



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Manager – Geographic Information Systems and Internet Technologies
Division	<i>Department of Lands and Resources</i>
Title of Supervisor	Sr Advisor – Lands Administration
Location of position	Cambridge Bay, Nunavut.
Hay Point Rating	
Effective Date	May 10, 2022

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

POSITION PURPOSE
<p>Under the direction of the SA-LAPM, the M-GIS&IT will;</p> <ul style="list-style-type: none"> • Utilizing leading edge Geographic Information Systems (GIS), Internet, and database technologies, design, create, manage and maintain DLR's Inuit Owned Lands Management Information System (IOLMIS); • Provide cartographic and geographic services and information; • Create and manage DLR web pages, intranets, networks and databases and data standards; • Adhere to NTI computer, software and hardware standards and develop where absent and needed; • Monitor GIS activities throughout Nunavut; • Conduct research for and provide assistance in policy development as required; • Supervise C-GIS&IT.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
<p>Inuit Owned Lands Management Information System (IOLMIS)</p> <ul style="list-style-type: none"> • The purpose of IOLMIS is to provide a support tool to the NTI and Regional Inuit Association (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; • Utilizing leading edge GIS, Internet, and database technologies, design, create, manage and maintain a GIS based land management information system; • Integrate the GIS with other NTI corporate systems; • Identify, acquire and import into IOLMIS all data required to support land management activities and applications; • Participate in and supervise data acquisition, conversion, input, manipulation, management, query, analysis and visualization;

- Design, create, manage and maintain a system to facilitate sharing of information between IOLMIS users and clients;
- Provide ongoing technical support to the IOLMIS, and recommend enhancements and improvements to IOLMIS as required;
- Act as liaison to co-ordinate development of DLR's IOLMIS with other agencies and clients, and assist the Regional Inuit Associations (RIAs) with development of systems for land and resource management;
- Provide technical support, training and advice to RIAs when requested;
- Establish and co-ordinate a working group of NTI and RIA GIS, Internet and database technologies administrators and others to act as a forum for information exchange and technical training on IOLMIS;
- Assist NTI and RIA land management and other IOLMIS users to develop and implement IOLMIS applications and enhanced procedures for managing land information;
- Develop complete documentation which describes the design of IOLMIS and which includes a data catalogue, data dictionary, and an applications manual detailing procedures for each IOLMIS application;
- Develop training procedures, materials and GIS demonstrations to educate NTI and RIA land management staff on GIS, Internet and database principles and concepts in general, and IOLMIS in particular.

Cartographic and Geographic Services and Information

- Participate and supervise the production and edit of digital and physical maps in accordance with DLR needs;
- Maintain NTI Grid System on IOL parcels where NTI holds the mineral title;
- Work closely with the M-MAP to add, amend, reshape, remove and archive Mineral Exploration Agreement Areas and Mineral Production Lease Areas on mineral title IOL parcels;
- Add Mineral Exploration Agreement (MEA) Areas and Production Lease (PL) Areas layer to IOLMIS and update the database as needed;
- Produce Proposal Maps for MEA and PL Expressions of Interest received;
- Produce Property Maps for MEAs and PL concluded;
- Obtain and maintain an accurate record of Grandfathered Federal Mineral Leases on Inuit Owned Lands;
- Receive, analyze, approve and process Inuit Owned Lands boundary surveys in accordance with Nunavut Agreement article 19 and Natural Resources Canada (NR-CAN) legal survey requirements;
- Ensure Inuit Owned Lands parcel size and integrity or assets are not reduced and overall quantum is maintained as surveys are done over time;
 - Make arrangements for Presidential sign-off and corporate seal of approved legal surveys;
 - Incorporate IOL boundary changes into IOLMIS.

Web, Intranet, Network and Databases

- In Cooperation with NTI Department of Communications, create and manage DLR web pages, intranets, networks and databases;
- Research, purchase and maintain DLR office and communications equipment and systems.
- Create and maintain DLR data standards;

- Create and maintain DLR computer, software and hardware standards;
- Train and supervise the C-GIS&IT with network trouble-shooting to isolate and diagnose all network and database problems;
- Train and supervise the C-GIS&IT to upgrade network and database hardware and software components as required;
- Train and supervise the C-GIS&IT to install, upgrade and configure; network and database printing, directory structures, rights, security, and software on file servers;
- Train and supervise the C-GIS&IT to provide users with hardware, software, network and database technical support;
- Train and supervise the C-GIS&IT to establish network users, the user environment, directories, and network security;
- Train and supervise the C-GIS&IT with; administrating and troubleshooting the mail server; set up and management of email accounts; set up and management of the spam filter;
- Train and supervise the C-GIS&IT with the set up and maintenance of the FTP site.

Policy Development

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

Monitoring and Research

- Monitor the activities of RIAs, IPGs, government and others utilizing GIS, Internet and database technologies in Nunavut;
- Establish and maintain subscriptions to journals and other publications, as well as internet and other information sources;
- Assist the SA-LAPM 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;
- Participate in recruitment, interviews and selection of C-GIS&IT, contract and consulting personnel;
- Orient, supervise and discipline C-GIS&IT, and contract personnel;
- Conduct annual training needs assessment and prepare training recommendations for C-GIS&IT;
- Conduct annual performance reviews of C-GIS&IT and contract staff;
- 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 SA-LAPM 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, NPC, NIRB and government affiliates;
- Report to the SA-LAPM.

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.

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 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.

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

- Spoken and written Inuktitut/Innuinaqtun language is desirable and the willingness to learn is required
- College diploma related to Computer Programming or Geographic Information Systems or Web Development;
- 5 years work experience in related field;
- 3 years experience in using ArcGIS Desktop;
- 2 years experience using ArcGIS for Server;
- 2 Years experience designing and maintaining databases;
- Ability to use Windows, LINUX or UNIX operating systems;
- Ability to use ArcGIS for Server;
- Ability to use ArcGIS software on Windows or Unix;
- Ability to program in at least one computer language (VISUAL BASIC, C#, C++, AML, JavaScript, Perl);
- Knowledge of relational databases;
- Experience with designing and coding web pages and an ability to write web pages using HTML, 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 and Linux domain administration, set up (user management, network resource management, email account management, vShare management);
- Oral, written, presentation and interpersonal communications skills;
- Organizational and analytical skills;
- Ability to deploy and maintain; the departmental web site, the office network and office databases;
- Ability to analyze and interpret policy, legislation and regulation;
- Ability to work co-operatively with a variety of individuals and groups, both government and claimant;
- Equivalencies will be considered.

C. 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.

D. 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