternative options and policy gaps, with assessment of financial/legal implications, interdepartmental and external impacts and consistency with the NIRB mandate
  - Coordinate staff input and contributions to assigned Nunavut Marine Council initiatives
  - Managing the implementation of policy-related strategic priorities and initiatives
  - Contributing to the development of governing principles (e.g. legislation, policy, procedures), systems, negotiating positions, etc., having organization-wide or strategic impact
  - Coordinating with the Director, Operations to contribute to the development of impact assessment processes and procedures having organization-wide or strategic impact/implications
2. Prepare and review internal and external submissions for compliance with organizational mandate, legislation and regulations, strategic goals, policies and fiscal situation:
  - Provide research, assessment and advice on requests for decision by senior management
  - Review submissions prepared by Policy Officer and provide direction and/or approval
  - Manage filing and tracking of policy-related submissions
3. Prepare briefings on identified matters of interest with objective, evidence-based analysis and advice that also highlights consideration for Inuit Qaujimajatuqangit and Indigenous knowledge:
  - Provide support services, research, briefings, coordination of information and information requests
  - Develop presentations and speaking notes for Board and staff members, as requested
  - Analyze data and information to identify relevant trends and associated implications
4. Liaise with federal, territorial and local governments, NGOs, and Inuit organizations (including working groups and partnerships) to identify and address issues of concern, priorities and opportunities for collaboration.
5. Supervise the Policy Officer and oversee assignment and prioritization of work and initiatives

#### IV. Other Duties and Responsibilities

1. Coordinate NIRB contributions to the Nunavut Marine Council and associated initiatives
2. Develop and identify training and development initiatives for Board and staff in partnership with the Executive Director and Manager, Human Resources
3. Work with the Manager, Human Resources to employ performance management methodology to establish goals, objectives, competencies and behaviors, and development plans for direct reports
4. Any other related duties as assigned.

#### V. Qualifications

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| <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>▪ The roles, mandates, and authorities of organizations within Nunavut's natural resources, lands and environmental management regime</li><li>▪ The social, cultural and economic setting of Nunavut including government structures and political affiliations</li><li>▪ Techniques for policy analysis, development and application</li><li>▪ Public consultation approaches and best practices</li><li>▪ Arctic marine issues and policy considered an asset</li></ul>   |
| <b>Skills:</b>       | <ul style="list-style-type: none"><li>▪ Excellent verbal and written communications skills</li><li>▪ Excellent analytical and problem solving skills</li><li>▪ Strong interpersonal skills</li><li>▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)</li><li>▪ Proficiency in project management software considered an asset</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>▪ Collate and manage large amounts of information efficiently</li><li>▪ Summarize complex ideas and principles through written and verbal communication for various audiences, with cross-cultural consideration</li><li>▪ Lead and influence sometimes reluctant parties to achieve common objectives, facilitate development, manage conflicts and resolve disputes.</li><li>▪ Task prioritization and effective time management</li><li>▪ Cope with frequent interruptions and changes in priorities</li><li>▪ Ability to effectively supervise and mentor staff</li></ul> |
| <b>Education:</b>    | <ul style="list-style-type: none"><li>▪ Graduate degree in public administration, natural resource management, environmental studies or related area(s) supplemented with 3 years' experience in a similar position</li><li>▪ Alternative acceptable education and training preparation includes an undergraduate degree in a relevant discipline supplemented with 5 years' work experience in progressively more senior positions with similar work responsibilities</li><li>▪ Other combinations of education and experience may also be considered</li></ul>  |

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| <b>Experience:</b> | <ul style="list-style-type: none"> <li>▪ Minimum 5 years` experience in a similar position</li> <li>▪ Briefing senior management or equivalent</li> <li>▪ Working within a regulatory environment and specifically with environmental assessment practices and procedures considered an asset</li> <li>▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered an asset</li> </ul> |
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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
- Long hours and extended schedules for community engagement and public hearings may contribute to physical fatigue
- 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
- Limited 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 required

**VIII. Mental Demands**

- Requires ability to plan and perform sometimes difficult and diversified work independently
- Frequent contacts requiring tact, diplomacy, and negotiation/tactical skills
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources