



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Assistant Director, Research
Division	Research, Monitoring and Evaluation
Title of Supervisor	Director, Research, Monitoring and Evaluation
Location of position	Iqaluit
Region	Baffin
Hay Point Rating	
Effective Date	

NTI MISSION STATEMENT

INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT

POSITION PURPOSE

The **Assistant Director, Research** supports the Director in managing the Department of Research, Monitoring and Evaluation (RME). The Assistant Director oversees core elements of the department’s mandate, to:

- i. Advance Inuit rights in relation to research;
- ii. Ensure the protection and inclusion of Inuit knowledge in research;
- iii. Advance Inuit self-determination in research;
- iv. Ensure research approaches are in line with Inuit values and principles;
- v. Build a body of knowledge that will inform decision-making, policies, programs, and services that serves Nunavut Inuit.

The **Assistant Director, Research** ensures that the RME Department can consistently and effectively deliver expertise and guidance internally at NTI and in collaboration with the Regional Inuit Associations (RIAs) and other external partners. Specifically, the Assistant Director, Research is responsible for delivering outcomes in the following key areas:

Research Design, Ethics and Execution

The Assistant Director, Research is responsible for implementing NTI’s Nunavut Research Framework. This includes helping to set NTI’s research agenda, and for working with stakeholders in other departments and partner organizations to develop and execute research activities that align with the organization’s broad mandate and advance the rights and interests of Inuit. It also includes helping to establish and uphold research ethics standards that are appropriate to research in and about Nunavut.

Territorial and National Research Initiatives

The incumbent is responsible leading NTI's involvement in territorial and national research initiatives, and for participating in the Inuit Research Network. This role will oversee NTI's work on the Qanuippitaa? National Inuit Health Survey, and Northern Contaminant Program as well as provide research advice with the Nunavut Suicide Prevention Strategy, Nunavut Inuit Labour Force Analysis, Aboriginal Peoples Survey-Nunavut Inuit Supplement, and other existing research initiatives.

Capacity building

This role will help to build research capacity in Nunavut through the delivery of education and training to current and/or prospective researchers and field team members, and to improving communication and information sharing within and between regions.

The Assistant Director, Research is responsible for the implementation, monitoring, evaluation and reporting associated with the RME Department Strategic Plan. This position will also support the Director in identifying and taking on new files related to research, monitoring and evaluation as directed the NTI Board of Directors.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

The Assistant Director, Research will perform some or all the following duties.

Data Management and Intellectual Property Protection

- Support implementation of the National Inuit Data Strategy and the development of a Nunavut Data Strategy.
- Help to develop data protocols and information management systems for the department, and for NTI as a whole.
- Help ensure the proper gathering, management and protection of Inuit knowledge and data, and support NTI in maintaining a consistent approach across the organization.

Planning and Strategy

- Develop NTI research priorities and the establishment of research goals and objectives to guide new and ongoing research in Nunavut.
- Complete research and infrastructure needs assessments to maintain and improve overall research capacity in Nunavut.
- Build Nunavut's capacity, including infrastructure and expertise, to carry out a zoonotic research program.
- Work with regional, territorial, federal and international organizations to advocate and promote Inuit rights, interests and self-determination in research, monitoring and evaluation activities that are in or about Nunavut, or that have implications for Nunavut Inuit.

Knowledge and Research

- Support the development and execution of research studies, policy analyses and other projects across the full range of issues related to enhancing Inuit economic, social and cultural well-being.
- Lead the formation and operation of an NTI Research Working Group.
- Manage NTI's involvement in the Inuit Health Survey.

- Support research activities associated with the Nunavut Suicide Prevention Strategy, Nunavut Inuit Labour Force Analysis, Aboriginal Peoples Survey-Nunavut Inuit Supplement, and other existing research initiatives.
- Oversee the trichinella program, and help to provide trichinella detection services to Nunavummiut in partnership with the Nunavut Research Institute.
- Establish or strengthen research partnerships.

Knowledge Transfer

- Advocate for the transfer of knowledge, including Inuit knowledge, through journal publications, reports, plain language summaries, webinars, gatherings, radio or web, or other communications materials.
- Assist with co-development of data management policies, protocols, procedures, and agreements.
- Advocate for and incorporate Inuit knowledge in research.

Legislation

- Stay abreast of and advocate for Inuit rights and Inuit self-determination in research;
- Initiate and lead an NTI review of the Scientists' Act and develop recommendations to improve legal structures to support Inuit self-determination in research.
- Identify funding sources and support the development and review of proposals and/or Requests for Proposals.

Monitoring and Evaluation

- Help to ensure that MEL is a priority in research design and execution.
- Ensure that NTI and its research partners are capable of tracking progress relative to specific research objectives as well as their ties to NTI's strategic goals and organizational mandate.

Training and Development

- Oversee community-based research training and summer camps.
- Lead the development and delivery of a strategy to engage youth in the fields of STEM and ICE-STEM.
- Support the development and delivery of training specific to research methods, MEL and best practices in incorporating Inuit knowledge in research design to other departments across NTI as well as partner organizations.

Human Resources

- Assist with managing Department staff including delegation of tasks and timelines.
- Assist with the recruitment, interviews, and selection of Department staff.
- Assist with annual performance reviews of all Department staff.

Financial

- Assist with the development of the Department work plan and annual budget and related budget documents.
- Manage contribution agreements and funding from outside agencies.

Representation

- Represent NTI in meetings and conferences or on committees and working groups relating to research, monitoring and evaluation.

B. NTI COMPETENCIES– Magnitude and depth of expected behaviors

Action Management:

- Administers functions in a fair and ethical manner that brings maximum employment and benefit to the organization
- Provides clear direction to colleagues on objectives and timetables for work
- Explains to employees/colleagues how work expectations are aligned with employment goals
- 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 colleagues 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.
- Communicate well with staff and members, exhibiting excellent listening skills.
- Display confidence when dealing with people, with well-developed written and verbal communication skills.
- 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.
- Ability to investigate issues and requirements, identify, and prioritize appropriate

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 Qaujimagangit/Qaujimagatuqangit:

- 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 - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills

The following education, knowledge, skills and abilities are required:

- An advanced degree in a relevant research field from a recognized university or equivalent.
- Demonstrated experience in Inuit research, policy, and/or analysis.
- Ability to research, analyze and interpret policy, legislation and regulations.
- Experience in managing projects, budgets and/or research grants.
- Self-motivated, independent, reliable and dependable.
- Experience working in a team environment and with diverse perspectives.
- Demonstrated awareness and sensitivity to Inuit issues.
- Strong oral and written communication skills.
- Proven ability to deal with multiple priorities.
- Strong ability to work in a multi-cultural environment, including familiarity with government processes.
- Ability to speak Inuktitut or Inuinnaqtun, or willingness to learn, is a requirement.

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 specific files; Federal and Nunavut Territorial 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.*

- Occasional lifting of papers and boxes;
- Frequent duty travel;
- Travel to communities in inclement weather;
- Frequent short notice deadlines;
- Politically sensitive issues may add to stress.

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.*

Work in office environments. Frequently 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.*

- Reading detailed documents, studying and researching;
- Focused listening;
- Long-term computer use may cause eyestrain, back and wrist pain.

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.*

- Long-term computer use;
- Preparing reports against deadlines will cause stress;
- Deadlines will cause overtime;
- Disruptions in life style caused by work schedules or travel requirements;
- Reporting and responding to urgent requirements may cause stress.

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