



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Registrar
Division	Office of the Chief Operating Officer
Title of Supervisor	Chief Operating Officer
Location of position	Rankin Inlet
Hay Point Rating	
Effective Date	June 2024

NTI MISSION STATEMENT
<p><i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT LAND CLAIMS AGREEMENT</i></p>
POSITION PURPOSE
<p>Nunavut Tunngavik Incorporated (NTI) is responsible for maintaining a list of eligible Inuit under Article 35 of the Nunavut Agreement.</p> <p>Under direction of the Chief Operating Officer, the Registrar will provide senior leadership in maintaining the Inuit Enrolment List. This role is pivotal in ensuring that the Inuit Enrolment List is maintained accurately and securely, thereby upholding the rights and entitlements of Nunavut Inuit.</p>
ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
<p>The Registrar will perform some or all the following duties:</p> <p>Leadership and Oversight</p> <ul style="list-style-type: none"> • Provide senior leadership in the management and administration of the Inuit Enrolment List. • Provide direction, training and guidance to two divisional staff, 23 Community Liaison Officers (CLOs), 75 members of Community Enrollment Committees (CECs) and three Appeal Committee members. • Ensure compliance with policies, procedures, and legal requirements related to maintaining the list. • Implement strategic initiatives to enhance the integrity, accuracy, and security of the list. <p>Planning, Strategy and Communications</p> <ul style="list-style-type: none"> • Provide strategic direction and oversight for the implementation of enrolment under the <i>Nunavut Agreement</i>, including enrolment appeals and maintenance of the enrolment list. • Lead the development and implementation of innovative solutions in the field of enrolment and data management. • Provide support in the establishment of short, medium and long-term goals to guide new initiatives in Nunavut regarding enrolment.

- Periodically evaluate and conduct administrative audits and services for accuracy, efficiency and effectiveness.
- Develop and Implement plans for community and regional consultations with stakeholders when required.
- Actively participate in a variety of regional, territorial, federal and international enrolment initiatives to advocate and promote and protect Inuit values, knowledge, needs and priorities.
- Prepare and present briefing material to the Senior Executives and the Board of Directors.
- Actively foster information sharing partnerships within NTI, RIAs, Inuit treaty Organization's (ITO) and governments.
- Provide leadership in communications and training with the RIAs, Community Liaison Officer's (CLOs) and the Community Enrolment Committees (CECs).

Knowledge Transfer

- Advocate for policies that guide the use and inclusion of Inuit Qaujimajatuqangit in the enrolment process.
- Develop and implement appropriate mechanisms for improving communications on enrolment issues with stakeholders across Nunavut;
- Develop and manage workshops with RIAs, CLOs, CECs and the Appeals Committee in terms of enrolment duties.

Legislation and Policies

- Stay abreast of and advocate for Inuit rights and Inuit self-determination.
- Work to uphold the *Nunavut Agreement*, *Nunavut Act* and *UNDRIP*.
- Working with the Legal Department, advocate for the protection of Inuit knowledge and information, particularly in response to false claims of Inuit heritage.
- Develop and implement a privacy and information management system, including a record keeping system in line with NTI's policies;

Security and Confidentiality

- Implement measures to ensure the security and confidentiality of enrolment information.
- Establish protocols for data access and maintain compliance within industry accepted practices and privacy regulations.

Monitoring and Evaluation

- Participate in and assist with activities undertaken by NTI and Government to review and monitor enrolment projects funded by various programs.
- Evaluate enrolment plans relating to Nunavut Inuit and identify areas for improvements in those plans.
- Prepare reports on enrolment statistics, trends, and compliance for NTI management and external stakeholders.
- Maintain accurate documentation and records related to enrolment processes.

Human Resources

- Ensure that all of NTI's Human Resources, governance, financial, and administrative policies are properly carried out within the Enrolment Division;

- Collaborate with the Department of Human Resources to review and revise Departmental job descriptions as required;
- Assist to ensure that third party funded contribution agreements accompany staff requisitions of these unique positions;
- Lead the recruitment, interviews, and selection of enrolment staff.

Financial

The Registrar not only oversees the integrity of the Inuit Enrolment List but also plays a critical role in NTI’s financial sustainability and strategic development through effective budget management and advocacy for external funding support.

- Continually monitor the revenues & expenditures of the approved budget;
- Prepare departmental budget requests as required;
- Prepare revisions to the Divisional budget for review and approval by the COO;
- Prepare third-party funding requests and help coordinate the preparation of financial and other accountability reports related to third-party funding agreements as required;
- Oversee contribution agreements and funding from third parties, including proposal development, project management, and reporting with support from the COO and Deputy Chief Financial Officer (DCFO);
- Participate and advise NTI Senior Executive staff on funding in relation to policy and program development based on participation in working groups;
- Lobby for federal support to build NTI and RIA/CLO/CEC capacity.

Representation

- Represent the Enrollment section at NTI and Inuit Treaty Organization board meetings.
- Represent NTI in meetings, conferences, committees, and working groups relating to enrolment and data management.

NTI COMPETENCIES– Magnitude and depth of expected behaviors

Action Management:

- Operates in a fair and ethical manner that brings maximum benefit to NTI.
- Provides clear guidance on communication objectives and timelines.
- Aligns work expectations with employment goals for colleagues.
- Implements effective methods to achieve excellence.
- Takes accountability for decisions and performance.
- Thinks clearly and decisively.
- Capably makes complex and sensitive decisions.

Adaptability and Flexibility:

- Respects diverse working styles and priorities.
- Maintains a positive outlook when tasks require flexibility.
- Welcomes new ideas and team members.
- Coaches employees in managing multiple tasks and priorities.
- Adjusts unit's focus according to business needs.
- Adapts to changes in priorities, responsibilities, and management styles.

Cooperation and Collaboration:

- Collaborates openly to seek solutions.
- Resolves conflicts through consensus-building.
- Recognizes and addresses team engagement issues.
- Fosters understanding and open communication.
- Respects cross-cultural perspectives.
- Facilitates consensus to reach decisions.

Effective Interactive Communication:

- Actively listens and asks questions to understand others' perspectives.
- Ensures clarity and mutual understanding in communication.
- Encourages diverse viewpoints and respects others' ideas.
- Responds respectfully and diplomatically.
- Uses tact in all communications.

Impact and Influence:

- Persuades with well-developed business cases.
- Builds trust and respect in negotiations.
- Treats partners ethically and as allies.
- Maintains composure and remains constructive under pressure.
- Maintains positive attitude in challenging situations.

Judgement/Analytical thinking:

- Analyzes problems from multiple angles.
- Draws on solutions from across NTI.
- Anticipates risks and devises mitigating strategies.
- Interprets guidelines effectively.
- Investigates issues and prioritizes solutions.

Partnering and Relationship Building:

- Builds positive relationships based on respect and care.
- Maintains rapport with partners and communities.
- Communicates effectively and positively.
- Cultivates strong relationships with stakeholders.
- Adds genuine value to partnerships.

Team Leadership:

- Provides tools, resources, and information to empower employees.
- Delegates decision-making authority to responsible team members.
- Encourages autonomy and calculated risks.
- Organizes work for improved delivery and performance.
- Recognizes and utilizes employees' strengths.

Inuit Qaujimaqangit:

- Creates a welcoming and inclusive environment.
- Fosters positivity and openness with new individuals.
- Prioritizes community needs over personal interests.
- Promotes global connections through equitable sharing.
- Considers local and global issues in decision-making.
- Uses knowledge to enhance society and well-being.
- Demonstrates resourcefulness and adaptability.
- Actively participates in strengthening Inuit communities.

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

- A degree in a relevant field (e.g., Public Administration, Indigenous Studies, Business Administration) **or** equivalencies (*see below*);
- Minimum of 2 year of experience in leadership roles with a focus on data management, preferably in a regulatory or Indigenous governance context.
- Knowledge of Indigenous rights and the Nunavut Agreement would be an asset.
- Strong understanding of data integrity principles and practices.
- Knowledge of financial management processes to carry out responsibilities of administering a budget;
- Experience in working in a team environment and diverse perspectives;
- Experience in the development and delivery of training programs directed at an indigenous audience.
- Effective oral and written communication skills;
- Extensive experience in various database programs;
- Ability to make effective presentations with a variety of means and audiences;
- Ability to work co-operatively with a variety of individuals and groups, both government, Inuit organizations and international agencies;
- Ability to research, analyze and interpret policy, legislation and regulation;
- Aware of Nunavut Inuit aspirations;
- Be aware and understand the relevant protocols, procedures and policies (applicable Acts, policies, legislation: NTI, Territorial, Federal and International)
- Outstanding interpersonal, communication, and organizational skills;
- Ability to speak Inuktitut, or willingness to learn, is a requirement.

Equivalencies may be considered:

- Education equivalency would be:
 - a diploma in a management field with 4 years of experience in data management; or
 - a certificate in a management field with 6 years of experience in data management; or
 - a combination of learning/on-the-job programs (example: *Hivuliqtikhanut Leadership Development Program*) with 8 years of experience in data management.

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

- Adaptive, analytical, evaluative, creative and innovative
- Policies and objectives will be broadly defined
- Must be able to make quick decisions on priorities of tasks and files
- Must demonstrate high level of collaboration and confidentiality.
- Multi-tasking is required in a climate of demanding deadlines.

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 within Nunavut and Canada;
- 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.