



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Assistant Director
Division	<i>Inuit Employment</i>
Title of Supervisor	Director
Location of position	Rankin Inlet, Nunavut
Region	Kivalliq
Hay Point Rating	
Effective Date	August 11, 2025

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i>
POSITION PURPOSE
<p>The purpose of the Assistant Director of Inuit Employment is to provide support on matters relating to Inuit employment to the Director of Inuit Employment. Article 23 of the Nunavut Agreement guides this division’s main responsibility. This includes key goals of increasing Inuit employment within Governments within the Nunavut Settlement Area, under the direction of the Director and guided by Nunavut Tunngavik Incorporated (NTI) priorities.</p> <p>This role provides key assistances in the planning, development and towards increasing Inuit employment with governments. Key areas of this position will include but not limited to: Inuit Employment Plans (IEP), Pre-Employment Training Plans (PTP), data and statistical information and working with the Government of Canada (GoC), Government of Nunavut (GN) and municipal governments.</p>
A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
<p>The Assistant Director will be responsible for the research, analysis, consultations and preparation of policy recommendations related to achieving the objective of Article 23. The ultimate goal is to see Inuit employment rates within governments to 85% in all occupational levels and groupings.</p> <p>The Assistant Director of Inuit Employment will take an active role and lead when coordinating with other NTI departments and governments on issues related to Article 23. Within NTI departments, these include Implementation, Legal, Policy and Inuit Training.</p> <p>The Assistant Director of Inuit Employment will perform some or all of the following duties:</p>

Inuit Employment Planning

- Act as a senior lead on matters related to achieving the objectives of Article 23, this undertaking requires planning and providing direct input into efforts to achieve the goals of Article 23.
- Provide guidance and recommendations when required to NTI Executive.
- Development of Inuit training proposals in coordination with other NTI departments or Governments.
- Participate in the Department's overall planning activities.

Inuit Employment Policy Development

- Coordinate related to Article 23 for initiatives to provide Inuit with the skills and qualifications needed for employment.
- Provide advice and oversee, negotiate and develop an implementation policy with the Governments relating to Article 23.
- Assist in the development and implementation of innovative Inuit employment plans and practices and pre-employment training plans.
- Prepare and carry out programs to analyze, evaluate, and monitor the GN's and GoC's Inuit Employment Plans, policies, and legislation relating to Nunavut.
- Provide direct feedback and guidance to NTI Executive.

Monitoring and Evaluation for Inuit Employment

- Assist in the development stronger monitoring and evaluation mechanism for Article 23.
- Assist in developing and enacting NTI's activities in regards to monitoring and compliance of Article 23 implementation.
- Assist when evaluating the GN and GoC employment plans, policies and programs relating to Nunavut, and identify areas for improvements in those plans.
- Participate in and assist with activities undertaken by NTI and Government to review and monitor Article 23 implementation, as specified under the Nunavut Agreement.

Research and Data/Statistical Information

- Assist in manage research studies, policy analyses and other projects across the full range of issues related to enhancing Inuit employment in government.
- Participate with the Government of Canada and Nunavut in the completion of the Nunavut Inuit Labor Force Analysis (NILFA).
- Activity participate and provide direct feedback on the NILFA Technical Working Group (TWG) to the variety of data

Partnerships

- Continue to maintain a communication process between NTI, the Government of Canada and the Government of Nunavut on the work around the Nunavut Agreement
- Advise governments on Inuit employment issues.

B. 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

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.

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

C. 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
- University degree in human resources management, organization development, program and/or training initiatives or equivalent field;
- Minimum of two years' experience in human resources management or program and/or training initiatives experience;
- Minimum of one year experience in the management of staff;
- Minimum of one year experience in financial and budget management;
- Experience in managing staff or working in a team environment;
- Experience in delivery of and the development of training programs for Inuit;
- Good organizational and planning skills;
- Effective oral and written communication skills;
- Good interpersonal skills;
- Ability to make effective presentations with a variety of audiences;
- Ability to work co-operatively with a variety of individuals and groups, governments, training organization;

D. 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 specific files; Federal and Nunavut Territorial related Acts, Legislation, Regulation, Policies, Procedures and Guidelines.

E. 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

_____	Director, Inuit Employment Department
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