



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Director of Social & Cultural Development
Division	
Title of Supervisor	Chief Administrative Officer
Location of position	Iqaluit, Nunavut
Hay Point Rating	
Effective Date	November 22, 2019

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>Under the direction of the Chief Administrative Officer (CAO) the Director of Social & Cultural Development directs the work of NTI’s Department of Social & Cultural Development, which is responsible for directing activities related to NTI’s responsibilities as the Designated Inuit Organization (DIO) under Article 32 of the Nunavut Agreement.</p> <p>The Nunavut Agreement was negotiated over a period of 20 years to advance Inuit rights and aspirations, and reverse the fragmentation of Inuit society and the state of dependency brought about as a result of the introduction of European diseases, missionaries and traders, and the unsuccessful and often tragic Canadian government policies which included relocation, residential schooling, and forced settlement. Inuit agreed to a public government for the territory of Nunavut so long as Inuit societal values and culture would be at the centre of all that it did. Article 32 is one of the provisions of the Nunavut Agreement that is intended to accomplish this.</p>
SCOPE OF THE JOB
<p>The Director provides leadership and oversight of a team of about 20+ employees responsible for Inuit programs and services, research, analysis, consultations, and preparation of policy recommendations related to reconciliation, Inuit health, Inuktut education, Elder care, justice and pre employment training with the goal of achieving social and cultural equity among Inuit and other Canadians.</p> <p>Article 32 requires the Government of Canada and Government of Nunavut to provide Inuit with an opportunity to participate in the development of social and cultural policies, and in the design of social and cultural programs and services, including their method of delivery, in Nunavut; and endeavour to reflect Inuit goals and objectives where government puts in place such social and cultural policies, programs and services in the Nunavut. The Director for the Department of Social and Cultural Development leads support and coordination of the Inuit Social and Cultural Development Advisory Committee (ISCDAC) under the NTI Board of Directors and comprised</p>

of political representation from NTI and the three Regional Inuit Associations (RIA); as well as the Article 32 Working Group comprised of NTI and RIA social and cultural staff.

The Director is also responsible for the Nunavut Tunngavik Foundation and the development and delivery of programs and services offered by NTI.

ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

The Director shall implement NTI social and cultural priority areas through the following activities:

Designated Inuit Organization (DIO) Obligation:

- Ensure the effective and timely implementation of all DIO obligations under Article 32 of the Nunavut Agreement through effective coordination with other NTI departments and RIAs, including completion and distribution of the annual report on the State of Inuit Culture and Society;
- Lead NTI participation on social and cultural policy and program development that affect Inuit, or are important to Inuit. This includes building relationships and partnership with various municipal, territorial, and federal Government departments, as well as with community-based organizations in Nunavut;
- Coordinate with other NTI departments on the social and cultural aspects of Nunavut Agreement obligations for which those departments have lead responsibility;
- Assist Inuit to define and promote social and cultural development goals and objectives;
- In the last 50 years, living conditions of Inuit have undergone the most rapid change of any population in Canada. Statistics Canada noted that, “Adapting to these new conditions has not always met with success. Indicators show higher unemployment, lower income levels, poorer health and more social problems,” among Inuit than among Southern Canadians. To address this, the Director of SCD will work with Government to design and implement social and cultural development policies and programs appropriate to Inuit by conducting research, publish and distribute information on social and cultural issues to Inuit, Governments, and the public;
- Consult and work in collaboration with community, regional, territorial, federal, and other bodies and agencies involved in social and cultural issues;
- Contribute to the advancement of the NTI Board's priorities in regard to social and cultural issues;

Planning:

- Prepare, implement, and manage an annual Departmental budget and work plan; including budgets and plans for various third-party funded projects and social and cultural initiatives/programs;
- Participate in the formulation and implementation of long-term plans for NTI in regard to its Article 32 obligations;
- Coordinate -twice annual meetings of the Inuit Social & Cultural Development advisory committee;
- Coordinate Article 32 Working Group meetings on a bi-monthly basis to support work on social and cultural issues and the ISCDAC
- Coordinate the planning and delivery of Inuit programs and services
- Support the Inuit Social & Cultural Advisory Committee to set NTI priorities in the areas of social and cultural development;
- Coordinate quarterly meetings of the Article 32 working group.

Policy and Program Development

- Identify internal and external policies and procedures that may be required to enable NTI to carry out its responsibilities under Article 32;
- Direct the development of social and cultural policies in consultation with NTI's CAO and staff, as well as other organizations;
- Direct the development and delivery of programs and services provided by NTI to Nunavut Inuit
- Direct the development of procedures required to implement policies;
- Provide overall direction for the research and writing of position papers, policy statements, and other documents on social and cultural issues;
- Advise the CAO and other directors and managers on social and cultural issues;
- Monitor developing external trends, policies, programs, and issues with actual or potential impact on the social and cultural life of Nunavut;
- Direct the review and analysis of external policy documents, including government policies, legislation, regulations, programs, and working papers dealing with social and cultural issues;
- Initiate and/or review draft legislation affecting Nunavut social and cultural issues, in consultation with NTI's Department of Legal Services;
- Circulate and promote NTI social and cultural policies and procedures internally and externally;
- Participate in various working groups and committees through Inuit Tapiriit Kanatami (ITK) and ensure Nunavut Inuit interests are reflected in national work;
- Participate in Inuit to Crown Partnership Committee (ICPC) working groups on social and cultural issues to develop and implement work plans as directed by ICPC;

Communications

- Ensure that the Department establishes and maintains close communication and working relationships with the RIAs and other organizations involved in the social and cultural development field in Nunavut;
- Establish and maintain close communication and working relationships with other NTI departments;
- Liaise with federal and territorial government departments with responsibilities for social & cultural issues in Nunavut;
- Ensure that Inuit programs and services are being well communicated to Nunavut Inuit;
- Report on departmental activities to the CAO, President and the Board of Directors, Chair of the Inuit Social & Cultural Development Advisory Committee;
- Coordinate the preparation of communications plans as required;

Human Resources

- Direct the SCD Departmental staff;
- Ensure that all of NTI's Human Resources, governance, financial, and administrative policies are properly carried out within the Department;
- Develop and revise Departmental job descriptions as required;
- Direct the recruitment, interviews, and selection of Departmental staff;
- Orient and supervise the Department's staff and contract personnel;
- Conduct annual performance reviews of all Departmental staff;

Financial Management

- *Be accountable for the development of the department's annual budget and related budget documents. The annual budget will be based on the Departmental work plan;*
- *Administer a budget in excess of \$5million to accomplish Departmental obligations;*
- *Monitor and control revenues and expenditures against the approved budget on an ongoing basis and provide explanations for budget variances;*
- *Prepare in-year departmental budget requests as required;*
- *Prepare revisions to the Departmental budget for review and approval by the CAO;*
- *Oversee contribution agreements and funding from outside agencies, including proposal development, project management, and reporting to carry out social and cultural projects set out in the Departmental work plan and as directed by the CAO, CEO, ISCDAC, NTF board of Directors and/or NTI Board of Directors;*
- *Prepare third-party funding requests and coordinate the preparation of financial and other accountability reports related to third party funding agreements;*
- *Participate and advise NTI Senior Executive staff on ICPC funding in relation to policy and program development based on participation in ICPC working groups;*
- *Authorize approved expenditure for up to \$100,000*

Representation, Partnerships and Collaboration

- Represent NTI in meetings and conferences or on committees and working groups relating to NTI's responsibilities under Article 32 as well as implementation of NTI Board Priorities;
- Ensure that the obligation relating to consultation set out under Article 32 are fully complied with;
- Support NTI President to chair the Inuit Social and Cultural Development Advisory Committee;
- Support the chair of the Nunavut Tunngavik Foundation;
- Chair the Article 32 Working Group;
- Support NTI's participation on the Article 32 Working Group.

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 employees 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 an 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.
- Encourages everyone to express their views and opinions.
- 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.
- Boils down information well: easily synthesizes and explains to others complex issues

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.

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Inuit Qaujimaqangit/Qaujimaqatuqangit:

- 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.

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

The incumbent will possess the following education, skills and competencies:

- University degree or diploma in a related field of study, or equivalent.
- Minimum of five years' experience in the field of social and cultural development.
- Minimum of five years' experience in the management of staff.
- Minimum of five years' experience in financial and budget management experience.

In the area of personal qualifications:

- Strong attention to detail and the ability to analyze complex information to create briefing notes using simple language.
- Superior oral and written communication skills.
- Effective presentation skills in a variety of means and various audiences.
- Demonstrated tact and prudence

- Strategic thinker with strong analytical skills
- Ability to work collaboratively with a variety of individuals and groups, both in government, non-government organizations and Inuit.
- Sensitive to local, political and cultural issues and aspirations.
- Understanding of community needs in Nunavut.
- Cross cultural awareness and experience.
- Purchasing or procurement experience.
- Excellent computers skills in multiple software and technologies.
- Demonstrated experience using the internet as an effective communications tool
- Superior organization and analytical skills.
- Ability to create and sustain an environment in which divisional staff work at their best.
- Significant experience in managing complex, sensitive issues
- Team player with strong leadership skills and be able to take initiative;
- Strong policy analysis, planning, and research skills;
- Strong problem-solving abilities;
- Effective time management;
- Must be reliable and dependable;
- Self-starter with strong motivation;
- Ability to multi-task.
- High-level attention to detail.
- Spoken and written Inuktitut/Innuinaqtun language is desirable and willingness to learn is required.

Equivalencies to be considered:

Education equivalent would be Diploma in the field of social and cultural development with two additional years of communications, policy development, research or program administration in addition to all of the above experience, skills, knowledge and competencies.

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

- Must be able to have multiple contingency plans in place for all events and files.
- Must be highly adaptive, analytical, evaluative, creative and innovative.
- Policies and objectives will be broadly defined.
- Must be able to make high-level decisions in a high-pressure environment that will impact the perception of the organization.
- Must be able to make quick decisions on priorities of tasks and files.
- Must demonstrate high level of collaboration and confidentiality.
- Constant multi-tasking is required in a climate of constant 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;
- 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.

Attached an updated Organizational Chart for the Department