



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Project Manager – Inuit Post-Secondary
Division	Social and Cultural Development
Title of Supervisor	Assistant Director, Social
Location of position	Iqaluit or Rankin Inlet
Hay Point Rating	
Effective Date	November 17, 2022

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i>
POSITION PURPOSE
<p>With the ambitious goal of doubling the number of Inuit graduates of Post-Secondary Education (PSE) programs over 10 years, the Project Manager – Inuit Post-Secondary will:</p> <ul style="list-style-type: none"> • Work directly with Regional Delivery Organizations (RDOs) to carryout activities that support student enrolment in PSE programs and the overall success of students, including the success of the Inuit Post-Secondary Education (IPSE) Program. • Chair Nunavut’s IPSE Steering Committee. • Engage with potential students and communities to promote PSE opportunities and the IPSE program. • Work with RDOs to monitor the success of the IPSE program.
A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
<p>The incumbent carries out their role through the following activities by working with the supervisor:</p> <p>Planning</p> <ul style="list-style-type: none"> • Compile and analyze relevant data and policy related documentation to support the success of the IPSE Program. • Preparing briefing material to Director and, at times, the Executive to ensure up-to-date information. • Manage and assist SCD team members with all projects related to PSE. • As necessary or required, collaborate with Regional Inuit Associations to lead related activities. <p>Policy</p> <ul style="list-style-type: none"> • Assist NTI in monitoring trends, policies, initiatives, programs, and issues with actual or potential impact on PSE and student success. • Work with the Nunavut IPSE Steering Committee to review and update IPSE program policy, as required

- Work with the National IPSE Steering Committee, comprised of the four regional Inuit organization in Inuit Nunangat and Inuit Tapiriit Kanatami.
- Participate in community, regional and national consultations as necessary and required

Communication

- Communicate regularly with Social and Cultural Development staff, Department Director, and at times, the Executive, as necessary to provide updates
- Draft and produce briefing, reports, evaluations and other documents in a timely fashion as needed
- Report, as needed, to the Director, Inuit partners and funding agencies to provide relevant information

Management

- Participate in meetings and teleconferences of working groups/networks
- Complete briefings, updates and activity reports as required to ensure that all stakeholders remain informed regarding implementation of the IPSE program.
- Contracting out, and the management of, specialized projects may be required

Human Resources - general

- Ensure adherence to NTI's Human Resources Policy and Procedures
- If conflicts arises, the employee should be able to review the HR manual to guide next steps
- If health supports (physical, mental or emotional) are required, it is the responsibility of the employee to take the necessary steps to manage treatment. The Director will be there to assist in the next steps.

Representation

- Represent the organization as required
- Assist in development and maintaining good working relations with Inuit Organizations
- Assist in developing and maintaining constructive working relations with the Government of Nunavut and the Government of Canada

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 education, knowledge, skills and abilities are required:

- Minimum of post-secondary certificate, diploma, or degree with at least 3 years of related work experience or high-school diploma with at least five years of related work experience.
- Strong policy analysis, planning, research and prioritization skills.
- Be a team player and demonstrate working well with others.
- Be able to work independently and be self-motivated to complete tasks.
- Be flexible and adapt to the work as it grows and evolves.
- Hold demonstrated work experience in policy implementation.

- Have strong written, communication and presentation skills.
 - Strong experience in developing and managing budgets would be an asset.
 - Strong ability to work in a multi-cultural environment, including familiarity with government processes and direct northern experience in dealing with governments.
- 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 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