



# NTI JOB DESCRIPTION

GENERAL INFORMATION	
<b>Job Title</b>	Inuit Knowledge Advisor
<b>Department</b>	Research, Monitoring and Evaluation
<b>Title of Supervisor</b>	Senior Manager, Research
<b>Location of position</b>	Iqaluit
<b>Hay Point Rating</b>	
<b>Effective Date</b>	Immediately

NTI MISSION STATEMENT
<p><b><i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i></b></p>
POSITION PURPOSE
<p>The <b>Inuit Knowledge Advisor</b> with the Department of Research, Monitoring and Evaluation will provide advice on the conduct of research and the use and preservation of Inuit knowledge. The position will also contribute to capacity building in research ethics and knowledge sharing; contribute to research activities to inform or enhance Inuit self-determination in research; and gather information and knowledge to inform Nunavut Inuit-specific guidance on research ethics that is built upon Inuit values and principles.</p>
SCOPE OF THE JOB
<p>The <b>Inuit Knowledge Advisor</b> will support the Department of Research, Monitoring and Evaluation (RME) in advancing Inuit self-determination in research through the implementation of National Inuit Strategy on Research (NISR) activities in Nunavut to enhance ethical conduct of Nunavut research involving Inuit, wildlife, and the environment. This will include gathering information and knowledge from Inuit and stakeholders; contributing to capacity building/training of Inuit in research ethics and Inuit knowledge as it relates to research and research-related activities; assisting in the development of internal guidance and procedures regarding research ethics; providing support and/or advice to the Inuit Health Survey and the Inuit Research Network (IRN); and providing support and advice in research ethics and Inuit knowledge, as required.</p> <p>This position will work with various Inuit, regional/community organizations, companies, government departments in Nunavut and will involve travel to Nunavut communities.</p>
A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

The **Inuit Knowledge Advisor** will perform some or all of the following duties:

- 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 Inuit and community organizations, partners, stakeholders, and Inuit knowledge holders in Nunavut;
- Assess best practices from existing Inuit and Indigenous ethical guidelines, frameworks, reviews, and other materials regarding the ethical conduct of research involving Inuit, wildlife, and the environment.
- Collect and/or gather knowledge and information about research ethics and good research practices in Nunavut communities;
- Assist in the development of Nunavut Inuit-specific research ethical guidance that is built on Inuit knowledge, values, principles, and expectations for ethical research in Nunavut (community, region, territory).
- Working closely with the Manager, Research Training, co-develop Inuit-specific research ethics training materials;
- Co-develop protocols or procedures regarding Inuit research ethics;
- Provide support to the Nunavut Health Survey team as required;
- Provide briefings and updates, as required;
- Present progress and results to NTI, partners, and communities as required;
- Review materials and provide feedback and advice as required;
- Maintain and document project activities, plans, schedules, and budgets;
- Perform other relevant duties for RME 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 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**

The following education, knowledge, skills and abilities are required:

- Diploma, degree or specialization in science or health-related discipline, or a combination of education/training and relevant work experience;
- Knowledge of Inuit knowledge, values, and principles relating to research that involves or potentially impacts Inuit health and wellbeing, wildlife, and environment;
- Experience in conducting research and/or gathering Inuit knowledge;
- Familiar with existing research ethical guidelines, particularly those that involve Inuit and Indigenous peoples;
- Good knowledge of the *Nunavut Agreement* and sensitivity to local, political and cultural context in Nunavut;
- Good knowledge and understanding of health, potential impacts to health and social determinants of health;
- Good understanding of community needs and Inuit values, especially as it relates to health and research;
- Familiarity with research approaches, processes, and methods as they apply to Inuit in Nunavut;
- Effective communication (oral and written) 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 Qaujimajangit; 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