



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Manager, Special Projects
Division	Executive Services
Title of Supervisor	Chief Operating Officer
Location of position	Cambridge Bay, Rankin Inlet
Region	
Hay Point Rating	
Effective Date	April 2026

NTI MISSION STATEMENT

INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT

POSITION PURPOSE

Under the direction of the Chief Operating Officer, the Manager, Special Projects, is responsible for planning, coordinating, and delivering projects that support organizational operations and strategic priorities. This role ensures projects are executed efficiently, meet technical and regulatory requirements, and align with Inuit rights as identified in the *Nunavut Agreement*, organizational mandates, and regional/community needs. The Manager, Special Projects, works closely with departments, external consultants, governments, and stakeholders to ensure successful project outcomes.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude

The Manager, Special Projects plays a key role in supporting Nunavut Tunngavik Incorporated’s (NTI) responsibilities related to planning, coordination, and delivery of projects that support organizational operations and long-term strategic goals.

Key Responsibilities:

1. Project Planning & Agreement Management

- Lead the planning, development, and execution of internal projects, including defining scope, timelines, budgets, and deliverables to implementation.
- Manage risks, interdependencies, and competing priorities across multiple projects.
- Develop, negotiate, and manage agreements with consultants, contractors, and technical experts (e.g., engineering, environmental, and construction specialists).
- Ensure all agreements clearly outline expectations, performance standards, reporting requirements, and manage the people impacts of change.

- Monitor contractor and consultant performance to ensure work is completed on time, within scope, and to required standards.

2. Policy, Standards & Procedures Development

- Support the development, review, and implementation of internal policies, standards, and procedures related to planning and project delivery.
- Identify gaps, risks, and opportunities for improvement in project management frameworks and operational processes.
- Work with legal and policy teams to ensure compliance with applicable agreements, regulations, and organizational requirements.

3. Collaboration

- Collaborate with Regional Inuit Associations and Regional Wildlife Organizations to identify infrastructure and Resource Development needs and priorities.
- Provide project management expertise and technical guidance to support long-term organizational strategy/departmental initiatives and emerging priorities.
- Contribute to organizational strategic planning and project prioritization.

4. Stakeholder Engagement & Coordination

- Build and maintain strong working relationships with stakeholders, partners, and service providers.
- Coordinate with external contractors, consultants, and regulatory bodies to ensure smooth project execution.
- Facilitate clear communication among all parties to ensure alignment on project goals, timelines, and deliverables.

5. Project Oversight & Quality Assurance

- Oversee all phases of projects, from design and procurement to execution and close-out.
- Review technical plans, designs, and reports to ensure quality, feasibility, and alignment with project objectives.
- Identify risks and develop mitigation strategies to address project challenges.
- Ensure projects meet health, safety, environmental, and quality standards.

6. Monitoring, Compliance & Field Oversight

- Monitor project implementation to ensure compliance with contractual terms, applicable regulations, and organizational standards.
- Conduct site visits and inspections to assess progress and quality of work.
- Identify issues or non-compliance and coordinate corrective actions.
- Ensure timely and accurate reporting from contractors and project partners.

7. Budget Management & Reporting

- Develop and manage project budgets, including forecasting and cost control.
- Track expenditures and ensure projects remain within approved funding levels.
- Prepare financial and progress reports for senior management and the Board.
- Work with the Finance Department to ensure accountability and compliance with financial policies.
- Identify funding gaps and support resource planning for current and future infrastructure projects.
- Develop proposals to access funding from Governments and NGOs.

8. Implementation of the Nunavut Agreement

- Ensure NTI fulfills its responsibilities under the *Nunavut Agreement* and Implementation Contract related to resource development.
- Represent NTI's interests in discussions or negotiations involving the implementation of these responsibilities.

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 organizational 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 involved 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

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 is desirable and the willingness to learn is required
- A degree in a field related to Project Management or engineering or equivalencies (*see below*);
- Minimum of 2 year of experience in leadership roles with a focus on project management, preferably in a regulatory, infrastructure or Indigenous governance context.
- Knowledge of Indigenous rights and the *Nunavut Agreement* is an asset.
- Strong understanding of project management and infrastructure development in Nunavut.
- Knowledge of structural engineering and building codes in Nunavut.
- Knowledge of financial management processes to carry out responsibilities of administering a budget;
- Experience in working in a team environment and diverse perspectives;
- Experience in the development and delivery of programs directed at an Inuit audience.
- Effective oral and written communication skills;
- Extensive experience in various database programs;
- 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 of and understand the relevant protocols, procedures and policies (applicable Acts, policies, legislation: NTI, Territorial, Federal and International)
- Outstanding interpersonal, communication, and organizational skills;

Equivalencies may be considered:

- Education equivalency would be:
 - a diploma in a management field with 4 years of experience in project management; or
 - a certificate in a management field with 6 years of experience in project management; or
- a combination of learning/on-the-job programs (example: *Hivuliqtikhanut Leadership Development Program* or a *similar Inuit Learning & Development Program*) with 2 or more years of experience in project management.

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.

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Attach an updated Organizational Chart for the Department