



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Manager – Geographic Information Systems
Division	Office of the Chief Operating Officer
Title of Supervisor	Chief Operating Officer (COO)
Location of position	Cambridge Bay or Rankin Inlet, Nunavut.
Hay Point Rating	
Effective Date	May 10, 2025

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 COO, the Manager – Geographic Information Systems (M-GIS) will;</p> <ul style="list-style-type: none"> • Utilize leading edge geospatial, web-based, and database technologies to design, create, manage, and maintain NTI’s Geographic Information Systems; • Provide cartographic and geographic services and information; • Create and manage GIS web pages, intranets, networks and databases and data standards; • Adhere to NTI computer, software and hardware standards and develop GIS and web mapping standards as needed; • Monitor and participate in GIS activities in Nunavut; • Conduct research for and assist in policy development, as required; • Maintain and enhance GIS and data management skills and proficiencies through periodic learning and training; • Attend GIS conferences and professional development events; • Supervise NTI GIS staff, including Developers, Coordinators, Analysts, and Technicians.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
<p>NTI Geographic Information Systems (NTI GISs)</p> <ul style="list-style-type: none"> • Utilizing leading edge GIS, Internet, and database technologies, design, create, manage and maintain NTI GISs focused on resource management, research, and monitoring; • Integrate the NTI GISs with other NTI corporate systems, collaborating with NTI Information Technology staff; • Identify, acquire and import data required to support resource management, monitoring, and research 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 NTI GISs users and clients;

- Provide ongoing technical support and recommend enhancements and improvements to NTI GISs as required;
- Act as liaison between NTI departments, Regional Inuit Associations and other Inuit organizations, and other agencies and clients to co-ordinate development NTI GISs;
- Provide technical support, training, and advice to NTI GISs users and clients, when requested;
- Assist NTI departments to develop and implement GIS applications and enhanced procedures for resource management, monitoring, and research;
- Develop complete documentation which describes the design of NTI GISs and which includes a data catalogue, data dictionary, and an applications manual detailing procedures for GIS applications;
- Develop training procedures, materials, and GIS demonstrations to educate NTI staff on GIS, Internet, and database principles and concepts in general, and NTI GISs in particular.

Cartographic and Geographic Services and Information

- Participate and supervise the production, editing, and upkeep of digital and physical maps in accordance with NTI needs;
- Working with the Department of Lands and Resources, 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;
- Incorporate IOL boundary changes into NTI GISs.

Web, Intranet, Network and Databases

- In cooperation with NTI Department of Communications, create and manage NTI GISs web pages, intranets, networks and databases;
- Research, purchase and maintain GIS office and communications equipment and systems.
- Create and maintain NTI GIS data standards;
- Create and maintain NTI GIS computer, software and hardware standards;
- Train and supervise the NTI GIS staff with network trouble-shooting to isolate and diagnose all network and database problems;
- Train and supervise the NTI GIS staff to upgrade network and database hardware and software components as required;
- Train and supervise the NTI GIS staff to install, upgrade, and configure; network and database printing, directory structures, rights, security, and software on file servers;
- Train and supervise the NTI GIS staff to provide users with hardware, software, network, and database technical support;
- Train and supervise the NTI GIS staff to establish network users, the user environment, directories, and network security.

Policy Development

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

Monitoring and Research

- Monitor the activities of RIAs, IPGs, governments, 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.

Planning

- Participate in development of NTI GIS annual work plans and budgets;
- Plan his (her) work schedule.

Human Resources

- Participate in the revision of NTI GIS job descriptions when required;
- Participate in recruitment, interviews and selection of NTI GIS staff, as well as contract and consulting personnel;
- Orient, supervise, and guide NTI GIS staff and contract personnel;
- Conduct annual training needs assessment and prepare training recommendations for NTI GIS staff;
- Conduct annual performance reviews of NTI GIS staff and contract personnel;
- Provide training if and when required.

Finance

- Participate in development of annual NTI GIS budget;
- Ensure that his/her expenses remain within budgeted amount;
- Notify the COO of need for revisions to NTI GIS budget if necessary.

Communications and Inter-Relations

- Establish and maintain close working relationship with NTI, RIA, RWO, HTO, government, IPG, and affiliates;
- Report to the COO.

Representation

- Represent NTI in meetings and conferences, on committees and working groups, or other aboriginal organizations on matters relating to Geographical Information Systems, Internet and database 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.
- 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

- 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 of experience in using ESRI ArcGIS software (ArcGIS Pro, ArcMap, ArcCatalog, etc.) and other geospatial software;
- 2 years experience using ArcGIS Enterprise and ArcGIS Server;
- 2 years experience designing and managing databases;

- Ability to use Windows, LINUX or UNIX operating systems;
- Ability to use ArcGIS Enterprise and ArcGIS Server;
- Ability to program in at least one computer language (VISUAL BASIC, C#, C++, AML, JavaScript, Perl, Python, ModelBuilder, ArcGIS Arcade, R);
- 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 wildlife and resource regulatory processes in Nunavut;
- 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);
- Oral, written, presentation and interpersonal communications skills;
- Organizational and analytical skills;
- Ability to deploy and maintain web sites, networks and 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	
<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Supervisor Title</p>
<p>_____</p> <p>Employee Name (Print)</p>	<p>_____</p> <p>Director of Human Resources</p>
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Date</p>
<p>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.</p>	

Attach an updated Organizational Chart for the Department