

## 1. IDENTIFICATION

<b>Position No.</b> 15-04239	<b>Job Title</b> Advisor, Business & Promotion South Baffin	<b>Supervisor's Position</b> Manager, Community Economic Development South Baffin	
<b>Department</b> Economic Development and Transportation	<b>Division/Region</b> Community Operations – Qikiqtaaluk	<b>Community</b> Pangnirtung	<b>Location</b> Pangnirtung
Financial Coding:			

## 2. PURPOSE

### The Position

The Advisor, Business Promotion provides support to community economic, small business and tourism product development programs as well as assisting in delivery of the Travel and Tourism Act regulatory program in the region. The position reports to the Manager, Community Economic Development-South Baffin located in Pangnirtung.

## 3. SCOPE

### The Branch

The Economic Development Branch has overall responsibility for leading the strategic direction and promotion of economic development in Nunavut.

### The Division

Community Operations Division (COD) is part of the Economic Development Branch of the department. COD ensures that departmental programs are delivered and administered to meet the specific needs of each region and its communities by overseeing regional transportation activities and business development services. Programs are managed and delivered from three regional headquarters and one satellite office located in communities within the regions of Qikiqtaaluk, Kivalliq and Kitikmeot.

The position impacts directly on:

- Community value added products and export capability;
- Intra and inter regional community economic development consistency in program delivery;
- Regional domestic and international marketing, promotion and product distribution;
- Regional domestic and international transportation services;
- Regional and community economic development and transportation capital and social infrastructure;
- Success of regional businesses;
- The successful expansion and diversification of Nunavut's economy to the future of Nunavummiut and communities;
- Nunavummiut across the territory who intend to become more economically self supporting through business development, public transportation infrastructure, training and job opportunities;

- Strategies which enable communities to enjoy individual economic success as they attempt to promote and sustain a viable local economy;
- The success and perception of the Department of ED & T and the regional offices across Nunavut in achieving their goals and objectives;
- Interactions with the other regional offices as programs are planned and delivered to implement strategies and policies;
- Programs of Government of Nunavut departments, Nunavut Land Claims Agreement agencies, federal departments and federal and territorial crown corporations that work with ED & T when entering into joint economic ventures which can total millions of dollars of investment or other financial assistance;
- Economic obligations within the Nunavut Land Claims Agreement that must be met by the department;
- Present and future involvement of private industry from local suppliers to multinational corporations which play or may play a role in the economic future and transportation facilities of Nunavut and its communities;
- Departmental and partnering agency budgets which are available to empower the communities to deliver programs and realize benefits; and
- The use of renewable and non renewable resources in traditional and non traditional ways when developing strategies for Nunavummiut.

#### 4. RESPONSIBILITIES

The Advisor, Business Promotion South Baffin provides communities, businesses, tourism establishments and related interest groups with the resources, support, information and training they need to contribute to the economic development of the region. Major accomplishments and accountabilities are:

**Delivers the regional community, business and tourism promotion program by:**

- Participating in development and delivery of ED & T's innovative community economic strategies and programs to promote community capacity building, business and tourism product development;
- Participating in research, feasibility studies and analysis for program planning and delivery;
- Analyzing community based plans to identify community priorities;
- Participating to establish and implement meaningful Unit goals, objectives and priorities for the region;
- Reviewing and evaluating community economic development initiatives for consistency with community plans and ED & T policies;
- Delivering community-based assessment tools, profiles, inventories and directories for the program;
- Delivering programs consistent with legislation, public service processes and standards;
- Building and maintaining working, partnering and communications relationships with government, crown corporations, community governments and employees and industry to support effective and efficient program delivery;
- Reviewing Program Partnership Agreements for consistency with the Policy on Program Partnerships to ensure fair and equitable agreements;
- Facilitating use of the Department's Contributions to Business Development and Community Initiative Programs and other sources of advice and external funding;

- Participating in joint government, community and industry business development working groups;
- Implementing a system to identify development indicators in the region which will permit clients to monitor and evaluate progress according to community, business and tourism program principles;
- Conducting evaluations of ED & T policies, strategies and programs at the community and regional levels for efficiency and economy.

**Participates in delivery of the regional Travel and Tourism Act regulatory program as a Tourism Officer by:**

- Reviewing tourism licence applications for accuracy and required supporting documents;
- Reviewing and evaluating tourism licence applications to verify eligibility for a licence pursuant to the TTA;
- Administering the tourism licence application appeal process;
- Issuing tourism licences;
- Recommending revocation or suspension of tourism licenses;
- Maintaining the regional electronic tourism licence data system;
- Developing and delivering educational programs to encourage voluntary compliance to legislation;
- Conducting inspections of tourism establishments to ensure compliance with the TTA ;
- Completing inspection reports and discussing the results with tourism establishment management to take voluntary corrective action where necessary to achieve and maintain compliance;
- Issuing warnings and taking other compliance actions for minor violations;
- Conducting investigations into allegations of more serious violations of the TTA;
- Recommending other compliance actions where voluntary compliance measures have failed;
- Participating in pre or post charge alternative measures to achieve compliance;
- Issuing court documents to compel court appearance; and
- Appearing as a witness in court proceedings.

**Provides information and support by:**

- Promoting integration and implementation of Government of Nunavut priorities, including the *Nunavut Land Claims Agreement*, Tamapta and incorporation of Inuit Qaujimajatuqangit (IQ);
- Advising government staff, non government agencies, communities, the public and industry on departmental legislation, policies, strategies, programs, guidelines, services and procedures;
- Providing advice to ED & T and its clients on issues, trends, legal implications, business product technology, tourism and TTA regulatory compliance;
- Assisting communities to develop Community Development Committees and implement community economic development plans and strategies to promote efficiencies and effectiveness;
- Reviewing and providing recommendations on community business plans to ensure they are consistent with accepted accounting, marketing and management principles and in compliance with licensing, regulatory and taxation requirements;
- Preparing and delivering presentations to community governments, business and tourism groups to promote ED & T's policies, strategies and programs, development technology, information and guidance;

- Collaborating to create a training, development, coaching and mentoring system of support for communities to implement, monitor and evaluate community plans and initiatives;
- Providing information for potential and established business owners and infrastructure operators to access training programs to increase their knowledge, skills and abilities.
- Promoting development of an internal community system to “reduce, reuse and recycle” products to promote self sufficiency;
- Facilitating ‘value added’ local production of goods and services, niche markets and trade to develop business and job opportunities;
- Assisting to build local capacity to participate in trade shows to encourage marketing and distribution; and
- Distributing regional program information and statistics;

**Facilitates external contract services by:**

- Identifying projects for contract services;
- Monitoring contractor work progress, evaluating work quality and advising on required changes; and
- Recommending and implementing changes to contracts and services; and

Other duties as assigned

## 5. KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of:

- Nunavut communities, businesses and tourism industry;
- Basic economics and financial information;
- Basic construction, electrical and plumbing techniques;
- Building plans and blueprints;
- Law enforcement principles and practices is an asset;
- Community economic, business and tourism development policies, programs and challenges in Nunavut;
- Broadband technology;
- Strategic and business planning and operations;
- Human and financial resource management;
- Business development strategies and practices;
- Government and industry sectors in Nunavut;
- Inuit Qaujimatjatuqangit and the Nunavummi Nangminiqatunik Ikajuuti Policy;
- Project management;
- Adult education theories;
- Economic development principles;
- Use of Research and Socio-economic analyses;
- Legislation applicable to program delivery; and
- The goals, aspirations and priorities of Nunavummiut.

This knowledge is normally acquired through a diploma or certificate program in Community Administration, Economic Development, Renewable Resource Management; Public or Business Administration or a related field and 2 or more years of recent experience, however, it may be acquired through a varied combination of education, training and several years of recent experience.

**NB:** As this position is a law enforcement position, it is recommended that the following Conditions of Employment be adopted.

The Incumbent/Successful Candidate have no criminal record (i.e.-a pardon or no convictions at any time) as many law enforcement agencies will not allow persons with criminal records in their secure buildings or training facilities. There may also be issues pertaining to testifying in court when the person has a criminal record.

It is also suggested that there be a clearance from all new applicants stating that they are not currently under investigation for or currently charged with an alleged offence.

There is a need for a valid driver's licence and First Aid and CPR certificate.

#### Skills:

- Basic Accounting;
- Above average computer skills utilizing Microsoft Outlook, Access and Word software;
- Strong Power Point and Excel software skills;
- Use of the Internet as a research tool;
- Above average English oral and written communications skills to convey information so that it can be understood by the recipients;
- Proficiency in speaking Inuktitut is an asset; and
- Comfort in working and living in a cross cultural environment.

#### Abilities

- Adaptable - open to change in order to quickly respond to changing priorities;
- Analytical thinker - identifies elements of a problem or situation and develops acceptable solutions;
- Co-operative team member - works as a member of a team to attain organizational goals;
- Demonstrates initiative - works independently and completes assigned tasks seeking additional work without prompting;
- Effective listener - hears what is being said, understands the content and responds in a constructive manner;
- Honest;
- Innovative - develops and implements new forward thinking concepts;
- Persuasive - influences or persuades others to take a specific course of action or adopt a new method;
- Practices good judgment - provides an effective measured response to a situation;
- Practices self control - responds in a constructive manner in stressful situations.
- Results oriented - strong work ethic; and
- Shows leadership - effectively leads individuals and teams to reach common goals.

## 6. WORKING CONDITIONS

### Physical Demands

The majority of the daily work is normally performed in an office setting which may result in:

- Strain to the shoulders and back from sitting daily at a desk or in meetings for extended periods;
- Strain or injury to the fingers, hands and wrists from daily keyboarding; and

- Strain to the eyes daily from reading reports or looking at a computer monitor for many hours during the day.

Work performed away from the office may result in exposure to:

- Muscle cramps or soreness from once monthly riding in small boats or on ATVs or snowmobiles during inspections and investigations;
- Muscle cramps from twice monthly travel in small aircraft in confined spaces for 2-4 hours with no or little chance for relief;
- Muscle cramps on larger aircraft monthly flights that exceed 4 hours with limited opportunity for relief;
- Physical fatigue from twice weekly participation at and sitting at meetings after normal working hours and/or during weekends when listening to and responding to issues over many hours; and
- Physical fatigue from instructing courses for periods of up to 5 days.

### **Environmental Conditions**

Conditions include:

- Monthly exposure to risk of physical injury when conducting site inspections and investigations of alleged violations of the TTA;
- Frequent exposure to winter temperature extremes in a harsh environment when temperatures drop to in excess of -50C;
- Winter blizzards lasting for days disrupting work and travel schedules;
- Exposure to constant loud noises and vibrations when flying in aircraft.

### **Sensory Demands**

Demands are:

- Discerning if there is a threat of verbal abuse or physical violence from verbal and non verbal indicators by persons who are alleged to have committed TTA offences;
- Determining if construction of tourism facilities meet required standards;
- Extended periods of reading reports or looking at a computer screen exposing the employee to eye strain;
- Frequent extended daily periods of keyboarding may result temporary or permanent injury to fingers, hands and wrists; and
- Extended periods of observation during inspections of establishments, instructing and presentations to sense body language and other non-verbal indicators.

### **Mental Demands**

Demands are:

- Occasional tension when compelling compliance to the Travel and Tourism Act and Regulations;
- Occasional need to give testimony during tourism licence appeal proceedings and court appearances.
- Extended frequent travel resulting in absences from home which may result in anxiety relating to the family or household;
- Hectic extended work hours to honour deadlines and attend meetings may create feelings of stress, anxiety and lack of control;
- Extended periods of concentrating on and responding to many complex and ever evolving

issues with individuals, communities and committees may result in feelings of isolation and high stress; and

- Impact of working during seasonal continuous darkness or light encountered in northern latitudes may result in stress, illness and lowered productivity.

**7. CERTIFICATION**

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**