



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Manager, Research Engagement
Division	<i>Department of Research, Monitoring and Evaluation</i>
Title of Supervisor	Senior Manager, Nunavut Health Survey
Location of position	Iqaluit
Hay Point Rating	
Effective Date	ASAP

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

POSITION PURPOSE
<p>The Manager of Research Engagement at Nunavut Tunngavik Incorporated (NTI) plays a key role in advancing NTI’s mission and goals by leading engagement, communications, and knowledge-sharing activities for the Department of Research, Monitoring and Evaluation (RME). This position integrates research engagement with communications best practices to ensure that research initiatives are communicated clearly, accurately and grounded in ways that reflect Inuit values and priorities. The Manager designs and oversees engagement strategies, manages communications planning and delivery, supervises communications staff, and ensures alignment with NTI’s broader communications standards, branding and objectives.</p>

- | A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude |
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| <p>Engagement and Communication Strategy and Planning:</p> <ul style="list-style-type: none"> • Develop and implement engagement and communication strategies that support the Department of Research, Monitoring and Evaluation (RME), with a primary focus on the Qanuippitaa? National Inuit Health Survey. • Provide strategic engagement and communication planning and implementation support to RME staff across all phases of research and survey initiatives, including planning, community and participant engagement, data collection, analysis, reporting and results sharing. • Ensure research, monitoring, and evaluation activities are communicated clearly, transparently, and in ways grounded in Inuit Qaujimajatuqangit and responsive to community priorities. • Translate complex research, monitoring and evaluation information into accessible, plain-language, and community-appropriate materials for Inuit communities, leadership, partners, and decision-makers. |

- Advise RME senior management on engagement and communication-related risks, opportunities, and emerging issues associated with NTI's research activities, providing early warnings and recommended mitigation strategies as needed.

Project Management:

- Lead the planning and coordination of engagement and communication activities in alignment with research and survey milestones, including community engagement, data collection, analysis, and dissemination of findings.
- Develop and maintain engagement and communication workplans with clear deliverables, outlining communication activities, resource allocation, timelines, and budgets.
- Coordinate cross-functional teams and stakeholders to ensure seamless execution of engagement and communication initiatives.
- Monitor project progress, identifying potential bottlenecks and taking corrective actions to ensure timely and successful delivery.
- Implement project management tools and methodologies to enhance efficiency and collaboration.

Collaborative Alignment:

- Work collaboratively with NTI's Department of Communications to align research engagement and communication strategies with NTI's overarching mission, departmental objectives, and strategic directives established by the Board.
- Participate in strategy meetings, providing insights and recommendations to ensure consistent messaging and goal alignment across all communication efforts.
- Foster collaboration and information sharing among different departments to achieve unified communication goals.

Integrated Messaging:

- Develop, maintain, and communicate an integrated engagement and communications calendar aligned with research milestones, ensuring timely, accurate, and consistent information sharing throughout the research lifecycle.
- Ensure coherence and consistency in messaging related to research objectives, processes, timelines, and findings.
- Collaborate with RME staff and the Communications Division to ensure alignment with NTI standards, brand guidelines, and approved messaging.

Stakeholder Engagement:

- Identify key research stakeholders, including government agencies, community leaders, media outlets and Inuit organizations, and develop strategies to engage and build relationships with them.
- Support community engagement activities, meetings, and partner discussions related to research planning, survey implementation, and results sharing.
- Customize communication approaches to resonate with different stakeholder groups and address their specific needs and concerns.

Media Management:

- Craft key messages and coordinate responses to media inquiries in collaboration with the Director of Communications and relevant NTI representatives.
- Develop and nurture relationships with media outlets, journalists, and influencers to ensure accurate and favorable coverage of NTI's research activities and initiatives.
- Prepare spokespersons for media interviews, providing training and guidance on messaging and communication strategies.

Content Development:

- Lead the development of communication materials, including research summaries, community reports, presentations, infographics and digital content.
- Ensure complex research methods, findings and implications are translated into plain-language and audience-appropriate materials.
- Work closely with RME staff to gather, verify and synthesize research content for engagement and dissemination purposes.
- Oversee internal review and approval processes to ensure materials are methodologically accurate, ethically appropriate, and aligned with NTI's research and communications standards.

Media Analysis:

- Monitor media coverage, including news articles, reports, and social media mentions related to NTI's research initiatives.
- Assess public understanding, interpretation, and sentiment related to research topics and identify potential risks, misinformation, or engagement gaps.
- Provide analysis and recommendations to the Director of RME to support proactive research engagement and knowledge-sharing strategies.
- Prepare summary reports highlighting media trends, emerging issues, and opportunities to improve research-related messaging and engagement.

Budget Oversight

- Develop detailed budgets for research engagement, communications and social media strategies, outlining anticipated expenses for various initiatives, including community engagement activities, dissemination events, translation, materials development, and digital outreach.
- Monitor expenditures to ensure alignment with approved budgets, research project timelines, and funding requirements.
- Optimize resource allocation and cost-effectiveness to achieve communication goals within budgetary constraints.

Compliance and Branding

- Ensure strict adherence to NTI's communication policies, brand guidelines and legal and ethical standards in all engagement and communication materials and activities.
- Review communication materials to confirm consistency with NTI's visual identity and messaging guidelines.
- Stay informed about relevant laws and regulations pertaining to communication, privacy, and data protection to ensure compliance.

Trend Awareness:

- Stay informed about emerging best practices in research communications, knowledge translation, and community engagement.
- Monitor new communication tools, formats, and platforms that can enhance how research information is shared and understood.
- Assess evolving public communication trends that may affect how research findings are received by communities and stakeholders.
- Provide recommendations to strengthen research engagement and communications strategies.

Team Management:

- Supervise research engagement and communications staff within the RME department, including coordinators or specialists supporting engagement and communication activities.
- Set performance expectations that integrate research engagement objectives with effective communication practices.
- Provide coaching and professional development to build staff capacity in research communications, community engagement, communications and dissemination.
- Foster a collaborative working relationship with the Communications Division to support coordinated, high-quality research communications across NTI.

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

- Spoken and written Inuktitut/Innuinaqtun language is desirable and the willingness to learn is required.
- Bachelor's degree in communications, public relations, journalism, marketing, or a related field. A combination of education and relevant experience will also be considered.
- Proven experience (7+ years) in developing and implementing successful internal and external engagement and communications strategies, preferably within a nonprofit, governmental, or Indigenous organization.
- Strong understanding of Nunavut's cultural context, Inuit history, and Indigenous Rights.
- Excellent written and verbal communication skills, with the ability to convey complex research, data and policy information clearly and effectively to diverse audiences.
- Demonstrated experience in managing a team of communication professionals and coordinating their activities to meet organizational goals.
- Proven experience planning and coordinating community engagement and dissemination activities, including meetings, workshops, presentations and public-facing communications.
- Proficiency in digital communication platforms, social media management, content creation, and website management.

- Strong relationship-building skills, with the ability to establish and maintain effective partnerships with internal and external stakeholders.
- Experience in crisis communication and issues management is an asset

C. 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 land and resource management; Federal and Nunavut Territorial land and resource related Acts, Legislation, Regulation, Policies, Procedures and Guidelines.

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;
- 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