



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Coordinator - Geographic Information Systems and Internet Technologies (C-GIS&IT).
Department	Department of Lands and Resources (DLR).
Title of Supervisor	Manager – Geographic Information Systems and Internet Technologies (M-GIS&IT).
Location of position	Cambridge Bay, Nunavut.
Region	Kitikmeot Region.
Salary Point Rating	
Effective Date	

NTI MISSION STATEMENT
Inuit economic, social and cultural well-being through the implementation of the Nunavut Agreement.
POSITION PURPOSE
<p>Under the direction of the M-GIS&IT, the C-GIS&IT will;</p> <ul style="list-style-type: none"> • Acquire, convert, input, manipulate, manage, query, analyze and visualize Geographic Information Systems (GIS) data; • Maintain GIS data sets for use in DLR’s Inuit Owned Lands Management Information System (IOLMIS); • Produce, digitize, edit, scan, proof, print and laminate maps; • Maintain DLR web pages, intranet, networks and databases; • Maintain DLR office and communications equipment and systems.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
The “C-GIS&IT” will perform some or all of the following duties:

Inuit Owned Lands Management Information System (IOLMIS)

- The purpose of IOLMIS is to provide a support tool to the NTI and RIA Land Administrations for land and resource management tasks. These activities relate largely to the issue and monitoring of land tenure; Mineral Exploration Agreements, Mineral Production Leases, Land Use Permits, Licenses, Leases and Rights of Way;
- Create, manipulate and maintain GIS data sets for use in IOLMIS and other GIS projects;
- Acquire, convert, input, manipulate, manage, query, analyze and visualize data.

Cartographic and Geographic Services and Information

- Produce and edit digital and physical maps in accordance with DLR needs;
- Scan maps, photographs and documents for archival purposes;
- Print, proof and laminate maps as needed;
- Digitize maps and scanned images using ArcGIS;
- Attribute data created through scanning/digitizing;
- Review and analyze Inuit Owned Lands (IOL) boundary surveys, plans and maps.

Web, Intranet, Network and Databases

- Maintain DLR web pages, intranet, networks and databases;
- Maintain DLR office and communications equipment and systems;
- Procure and purchase DLR hardware and software as required;
- Set up and maintain DLR license servers and software licenses;
- Maintain DLR firewalls, virus software and spam filters;
- Conduct computer and data backups, set up and maintain network accounts used by backup software and hardware, set up agents and software used for backup purposes, ensure proper storage of backups, including offsite storage;
- Maintain the FTP Site, set up and maintain folders, set up and maintain user accounts, maintain and organize data as requested by DLR staff;
- Maintain DLR mail accounts, set up and maintain email accounts, manage passwords for email accounts, help DLR staff with email related issues;
- Conduct hardware and software setup and maintenance, set up computer equipment when it arrives in the office, ensure new equipment is set up according to DLR standards and is entered in to the hardware inventory, trouble-shoot hardware/computers and software as required;
- Assist M-GIS&IT with the administration of domain user accounts and domain resource.

Policy Development

- Conduct research as required and assist the M-GIS&IT in the development of policies related to GIS, Internet, Intranet and database technologies.

Research

- Research the activities of Regional Inuit Associations (RIAs), Institutes of Public Government (IPGs), government and others utilizing GIS, Internet and database technologies in Nunavut;
- Research journals and other publications, as well as internet and other information sources;
- Assist the M-GIS&IT as required.

Planning

- Participate in development of DLR annual work plans and budgets;
- Plan his (her) work schedule.

Human Resources

- Participate in the revision of DLR job descriptions when required;
- Provide training if and when required.

Finance

- Participate in development of annual DLR budget;
- Ensure that his/her expenses remain within budgeted amount;
- Notify the M-GIS&IT of need for revisions to DLR budget if necessary.

Communications and Inter-Relations

- Establish maintain close working relationship with NTI and RIA land management and GIS staff and counterparts at Nunavut Planning Commission (NPC), Nunavut Impact Review Board (NIRB) and government affiliates;
- Report to the M-GIS&IT.

Representation

- Represent DLR in meetings and conferences, on committees and working groups, or other aboriginal organizations on matters relating to Geographical Information Systems, Internet and data base technologies.

B. COMPETENCY– magnitude and depth of expected behaviors

Action Management:

- Administers functions in a fair and ethical manner that brings maximum benefit to the organization.
- Provides clear direction to colleagues on objectives and timetables for work.
- Adopts effective work methods in order to develop excellence.
- Is accountable for their decisions and performance.

Adaptability and Flexibility:

- Respects differences in others' working style and priorities.
- Depicts a positive outlook when asked to do things differently.
- Accepts new people and their ideas.
- Coaches employees in how to juggle multiple tasks and priorities.
- Shifts unit's attention and priorities in response to the needs of the business.
- Is flexible: adapts to changes in priorities, assigned responsibilities and management styles.

Cooperation and Collaboration:

- Interacts and collaborates with all parties with an open mind in solution-seeking ways.
- Thinks and acts collaboratively to resolve conflict in consensus-building ways.
- Correctly interprets clues of wavering engagement in own team and acts to re-energize them.
- Fosters understanding and open communication between team members.
- Respects cross-cultural perspectives and differences.
- Develops a shared understanding amongst others to arrive at decisions through consensus.

Effective Interactive Communication:

- Is curious about others: actively asks questions to gain a broader understanding of their perspective.
- Seeks to ensure that messages are clearly understood by all parties.
- Encourages everyone to express their views and opinions.
- Is genuinely receptive to others' ideas and responds in ways that communicate respect of others.
- Uses tact and diplomacy in all communications.

Impact and Influence:

- Persuades others by carefully developing sound business cases.
- Fosters a climate of trust and respect during negotiations.
- Treats partners fairly, ethically and as valued allies during negotiations.
- Maintains composure and practices emotional restraint under difficult circumstances.
- Maintains a positive outlook and constructive attitude when faced with opposition.

Judgement/Analytical thinking:

- Looks at problems from different angles and considers alternative solutions before moving forward with a plan to resolve it.
- Draws on options and solutions from across NTI, not just from one's own area, to solve work problems.
- Anticipates the risks inherent in a suggested plan of action and devises appropriate mitigating strategies.
- Is an agile interpreter of guidelines: navigates ways around a wide range of guidelines.
- Boils down information well: easily synthesizes and explains to others complex issues.

Partnering and Relationship Building:

- Builds positive relationships based on respect and caring for others.
- Makes a conscious effort to maintain rapport with partners and communities.
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, clients, and partners.
- Looks for ways to add genuine value to partners and contacts.

Team Leadership:

- Makes sure employees have the necessary tools, resources and information to do their work.
- Empowers employees: assigns decision-making authority to those most responsible for the outcome.
- Encourages employees to act autonomously and take calculated risks.
- Plans and organizes the team's work to improve delivery and performance.
- Works one-on-one with employees to better understand their strengths and contributions in their current role.

Inuit Qaujimajangit:

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut.

C. KNOWLEDGE, SKILLS AND ABILITIES

- College diploma related to Computer Programming or Geographic Information Systems or Internet Technologies;
- 2 years work experience in related field;
- 1 year work experience in using ArcGIS;
- 1 year work experience in using Web Mapping Server;
- 1 year work experience in designing and maintaining databases;
- Ability to use current Windows and/or LINUX operating systems;
- Ability to use ArcGIS on current Windows platform;
- Ability to use ArcGIS Server software;
- Ability to use ENVI or ERMapper image processing software;
- Ability to use Adobe Photoshop and Adobe Illustrator or Corel Photopaint and CorelDraw or equivalents;
- Ability to program in at least one computer/scripting language (VB, VBA, C#, C++, AML, JavaScript, ActionScript, Perl, Flex);
- Knowledge of relational databases (ArcSDE, SQL, Access or equivalent) and the SQL Language;
- Knowledge of anti-virus software.
- Experience with designing and coding web pages and an ability to write web pages using HTML, XML, Dreamweaver, Cold Fusion, JavaScript, ASP or PHP.
- Knowledge of permitting and regulatory processes with respect to resource development;
- Knowledge of the Nunavut Agreement;
- Knowledge of Inuit and Northern social and cultural needs and aspirations;
- Computer skills (Ability to set up, maintain, and upgrade a wide variety of hardware and software);
- Knowledge of Windows Server domain administration, set up (user management, network resource management, email account management);
- Oral, written, presentation and interpersonal communications skills;
- Organizational and analytical skills;
- Ability to maintain; the departmental web site, the office network and office databases;
- Ability to research policy, legislation and regulation;
- Ability to work co-operatively with a variety of individuals and groups, both government and claimant;
- Equivalencies will be considered,

D. PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT

Incumbent requires knowledge of the NTI mission, vision and values; corporate and organizational culture; NTI and RIA Bylaws, Policies and Procedures related to land and resource management; Federal and Nunavut Territorial land and resource related Acts, Legislation, Regulation, Policies, Procedures and Guidelines.

E. WORKING CONDITIONS

Physical Effort: *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

Sitting and working at a computer work station for extended periods of time may result in stress to back, shoulders, wrists and eyes.

Physical Environment: *The combination of intensity, duration and frequency of exposure to factors in the environment such as exposure to disagreeable conditions such as dust, noise, extreme heat or cold, and/or exposure to health or accidental hazards.*

Works in office environments. Occasionally required to travel in northern and southern Canada.

Sensory Attention: *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

Extensive reading, analysis and concentration required.

Mental Stress: *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

Frequent short notice deadlines. Emergency repairs to equipment. Occasionally required to travel out of town for extended periods of time (days or weeks).

CERTIFICATION

Employee Signature

Supervisor Title

Employee Name (Print)

Director of Human Resources

Date

Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.

Attach an updated Organizational Chart for the Department.