



# NTI JOB DESCRIPTION

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

NTI MISSION STATEMENT
<b><i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i></b>

POSITION PURPOSE
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The Department of Inuit Employment is responsible for monitoring and ensuring compliance under Article 23 of the Nunavut Agreement. The main objective of the Department of Inuit Employment is increasing Inuit employment within Government(s) within the Nunavut Settlement Area.

The Inuit Employment Advisor works with federal, territorial and municipal levels of governments to ensure Inuit input and involvement are reflected in the development of policies, programs, and services as a way to ensure appropriate implementation of the Nunavut Agreement. The Inuit Employment Advisor will lead the research required to create systemic changes that lead to increased Inuit employment. Reporting to the Director of Inuit Employment, the Inuit Employment Advisor will be the lead on coordinating the development of treaty compliant government Inuit Employment Plans, a Pre Employment Training Plan Strategy with appropriate NTI departments and Designated Inuit Association (DIO) and Government(s) as required.

The Inuit Employment Advisor will also lead NTI's participation in various working groups including the Nunavut Inuit Labour Force Analysis Technical Working Group.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
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- Policy Development**
- Coordinate policy development related to Article 23 of the Nunavut so that initiatives provide Inuit with the skills and qualifications that are needed for employment.
  - Provide advice and oversee development of comprehensive Inuit Employment policy with the Governments relating to implementation of Article 23.
  - Assist in the development and implementation of innovative Inuit employment plans (IEPs), and pre-employment training plans (PETPs) that are fully compliant with the Nunavut Agreement.

- Prepare and carry out programs to analyze, evaluate, and monitor the Government of Nunavut's, Government of Canada's, Municipal governments and other employers' Inuit Employment Plans, policies, and legislation relating to Article 23 of the Nunavut Agreement.

#### Monitoring and Evaluation

- Develop a strong monitoring and evaluation mechanism for Article 23.
- Evaluate 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

- Initiate and manage research studies, policy analyses and other projects across the full range of issues related to enhancing Inuit employment in government.
- Research Inuit Employment within the broader context of the entire economy of Nunavut.

#### Partnerships

- Advise governments on Inuit employment issues and barriers.
- Work with the Director of Implementation and other NTI staff to provide Article 23 information to Designated Inuit Organizations, governments, and Nunavut Inuit.
- Consult with representatives of the GN and GoC to ensure the timely preparation of required Inuit Employment Plans, policy and procedures reviews, and to ensure the preparation and implementation of pre-employment training plans and government support measures as specified within the Nunavut Agreement and related documents.
- Represent NTI in meetings and conferences or on committees and working groups relating to Article 23.

#### **Departmental Participation**

- Participate in departmental and organizational operations and functions such as monthly staff meetings;
- Prepare briefing documents for senior NTI staff and Board when required;
- Liaise with NTI staff working on policy items relevant to their department.

## 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**

The following knowledge, skills and abilities are required:

- Minimum of Grade 12 with 4 years related in experience or equivalent.
- Bachelor's degree in a related field highly encouraged.
- Strong project management skills.
- Strong problem-solving abilities.
- Strong proposal writing skills.
- Strong writing and communications skills.
- Good knowledge of the Nunavut Land Claims Agreement and NTI's Mission.
- Good knowledge of both federal and territorial government mechanisms
- Knowledge of NTI's Corporate Governance system.
- Demonstrated awareness of and sensitivity to Inuit issues.
- Self-starter with strong motivation.
- Proven ability to work well in a team environment.
- Proven ability to meet demanding deadlines.
- Proven ability to work in a politically sensitive environment.
- Proven ability to work under high levels of stress/pressure.
- Strong presentation skills.
- Spoken and written Inuktitut/Inuinnaqtun language is desirable and the willingness to learn is required

**C. PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT**

Incumbent requires thorough knowledge of the Nunavut Agreement, NTI mission, vision and values; corporate and organizational culture; NTI and RIA Bylaws and Policies. Along with a comprehensive understanding of Federal, and Nunavut Territorial Employment Acts; Legislation; Regulations; Policies and Procedures, and Guidelines as they relate to Inuit Employment under Article 23 of the Nunavut Agreement.

**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 sometimes to communities by small plane;
- 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

_____	<u>Director Inuit Employment</u>
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