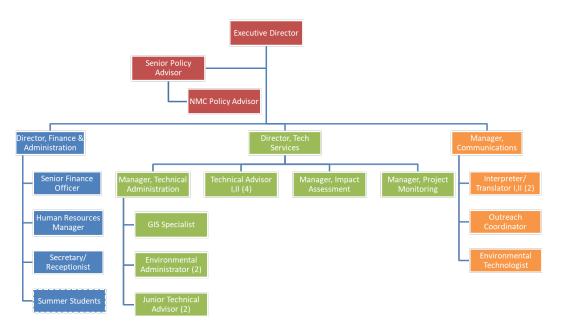


# **NIRB Human Resource Position Descriptions**

## I. General Information

<b>Position / Title:</b>	NMC Policy Advisor	Date in Effect:	July 11, 2019
Department:	Executive	<b>Reports To:</b>	Senior Policy Advisor



### II. Purpose of Position

The NMC Policy Advisor provides objective analysis and advice to the Nunavut Impact Review Board (NIRB) and the Nunavut Marine Council (NMC) regarding various internal and external policy, planning and legislative initiatives. This position directly assists the Senior Policy Advisor in identifying contentious issues, alternative options, policy gaps, financial/legal implications, interdepartmental and external impacts and consistency with the NMC mandate.

## III. Essential Duties and Responsibilities

- 1. Prepare briefings on identified matters of interest with objective, evidence-based analysis and advice:
  - Provide support services, research, briefings, co-ordination of information and information requests
  - Develop presentations and speaking notes for Board and staff members of the Nunavut Marine Council
  - Analyze data and information to identify relevant trends and associated implications
- 2. Review submissions requiring NIRB/NMC approval for compliance with organizational mandate, legislation and regulations, strategic goals, policies and fiscal situation:
  - Provide research, assessment and advice on requests by the Senior Policy Advisor
  - Maintain discretion and confidentiality on a regular basis
  - Maintain up-to-date content for NMC website
- 3. Participate in, or lead, special research or development initiatives for the organization:
  - Lead contributions to assigned Nunavut Marine Council initiatives
  - Track and report progress on the implementation of strategic priorities and initiatives

- Contribute to the development of governing authorities (e.g. legislation, policy, procedures), systems, negotiating positions, etc., having organization-wide or strategic impact
- 4. Liaise with federal, territorial and local governments, Inuit organizations, non-governmental organizations and industry groups to identify issues of concern, priorities and opportunities for collaboration.

# IV. Other Duties and Responsibilities

- 1. Organize and/or deliver training to Board and staff members of the Nunavut Marine Council.
- 2. Prepare proposals for securing additional funding and support for the Nunavut Marine Council.
- 3. Other duties as assigned.

## V. Qualifications

Knowledge of:	Thorough understanding of the provisions of the Nunavut Agreement
	<ul> <li>Awareness of the social, cultural and economic setting of Nunavut</li> </ul>
	<ul> <li>Government structures and political affiliations</li> </ul>
	<ul> <li>Techniques for policy analysis, development and application</li> </ul>
	<ul> <li>Public administration practices and associated control processes</li> </ul>
	<ul> <li>Strategic planning and project management theory</li> </ul>
Skills:	<ul> <li>Excellent verbal and written communications skills</li> </ul>
	<ul> <li>Strong interpersonal skills</li> </ul>
	• Efficiency in Windows operating systems and Microsoft Office applications (e.g.
	Outlook, Word, Excel, Access, PowerPoint)
	<ul> <li>Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong</li> </ul>
	asset
Abilities:	<ul> <li>Collate and manage large amounts of information efficiently</li> </ul>
	<ul> <li>Summarize information and highlight important issues</li> </ul>
	<ul> <li>Task prioritization and effective time management</li> </ul>
	<ul> <li>Summarize complex ideas and principles for non-technical audiences</li> </ul>
	<ul> <li>Lead and influence sometimes reluctant parties to achieve common objectives,</li> </ul>
	facilitate development, manage conflicts and resolve dispute
	<ul> <li>Cope with frequent interruptions and changes in priorities</li> </ul>
	<ul> <li>Maintain discretion and the highest level of confidentiality</li> </ul>
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Education:	Graduate degree in public administration, natural resource management,
	environmental studies or related area(s) supplemented with 3 years' experience in
	a similar position
	Alternative acceptable education and training preparation includes an
	undergraduate degree in a relevant discipline supplemented with 5 years' work
	experience in progressively more senior positions with similar work
	responsibilities
Experience:	<ul> <li>Briefing senior management or equivalent</li> </ul>
	• Working within a regulatory environment and specifically with environmental
	assessment practices and procedures
	<ul> <li>Personal and professional experience in the Arctic or in a cross-cultural setting</li> </ul>

## VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent is subject to extended periods working while seated at a computer

## VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather
- There may be frequent interruptions during the work day, depending on work load and deadlines.
- Work can sometimes be stressful

## VIII. Mental Demands

- The position requires concentrated mental effort and attention to detail for most of the time spent on the job. Mental stress results from externally driven work volumes and tight deadlines.
- Consistent concentrated effort must be maintained during frequent interruptions, tight deadlines, extended hours and during resolution of problems and disputes. Items dealt with will have differing degrees of direct impact to the NMC