



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Director of Marine
Division	Marine Department
Title of Supervisor	Chief Operating Officer
Location of position	Iqaluit
Region	Qikiqtaaluk
Hay Point Rating	
Effective Date	July 2023

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i>
POSITION PURPOSE
<p>The Director of the Marine Department is responsible for upholding Nunavut Tunngavik Inc. (NTI)'s commitment to implementing the <i>Nunavut Agreement</i> and its strong advocacy for Inuit economic, social and cultural wellbeing; while augmenting opportunities for Inuit self-sufficiency and mitigating challenges to protect the marine environment and Inuit economic, social and cultural wellbeing; and advancing Inuit self-determination. The main objective is to implement the Marine Framework and Action Plan, which focuses on three areas regarding Nunavut marine issues and activities (conservation, sustainable economic development and shipping and security) to bring benefits and mitigate harm.</p> <p>The Director, Marine Department will be responsible for establishing the Marine Department. This will involve implementing the Marine Action Plan, building relationships, building capacity and developing a budget.</p> <p>Reporting directly to the Chief Operating Officer (COO) the Director is responsible for delivering outcomes in the following key areas:</p> <p><u>Building capacity to benefit and adapt to marine-related opportunities in Nunavut</u></p> <p>The Director will oversee the development and implementation of programs to support the growth and development of the marine sector, including training and skills enhancement initiatives. They will foster partnerships with stakeholders, industry, and educational institutions to promote economic opportunities and innovation in the marine sector.</p> <p><u>Support and enhance Inuit marine governance envisioned in the <i>Nunavut Agreement</i></u></p> <p>The Director will ensure that the Marine Department prioritizes collaboration with Inuit organizations, government agencies, and community members to ensure effective</p>

implementation of the *Nunavut Agreement's* marine governance provisions. The incumbent will provide guidance and support to Inuit organizations in their efforts to exercise marine governance rights and responsibilities.

Advance marine spatial planning in Nunavut

The Director will lead NTI efforts to build and implement marine spatial planning processes, ensuring the incorporation of Inuit Qaujimatuaqangit and community perspectives. They will coordinate with relevant stakeholders to integrate sustainable development principles and conservation objectives into marine spatial plans.

Support Inuit-led establishment of marine conservation and protected areas in Nunavut

The Director will ensure that NTI works closely with Inuit organizations, government agencies, and partners to identify and establish marine conservation and protected areas. They will facilitate engagement processes to ensure meaningful Inuit participation in decision-making regarding the design and management of marine conservation areas.

Supporting fisheries reconciliation in Nunavut

The Director will work with the Regional Inuit Associations (RIA), and with fishing industry representatives and communities to promote sustainable fishing practices and reconcile Inuit rights and interests in fisheries management. The incumbent will advocate for equitable access to fishing resources and the development of fisheries policies that align with Inuit values and priorities.

Improving shipping sustainability and accessibility in Nunavut

The Director will lead the Marine Department's efforts to assess and address the challenges related to shipping in Nunavut, including infrastructure development, environmental impact mitigation, and community resupply needs. They will engage with stakeholders, regulatory bodies, and industry partners to promote sustainable shipping practices and improve accessibility to essential goods and services.

Increase marine safety and security in Nunavut

The Director will manage staff in developing and implementing strategies to enhance marine safety and security measures, including search and rescue capabilities, emergency response planning, and risk assessment. The incumbent will ensure to collaborate with government agencies, community organizations, and industry partners to ensure effective coordination and implementation of marine safety initiatives.

Support Indigenous and local knowledge use to inform conservation and management measures in the Central Arctic Ocean

The Director will facilitate the integration of Inuit Qaujimatuaqangit and local knowledge into decision-making processes related to conservation and management in the Central Arctic Ocean. They will help NTI establish partnerships with research institutions and organizations to promote the collection, documentation, and utilization of traditional knowledge.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

The Director of the Marine Department will perform some or all of the following duties:

Planning and Strategy

- Develop and implement NTI Marine Framework and Action plan and create relationships for joint efforts in Inuit marine management with relevant stakeholders.
- Establish short, medium and long-term goals to guide new initiatives in Nunavut in regard to the Marine Action Plan.
- Actively participate in a variety of regional, territorial, federal and international Inuit marine organizations to advocate and promote Inuit values, knowledge, needs and priorities.
- Designs policies to reach the RIA's goals for conservation.
- Advocate for regional needs and priorities of Inuit in the building of Low Impact Shipping Corridors.
- Support the development of marine infrastructure and the development of Canada's Blue Economy Strategy.
- Establish partnerships between external organizations with Hunters and Trappers Organizations (HTOs) and Regional Wildlife Offices (RWOs)
- Oversee, the development of a plan for executing mapping to advance marine spatial planning.
- Dedicate resources to engaging with and supporting Institutes of Public Governance (IPGs), specifically the Nunavut Impact Review Board, Nunavut Planning Commission and the Nunavut Marine Council.

Knowledge and Research

- Initiate and manage marine studies, policy analyses and other projects across the full range of issues related to enhancing Inuit economic, social and cultural well-being, as well as marine governance.
- Oversee the implementation of the Nunavut Marine Framework and Action and partnerships with RIA's, the Government of Nunavut (GN), Inuit Tapariit Kanatami (ITK) and the Federal Government as it relates to marine environmental initiatives.
- Aid in advancing the proposal for the Inuit Marine Monitoring Program and enhancing marine related policies with the end goal of how NTI can participate at a high level to ensure self-determination, and marine governance.
- Lead or support primary research that addresses the three focus areas, Conservation, Sustainable Economic Development and Shipping and Security, to help advance the implementation of the *Nunavut Agreement*.
- Support RIAs, and other organizations in marine conservation and protection initiatives, while lobbying for memberships with the Northwest Atlantic Fisheries Organization.
- Establish or strengthen partnerships with communities, stakeholders and organizations.
- Advocate for Indigenous-led and supported conservation efforts, including RIAs and their communities in their distinct visions for marine conservation.
- Support the Inuit Circumpolar Council (ICC) in the development of an international Inuit-managed conservation area.

Knowledge Transfer

- Develop partnerships with RIAs to promote for community feedback
- Enable the use of Inuit-led examples and collaborate with federal and non-federal organizations with marine spatial planning.
- Advocate for policies that guide the use and inclusion of Inuit Qaujimagatunqangit in central Arctic Ocean research.
- Initiate and manage workshops with RIAs in terms of marine governance to collect recommendations for draft frameworks.

Legislation

- Stay abreast of and advocate for Inuit rights and Inuit self-determination in marine governance.
- Works to uphold the *Nunavut Agreement*, *Nunavut Act* and the *Nunavut Planning and Project Assessment Act*; the legal backdrop for Inuit involvement and marine governance.
- Working with the Legal Department, advocate for protection of Inuit knowledge and information.

Monitoring and Evaluation

- Participate in and assist with activities undertaken by NTI and Government to review and monitor marine research projects funded by various programs
- Evaluate marine research and monitoring plans relating to Nunavut and identify areas for improvements in those plans.

Training and Development

- Build on the Inuit Marine Monitoring Program by advocating for the Inuit Marine Inspector Program in collaboration with Transport Canada.
- Advocate and support community concerns including the need for updated equipment, and improved shipping regulations.
- Aid in the co-development of regulations including the Nunavut Fisheries Regulations

Human Resources

- Provide direction and guidance to three Departmental staff including delegation of tasks and timelines;
- Ensure that all of NTI's Human Resources, governance, financial, and administrative policies are properly carried out within the Marine Department;
- Collaborate with the Department of Human Resources to review and revise Departmental job descriptions as required;
- Ensure that third party funded contribution agreements accompany staff requisitions of these unique positions;
- Direct the recruitment, interviews, and selection of Marine Departmental staff;
- Orient and supervise the Department's staff and contract personnel;
- Identify training and succession opportunities for staff;
- Conduct annual performance reviews of all Departmental staff;

Financial

- Be accountable for the development and expenditure of the department's annual budget, currently \$600,000, and related budget documents. The annual budget will be based on the Departmental work plan;
- 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 COO;
- Prepare third-party funding requests and coordinate the preparation of financial and other accountability report related to third-party funding agreements as required
- Oversee contribution agreements and funding from outside agencies, including proposal development, project management, and reporting with support from the COO and Chief Financial Officer (CFO);
- Participate and advise NTI Senior Executive staff on funding in relation to policy and program development based on participation in working groups;
- Lobby for federal support to build NTI and RIA capacity.

Representation

- Represent NTI in meetings, conferences, committees, and working groups relating to the marine environment.

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

- An Advance University Degree from a recognized university or equivalent;
- Minimum of five years of marine policy research and analysis;
- Minimum of one-year experience in financial and budget management or research grants;
- Experience in working in a team environment and diverse perspectives;
- Extensive experience in delivery of or development of Inuit training programs;
- Good team player, self-motivated and directed;
- Effective oral and written communication skills;
- Ability to make effective presentations with a variety of means and audiences;
- Ability to work co-operatively with a variety of individuals and groups, both government, Inuit organizations and international agencies;
- Ability to research, analyze and interpret policy, legislation and regulation;
- Aware of Nunavut Inuit aspirations;
- Be aware and understand the relevant protocols procedures and policies (ie applicable Acts, policies, legislation: NTI, Territorial, Federal and International Federal or Territorial);

- A good knowledge of financial management processes to carry out responsibilities of administering a large budget;
- Outstanding interpersonal, communication, and organizational skills;
- Ability to speak Inuktitut or Inuinnaqtun, or willingness to learn, is a requirement.

Equivalencies to be considered:

- Education equivalent would be a university degree or extensive experience in Inuit research forums.

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

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