



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Manager, Public Registry	Date in Effect:	January 03, 2024
Department:	Communications	Reports To:	Director, Communications

II. Purpose of Position

The Manager, Public Registry is responsible for overseeing the daily maintenance of the online and hardcopy public registries associated with assessments initiated under Article 12 of the *Nunavut Agreement* and Part 3 of the *Nunavut Planning and Project Assessment Act*. This position oversees the incoming and outgoing public communications of the NIRB, directing inquiries and managing the flow of information pertaining to Screening and Review assessments and Monitoring programs. The Manager of Public Registry is also responsible for the direct supervision of the Public Registry Coordinators, assisting with the assignment of coordinating/tracking assessment-specific deadlines, communications and materials.

III. Essential Duties and Responsibilities

1. Oversee intake and distribution of project proposals and associated information:
 - Manage communications with regulatory stakeholders
 - Provide assistance to project proponents regarding applications and navigation of public registries
 - Oversee quality assurance checks for outgoing technical correspondence and email communications
 - Prepare and distribute information packages to the Board for decision making
2. Develop and manage procedures and systems for internal and external information flow:
 - Organize, enhance, and maintain the hardcopy and online public registries and associated internal databases
3. Oversee Public Registry Coordinators and assist with coordination of assignments to Operations staff
 - Assist with prioritization of workload
 - Coordination of assessment-specific tasks and tracking of deadlines
 - Provide oversight and training for completeness checks for NIRB applications and technical reports
4. Provide advice and assistance to the Board and staff regarding the public registry
 - Provide orientation to Board and staff regarding public registries, administrative systems and procedures
 - Plan and deliver training to Board Members and staff and other parties as required
5. Coordinate and communicate with regulatory agencies and stakeholders, including government departments, Inuit organizations and the general public

IV. Other Duties and Responsibilities

1. Works with the Manager, Human Resources to employ performance management methodology to establish goals, objectives, competencies and behaviors, and development plans for direct reports
2. Maintains professional and technical knowledge by attending educational workshops, conferences, reviewing professional publications, establishing personal networks, and participating in professional societies
3. Any other related duties as assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none">■ The Nunavut Agreement with specific reference to those sections related to environmental assessment■ Record management systems for filing and retrieving digital and hardcopy information■ 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■ General office administration■ Public administration practices and associated control processes
Skills:	<ul style="list-style-type: none">■ Excellent verbal and written communications skills to exchange information with a variety of professional, technical and public audiences■ Strong organization skills■ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)■ Good interpersonal skills including the ability to use tact and diplomacy and work under pressure■ Written and/or conversational fluency in Inuktitut considered a strong asset
Abilities:	<ul style="list-style-type: none">■ Provide quality control with written correspondence (attention to detail)■ Task prioritization and effective time management■ Supervise and mentor direct reports■ Cope with frequent interruptions and changes in priorities
Education:	<ul style="list-style-type: none">■ College degree/diploma in a relevant discipline (e.g. information management, land administration, etc.)■ Alternative acceptable education and training preparation includes High School (Grade 12) Diploma or equivalency with 5 years' work experience in positions with similar responsibilities■ Other combinations of education and experience may also be considered
Experience:	<ul style="list-style-type: none">■ Minimum several years in an office environment, with supervisory experience preferred■ 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