



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Senior Advisor – Land Use Planning and Regulatory Reviews
Division	Executive Services
Title of Supervisor	Chief Operating Officer
Location of position	Rankin Inlet, Cambridge Bay or Iqaluit
Hay Point Rating	
Effective Date	May 19, 2023

NTI MISSION STATEMENT
<p><i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i></p>

POSITION PURPOSE
<p>Under the direction of the Chief Operating Officer (COO), this position will lead the overall development and coordination of Nunavut Tunngavik Inc.'s (NTI) participation, positions and interests in land use planning, regulatory reviews, project assessments and related activities. Nunavut's regulatory regime is outlined in the <i>Nunavut Project and Planning Assessment Act</i> (NUPPAA), the <i>Nunavut Waters and Nunavut Surface Rights Tribunal Act</i> and the <i>Nunavut Agreement</i>. Related areas of work may include, but is not limited to, government policy / regulation / legislation, land / water / ice use and activity such as ice breaking, shipping, exploration and or mining and their intersection with the regulatory regime. These could also include NTI's position or stance regarding submissions to Institutions of Public Government (IPGs) and regarding the internal processes of the IPGs. The incumbent will be the lead author of NTI submissions with support from various NTI departments, and in some cases the lead author of joint submissions with Regional Inuit Associations (RIAs) as appropriate.</p>

SCOPE OF THE JOB
<p>This position reports directly to the COO. Under the direction of the COO, the incumbent will, coordinate and co-chair the activities of NTI advisory or working groups struck to address regulatory issues from time to time. An advisory or working group may include the Regional Inuit Associations or other Designated Inuit organizations (DIOs) as appropriate.</p> <p>The incumbent is responsible for the coordination and development of NTI interests, pertaining to environmental assessments, land use planning, policy and amendments of renewable and non-renewable resource management regulations and or legislation and will work closely with departmental counter parts with sectorial and/or regulatory responsibilities.</p> <p>The incumbent will be the central NTI contact point for external organizations and represent NTI in interagency forums , various committees and working groups.</p>

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

Provide advice on technical reviews of proposed land use plans to identify issues related to implementation

- Coordinate and support the NTI review and input of a proposed land use plan
- Identify and evaluate proposed plans, identify issues that need to be addressed by assessing potential impacts and ensuring that deficiencies are addressed. This may involve approaching the RIAs, Regional Wildlife Organizations and Hunter and Trappers Organizations, federal and/or territorial governments, and the IPG's to ensure that NTI concerns are addressed.
- Evaluate technical merits of a proposed plan to assess potential implication associated with the approval of the plan and whether there is an appropriate level of justification or substantiation associated with the obligations created by the approval of the plan.
- Where expertise is required but not available in house the incumbent will be required to contract out work which will involve the development of Terms and Conditions or other specifications that will reflect the technical nature of the work required.
- Analyze potential interdepartmental and competing Inuit Organization's positions, on proposed plan, to ensure that issues related to broader issues are identified.
- Recommend strategies and positions designed to represent the best interest of NTI to the Senior Management and/ or the Board of Directors of NTI.

Coordinate environmental assessments and technical reviews of proposed projects within the Nunavut Settlement Area (NSA), including projects outside the NSA with the potential for trans boundary effects, for NTI. In cases where the RIA is the DIO for the environmental assessment and technical review, NTI will participate in the environment assessment and technical review taking into account the views and needs of the RIA. In some cases, NTI may play a supporting role to the RIA, while retaining an independent position as appropriate.

Coordinate the technical review of project proposals to assess the potential environmental impact of proposed projects, license amendments /renewals, and reclamation activities.

- Provide advice on technical reviews of project proposals to assess the potential environmental impact of proposed projects, license amendments/renewals, and reclamation activities, to the COO.
- Assist in the evaluation of technical merits of a proposed project to assess potential impacts on the environment, wildlife, and communities. This involves literature reviews, relating the project to best practices, and the synthesis of technical information.
- Propose and evaluate the potential effectiveness of mitigation measures to minimize determined impacts. This requires understanding how complex systems interact with proposed projects and, where required, justifying the effectiveness.
- Advise departments to seek expert opinion, as necessary, on the potential effects of a proposed project. This may involve contracting out for expertise that is not found within the Department or NTI or the RIAs, and the development of Terms of References, or other specifications, that must reflect the technical nature of the work required, and where necessary, to provide support mechanisms.

Communicate regularly and provide advice to the COO and or the Board of Directors of NTI on the status of project reviews, public hearing, and negotiations; identify areas of differing interpretation with particular attention to jurisdiction, legal, financial, and constitutional implications. Provide Regulatory/Responsible Authorities and Resource Management Boards (e.g., NIRB & NWB) with solicited interdepartmental NTI information, comments, and recommendations on project proposals.

Provide briefings to the COO and of the Board of Directors of NTI about the results of specific research or analysis as requested. Participate in, or lead, special research or development projects for the department, other departments, or in support of government-wide initiatives.

Contribute to the development, or develop, governing authorities (e.g., legislation, policy, procedures), systems, negotiating positions, etc., having government-wide or strategic impact.

Provide support services, research, briefings, co-ordination of information and information requests to the department. Support analysts in other departments in the effective development and delivery of policy.

Communicate NTI Board of Director's direction to departments and agencies and monitor departmental compliance with such direction and other governing instruments related to strategic financial planning, resource allocation, financial management, budget management, program design, evaluation, results measurement, and organizational design.

University degree in Planning, Natural Resources, Social Sciences or Engineering or similar fields is desirable with a minimum of three years related working experience, with a knowledge/understanding of:

- The land use planning and environmental assessment processes outlined in the *Nunavut Planning and Project Assessment Act*, the *Nunavut Waters and Nunavut Surface Rights Tribunal Act* and the *Nunavut Agreement*;
- The *Nunavut Agreement* generally and related issues;
- Strong negotiation skills;
- The Principles of Sustainable Development;
- Federal and territorial government policies, legislation, roles, functions and structures;
- Social and cultural setting in Nunavut;
- Good interpersonal skills, analytical and organization skills;
- Excellent written and oral communication skills;
- Policy analysis, development, and application
- Strategic planning
- Social, cultural, and economic setting in Nunavut
- Results measurement
- Project Management
- Good knowledge of personal computers for word processing and data management tasks;

- A related technical diploma with a minimum of five years related working experience is also acceptable;
- Equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.
- Ability to communicate in Inuktitut is an asset;

Performs other duties as assigned.

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 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 solutions.

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.

Inuit Qaujimajangit/Qaujimajatuqangit:

- 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

B. KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills

- Thorough knowledge of the Nunavut Agreement, NTI's mission, Corporate Governance and Board Policies;
- Demonstrated work experience in policy analysis, policy development and implementation experience;
- Proven skills in negotiations and strong networking skills;
- Demonstrated analytical, planning, prioritizing and delegation skills;
- Ability to work on multiple files with demanding deadlines and high levels of stress;
- Experience in working with Boards and/or Committees;
- Strong motivation, problem solving abilities;
- Strong written, communication and presentation skills. English is essential and Inuit language would be a definite asset;
- Solid experience in highly politically sensitive environment;
- Demonstrated knowledge of and sensitivity to Inuit issues;
- Strong ability to work in a multi-cultural environment;
- Familiarity with government processes and direct northern experience in dealing with governments;

Equivalencies to be considered:

Education and experience equivalences will be considered.

C. 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