



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Screening Officer	Date in Effect:	January 03, 2024
Department:	Operations	Reports To:	Manager, Impact Assessment

II. Purpose of Position

Reporting to the Manager, Impact Assessment, the Screening Officer aids in the impact assessments of proposed development projects 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 administering screening level assessments, this position also assists more senior Operations staff with impact assessments and monitoring programs for major development projects and associated community engagement tasks.

III. Essential Duties and Responsibilities

1. Undertakes screening assessments of project proposals as assigned:
 - Prepares standard correspondence utilizing existing templates
 - Revises correspondence based on feedback from peer review
 - Reviews technical documentation and comment submissions to produce accessible and objective summaries, findings and recommendations
 - Tracks progress of assigned files, initiatives, and important deadlines
 - Helps to ensure the accuracy and organization of individual project registries
 - Liaises with project proponents and regulatory agencies to address information deficiencies
2. Supports impact assessments for major development projects:
 - Assists with the review of applications, supporting documents, and technical reports
 - Assists in facilitating community engagements, technical workshops and public hearings
 - Reviews comments and expertise received from agencies, designated Inuit Organizations, community organizations and other stakeholders
 - Recognizes traditional knowledge and Inuit Qaujimajatuqangit principles and ensures appropriate treatment in impact assessments
3. Provides support for NIRB monitoring programs:
 - Monitors compliance with terms and conditions specific to annual reporting as established by NIRB Screening Decisions
 - Assists with document review and preparation, site visits and other tasks for established monitoring programs

IV. Other Duties and Responsibilities

1. Provides briefings and presentations on screening assessments and other initiatives to the Board and staff
2. Coordinates with Communications department to support file management on the NIRB's public registry, as needed

3. Develops and 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

Knowledge of:	<ul style="list-style-type: none"> ▪ The mandate of the Nunavut Impact Review Board ▪ Environmental assessment procedures and processes, as well as matters related to environmental legislation and regulations ▪ Typical environmental impacts (including socio-economic and socio-cultural impacts) and mitigating techniques for a variety of developments including mineral exploration & mining, transportation and research
Skills:	<ul style="list-style-type: none"> ▪ Strong verbal and written communications skills ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Written and/or conversational fluency in Inuktitut considered a strong asset
Abilities:	<ul style="list-style-type: none"> ▪ Work on multiple tasks concurrently ▪ Summarize information and highlight important issues ▪ Task prioritization and effective time management ▪ Summarize complex ideas and principles for non-technical audiences ▪ Cope with frequent interruptions and changes in priorities
Education:	<ul style="list-style-type: none"> ▪ Completion of college-level courses in Environmental Studies and/or Natural Sciences supplemented with some work experience in an office environment ▪ Alternative acceptable education and training preparation includes completion of high-school diploma supplemented with several years' work experience in positions having similar work responsibilities ▪ Other combinations of education and experience may also be considered
Experience:	<ul style="list-style-type: none"> ▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered an 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
- 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
- Preparing for and working during public hearings may be stressful
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources
- Frequent travel required, which may keep individual away from friends and family.