



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Coordinator – Geographic Information Systems
Division	Chief Operating Officer
Title of Supervisor	Manager – Geographic Information Systems
Location of position	Cambridge Bay
Region	Kitikmeot
Hay Point Rating	
Effective Date	

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i>
POSITION PURPOSE
The Coordinator-GIS (C-GIS) supports the development, operation, and maintenance of NTI's (Nunavut Tunngavik) Geographic Information Systems (GIS) across all NTI departments, with particular emphasis on supporting the Department of Lands and Resources. Under the direction of the Manager-GIS (M-GIS), the position coordinates day-to-day GIS, cartographic, internet, network, and database activities to support land management, resource monitoring, wildlife, marine and environmental research, and corporate information needs.
A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
The C-GIS will perform some or all of the following duties:
Cartographic and Geographic Services and Information • Participate in the production, editing, and upkeep of digital and physical maps in accordance with NTI needs. • Acquire, convert, input, manipulate, manage, query, analyze, and visualize spatial and attribute data. • Produce and edit digital and hard-copy maps to support NTI departments, with special consideration for land management and regulatory functions. • Scan maps, photographs, and documents for archival, research, and GIS integration purposes. • Print, proof, and laminate maps as required. • Digitize maps and scanned images using ArcGIS and other approved GIS software. • Attribute and manage data created through scanning and digitizing processes. • Review and analyze Inuit Owned Lands (IOL) boundary surveys, plans, and maps. • Work with NTI departments, particularly Lands and Resources, to receive, analyze, approve, and process Inuit Owned Lands boundary surveys in

accordance with Nunavut Agreement Article 19 and Natural Resources Canada (NR-CAN) legal survey requirements.

- Incorporate approved IOL boundary information into NTI GISs.

Database Services

- Maintain NTI's GIS-related web pages, intranet content, networks, and databases.
- Procure and purchase and maintain GIS software and licenses as required.
- Conduct data redundancies, including:
 - Setting up and maintaining backup software and hardware,
 - Managing backup user accounts and agents,
 - Ensuring proper storage of backups, including offsite storage.
- Maintain the NTI's FTP site, including folder structures, user accounts, data organization, and access permissions.
- Assist the M-GIS with administration of domain user accounts and domain resources as required.

Policy Development

- Conduct research as required and assist the M-GIS in the development of policies related to GIS database technologies.
- Support the implementation and adherence to approved NTI GIS and IT standards.

Research and Monitoring

- Research the activities of Regional Inuit Associations (RIAs), Institutes of Public Government (IPGs), government agencies, and other organizations utilizing GIS database technologies in Nunavut.
- Research relevant journals, publications, and internet-based information sources.
- Assist the M-GIS with monitoring and research activities as required.

Training

- Provide GIS, mapping, and system training to NTI staff when requested.
- Assist with user orientation and ongoing technical support.

Communications and Inter-Relations

- Establish and maintain close working relationships with NTI departments.
- Maintain working relationships with RIAs and counterparts at IPGs and government affiliates.
- Report regularly to the M-GIS on work progress, issues, and priorities.

Representation

- Represent NTI in meetings, conferences, committees, and working groups on matters related to GIS and database technologies, as directed.

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

- Spoken and written Inuktitut is desirable and the willingness to learn is required.
- College certificate related to Computer Sciences or Geographic Information Systems or Web Development;
- 2 years work experience in a related field;
- 1 year of experience in using ESRI ArcGIS software (ArcGIS Pro, ArcMap, ArcCatalog, etc.) and other geospatial software;
- Experience using ArcGIS Enterprise and ArcGIS Server is desirable;
- 1 year experience designing and managing databases;
- Ability to use Windows, LINUX or UNIX operating systems;
- Ability to use ArcGIS Enterprise and ArcGIS Server is desirable;
- Ability to program in at least one computer language (VISUAL BASIC, C#, C++, AML, JavaScript, Perl, Python, ModelBuilder, ArcGIS Arcade, R) is desirable;
- Knowledge of relational databases;
- Experience with designing and coding web pages and an ability to write web pages using HTML, Cold Fusion, JavaScript, ASP or PHP is desirable;
- Knowledge of Lands, wildlife and resource regulatory processes in Nunavut;
- Knowledge of the Nunavut Agreement;
- Knowledge of Inuit and Northern social and cultural needs and aspirations;
- Oral, written, presentation and interpersonal communications skills;
- Organizational and analytical skills;
- Ability to deploy and maintain networks and databases;
- Ability to work co-operatively with a variety of individuals and groups, both government and claimant;

Equivalencies may be considered:

- Educational equivalency could be:
 - a certificate in computer sciences (or similar) with 1 year of working in a GIS field,
 - 4 years of experience working in a computer sciences or GIS field,
 - a combination of learning/on-the-job programs (example: *Hivuliqtikhanut Leadership Development Program*).

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

The 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: <i>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.</i>
Work in office environments. Frequently required to travel in northern and southern Canada.
Sensory Attention: <i>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.</i>
• Reading detailed documents, studying and researching; • Focused listening; • Long-term computer use may cause eyestrain, back and wrist pain.
Mental Stress: <i>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.</i>
• 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