



# NTI JOB DESCRIPTION

GENERAL INFORMATION	
<b>Job Title</b>	Research Coordinator
<b>Department</b>	Research, Monitoring and Evaluation
<b>Title of Supervisor</b>	Senior Manager, Research
<b>Location of position</b>	Iqaluit, NU
<b>Hay Point Rating</b>	
<b>Effective Date</b>	June 1, 2024

NTI MISSION STATEMENT
<b><i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i></b>
POSITION PURPOSE
<p>The <b>Research Coordinator</b> with the Department of Research, Monitoring and Evaluation will coordinate the planning and implementation of research activities to inform the advancement of Inuit self-determination in research in Nunavut.</p>
SCOPE OF THE JOB
<p>The <b>Research Coordinator</b> will support the Department of Research, Monitoring and Evaluation in advancing Inuit self-determination in research through the coordination and implementation of approved activities that aim to build Inuit capacity in health research and inform the implementation of the National Inuit Strategy on Research (NISR), development of the Inuit Research Network (IRN), and the development of policies and procedures. The main responsibilities will include community engagement as well as the coordination of workshops and meetings, and result communication activities in Nunavut communities.</p> <p>This position will work closely with the NISR team including research stakeholders in the other regions to ensure Inuit perspectives from all regions are represented in NISR, IRN and other health-related research initiatives.</p> <p>This position will work with various Inuit and community organizations in Nunavut and will involve travel to Nunavut communities.</p>

## **A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude**

**The Research Coordinator, Research, Monitoring and Evaluation will perform some or all of the following duties:**

- Assist in the assessment of research needs and priorities in Nunavut communities by coordinating interviews with key stakeholders;
- Work closely with the NISR team to implement an approved workplan to implement research activities that will inform the National Inuit Strategy on Research, Inuit Research Network, and health related research decisions and policies at NTI;
- Work closely with the Regional Inuit Associations (RIAs), community leaders, partners, and stakeholders in Nunavut;
- Liaise with community leaders and stakeholders regarding research-related activities (event planning, results communication, etc.);
- Coordinate the implementation of community workshops or several regional workshops in Nunavut;
- Assist in the facilitation of community workshops or several regional workshops in Nunavut;
- Arrange venues and schedules for meetings and workshops;
- Provide support to the Nunavut Health Survey team as required;
- Provide briefings and updates to the NISR team as required;
- Present progress and results to NTI, RIAs and communities as required;
- Review materials and provide feedback to the NISR team;
- Maintain and document project activities, plans, schedules, budgets;
- Perform other relevant duties as required.

## **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.

Team Leadership:

- Makes sure employees have the necessary tools, resources and information to do their work.
- Empowers colleagues: 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 the delivery and performance.
- Works one-on-one with employees to better understand technical issues.

**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.

**B. 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:

- Diploma or degree in research or health-related discipline or a combination of education/training and relevant work experience;
- Experience in project management, project coordination, or other relevant skills;
- Good knowledge of the *Nunavut Agreement* and sensitivity to local, political and cultural context in Nunavut;
- Good understanding of Inuit values and principles, especially as it relates to research and training;
- Good understanding of community needs and Inuit values, especially as it relates to health and research;
- Effective communication and listening skills;
- Strong interpersonal skills
- Excellent organizational skills, including multitasking, prioritizing and time-management.
- Good computer skills
- Ability to work independently and co-operatively with a variety of individuals and groups with diverse perspectives;
- Self-motivated, reliable and dependable;
- Ability to speak Inuktitut or Inuinnaqtun, or willingness to learn, is a requirement.

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

This position requires knowledge of the NTI mission, vision and values; corporate and organizational culture; Inuit Qaujimagangit; and Inuit self-determination in research.

- Must have strong problem-solving and analytical skills
- Must be highly adaptive, evaluative, and innovative;
- Must demonstrate high level of collaboration;
- Constant multi-tasking is required in a climate of constant demanding deadlines

### 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 lifestyle 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