



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Director of Communications
Division	Department of Communications
Title of Supervisor	Chief Executive Officer
Location of position	Iqaluit, Nunavut
Hay Point Rating	
Effective Date	January 1, 2022

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT LAND CLAIMS AGREEMENT</i>
POSITION PURPOSE
<p>Under the direction of the Chief Executive Officer (CEO) of Nunavut Tunngavik Inc. (NTI), the Director of Communications is responsible to create the strategic direction for NTI communications and to ensure the direction reflects NTI's and the <i>Nunavut Agreement's</i> priorities, goals and objectives. The Director will oversee all communications-related functions, procedures, systems and policies at NTI to ensure effective internal and external communications between NTI and its target audiences. The Director directly advises the CEO and other senior managers on the implications of proposed actions and decisions. The Director also ensures that all communications initiatives are understood by NTI's target audiences, particularly Inuit in Nunavut. The Director is responsible to produce or coordinate all written products, published materials, speeches, and has oversight of the interpretation/translations shop, records and information management and information technology systems.</p>

ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
<p>The Director of Communications will perform the following duties:</p> <p>Planning</p> <ul style="list-style-type: none"> • Develop and implement a comprehensive, long-term campaign of public education to familiarize Inuit with the rights and benefits included in the <i>Nunavut Agreement</i>. • Develop and implement issue specific NTI communications plan for meeting internal and external NTI communication needs, including advertising, public relations, educational campaigns, publications, presentation materials. • Provide communications planning and implementation to all departments.

- Participate in the formulation and implementation of long-term strategic development plans for NTI.
- Provides critical counsel, leadership and strategic communications input to the CEO on issues that impact NTI's reputation so as to ensure a positive image.
- Provides "early warnings" to senior management as and when appropriate.
- Converts complex political or industry information into newsworthy, media-friendly updates that are fully consistent with the overall strategy and messages of NTI.
- Thinks in a clear, decisive manner. Demonstrates capacity to make complex, sensitive decisions and to sustain strong internal and external pressure under tight time frame.

Policy Development

- Write, implement and keep Communications-related policies up to date, including Communications Policy, Network and Computer Network Usage Policy, IT Standardization Guidelines, Records Management Policy, Records Retention Policy.
- Ensure staff understand and adhere to the policies.
- Assist other departments in the drafting and review of policy when required.
- Review and analyze external policy documents, legislation, briefs, reports and proposals on communications issues submitted to NTI as required.

Communications

- Respond to or redirect public requests for information on NTI or its activities.
- Respond to all media requests and in liaison with the CEO, delegate spokespersons to conduct media interviews.
- The Director directly advises the CEO and other senior managers on the implications of proposed actions and decisions.
- Work with departments to draft news releases, and seek approval in accordance with NTI's protocol.
- Write, design and produce publications to explain and promote NTI activities, programs and services.
- Assist in drafting and designing presentations and speaking notes.
- Publish NTI's Annual Report.
- Publish NTI's Annual Report on the State of Inuit Culture and Society.
- Publish NTI's magazine Naniiliqpita.
- Ensure media is monitored for reference to NTI and relevant issues.
- Maintain subscriptions to key publications, journals and newsletters.
- Maintain a vibrant and constant presence in social media.
- Ensure advertisements are relevant and meaningful.

Information Technology

- Oversee the information and telecommunications systems, in conjunction with the Information Systems Managers, in all four offices.
- Direct development in cooperation with the manager and team.
- Seek ways to enhance network connectivity between all four offices.
- Keep NTI's website updated and current.
- Keep NTI's *Nunavut Agreement* mobile app updated and current.
- Plans, organizes and implements procedures (such as Zoom meetings and Webinars) to allow NTI employees to work from home, initially during the COVID Pandemic but also into the future as work evolves.

Interpretation/Translation

- In conjunction with the Assistant Director, oversee the Inuktitut interpretation and translation services supplied by NTI. This service is sometimes provided to other organizations (ie. Federal departments) who request such services for a fee.
- Ensure output is proofread and of high quality.
- Ensure the translations matrix is maintained.
- Ensure all interpretation equipment is in good working order.

Records Management

- Develop and oversee maintenance of NTI's Records and Information Management System, including full deployment to all offices.

Partnerships

- Develop strong working relationships with affiliates and government.

Elections

- Maintain and update the calendar for NTI Elections, ensuring all deadlines are met.
- Issue RFP for Chief Returning Officer and ensure contract is signed on deadline.
- Oversee the work of the CRO during the election period.
- Draft all elections related advertisements and news releases.
- Ensure all NTI Elections documents are kept up to date, translated, and made available during nomination period.
- Liaise with CRO to ensure all elections procedures and policies are followed.
- Host public event on evening of NTI Elections.

Event Planning

- Chair Iqaluit's Nunavut Day organizing committee to ensure the logistics of the annual event are completed well in advance.
- Coordinate Nunavut-wide Nunavut Day events, including online competitions.
- Support the organizing of the NTI Board of Directors meetings, affiliate meetings, annual general meetings.

Human Resources

- Update and revise Departmental job descriptions when required;
- Participants in the recruitment, interviews and selection of Departmental staff;
- Orient and supervise the Department's permanent staff and contract personnel;
- Conduct an annual training needs assessment and prepare training recommendations for all Departmental staff, in cooperation with NTI's Human Resources Department;
- Conduct annual performance reviews of all Departmental staff.

Financial

- Be accountable for the development of the department's annual budget and related budget documents. The annual budget will be based on the work plan;
- Administer a budget in excess of \$3.9 million 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 revisions to the Departmental budget for review and approval by the CEO and CAO;
- Authorize approved expenditures of up to \$30,000.

NTI COMPETENCIES– Magnitude and depth of expected behaviors

Action Management:

- Administers functions in a fair and ethical manner that brings maximum employment and career development benefit to the organization
- Provides clear direction to colleagues on objectives and timetables for Communications 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 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.
- 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.

Inuit Qaujimagangit:

- 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

- University degree or diploma in a communications-related field of study, or equivalent.
- Minimum of five years' experience in the field of communications.
- Minimum of five years' experience in the management of staff.
- Minimum of five years' experience in financial and budget management experience.
- Ability to create and sustain an environment in which divisional staff work at their best.
- Significant experience in managing complex, sensitive issues
- Thorough knowledge of the *Nunavut Agreement*.
- Direct media experience.
- Team player, self-motivated and self-directed.
- Strong attention to detail and the ability to analyze complex information to create press releases and notices for public distribution 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.

- Demonstrated ability to work effectively with outside suppliers
- 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 Policy and Administration or Management Studies 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