

- 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:	<ul style="list-style-type: none"> ▪ Thorough understanding of the provisions of the Nunavut Agreement ▪ Awareness of the social, cultural and economic setting of Nunavut ▪ Government structures and political affiliations ▪ Techniques for policy analysis, development and application ▪ Public administration practices and associated control processes ▪ Strategic planning and project management theory
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Skills:	<ul style="list-style-type: none"> ▪ Excellent verbal and written communications skills ▪ Strong interpersonal skills ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset
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Abilities:	<ul style="list-style-type: none"> ▪ Collate and manage large amounts of information efficiently ▪ Summarize information and highlight important issues ▪ Task prioritization and effective time management ▪ Summarize complex ideas and principles for non-technical audiences ▪ Lead and influence sometimes reluctant parties to achieve common objectives, facilitate development, manage conflicts and resolve dispute ▪ Cope with frequent interruptions and changes in priorities ▪ Maintain discretion and the highest level of confidentiality
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Education:	<ul style="list-style-type: none"> ▪ 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
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Experience:	<ul style="list-style-type: none"> ▪ Briefing senior management or equivalent ▪ Working within a regulatory environment and specifically with environmental assessment practices and procedures ▪ Personal and professional experience in the Arctic or in a cross-cultural setting
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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