

1. IDENTIFICATION

Position No. 14-12822	Job Title Sustainability Coordinator	Supervisor's Position Executive Director, Infrastructure Programs	
Department CGS	Division/Region Community Infrastructure, HQ	Community Iqaluit	Location
Fin. Code:			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>In 2005, the Government of Nunavut and Infrastructure Canada signed the Gas Tax Fund Agreement for \$37.5million to be used for water, wastewater and solid waste capital projects. The agreement was extended until 2014/15 for an additional \$60 million. The Department of Community & Government Services administers this agreement on behalf of all municipalities. To date, there are 41 capital projects across Nunavut funded by the Gas Tax Funds</p> <p>Gas Tax Fund supports infrastructure that promotes a cleaner environment and produces sustainable communities. A requirement of the Gas Tax funds is for all communities in Nunavut to complete an Integrated Community Sustainability Plan (ICSP). ICSPs are community-specific plans that provide direction on infrastructure needs that: best meet the basic, current needs of the community and allows for future growth without imposing a burden on future generations.</p> <p>Reporting to the Executive Director, Infrastructure Programs, this position will lead the implementation of each community ICSP. This position works with all communities and other divisions and departments to meet the ICSP objectives. This position will require strong public relations and community planning skills as the incumbent interacts with the hamlet councils and the communities regularly.</p>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>To achieve sustainable community infrastructure in Nunavut, ICSPs have been identified as a means to help municipalities, territorial and federal governments to effectively plan and manage</p>
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their assets and resources to achieve identifiable outcomes with infrastructure development. This position will play a key role in helping all 25 of Nunavut's communities implement and maintain their ICSP's. Plans consider the cultural identity and demographics of each community. In addition, they will also consider environmental and social needs while promoting economic development and reflect sustainability principles

Within the Department, ICSP's be will be utilized in the annual capital planning process and will provide the foundation for the bi-annual community consultation process. ICSP's will also provide hamlets with a 'living document' and long term planning tool. The position will ensure communities address infrastructure in a timeframe that is flexible but identifies clear long term direction to achieve sustainability. The incumbent will have a direct impact on the achievement of community identified long term goals visions through the implementation of the ICSP's.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

ICSP Implementation

- Provide communities support to review, revise and further develop ICSP documents
- Provide ongoing implementation support by educating hamlet councils and staff on importance and value of planning and the necessity implement ICSP's
- Promote sharing of information between hamlets and GN on sustainability
- Initiate meetings with hamlet councils to provide implementation support to ensure communities carry out goals of the ICSP
- Work directly with Hamlet staff to support in the evaluation and assessment on the progress and successes of ICSP implementation
- Prepare work plans and travel budget for community workshops
- Provide community specific analysis and implementation recommendations.

Maintain ICSP Online Tool

- Upload all ICSPs onto database for use by both CGS and Communities
- Responsible for maintenance and upgrade of online ICSP database
- Ensure regular update of online ICSPs as requested by communities
- Support communities in progress tracking and evaluation of ICSP
- Develop reporting tool and collect information identifying the stages that the community is at in implementing their ICSPs and achieving their overall ICSP goals.

Community Training

- Facilitate ongoing strategic planning session to update and review ICSP
- Develop training manual for community use of database
- Prepare ICSP workshop kits for community meetings
- Travel to all communities to conduct workshops on ICSP database use

Communication

- Research, develop and distribute to Hamlets information on ICSP online tool
- Enhance information distribution through communication means such as an ICSP webpage and newsletters
- Acts as liaison between GN, Government of Canada, communities, local agencies when dealing with sustainability matters.
- Promote ICSP development at the municipal and territorial level

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

- University Degree in Sustainability Planning or Public relations or Urban planning. Equivalencies consisting of broad and varied experiences in Nunavut relevant municipal planning and conduct of the Nunavut Government may be considered.
- Experience in public relations of 3-5 years
- Report writing skills and presenting capabilities of 3-5 years
- Experience with computer online software tools and databases
- Strong researching and development skill
- Excellent interpersonal and communication skills
- Excellent team building skills

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical

fatigue or physical stress.

The position is a headquarters function and will be spending majority of the time sitting in a workstation.

There will be requirements for meetings with internal staff and interdepartmental representatives in person and by teleconference on a daily and weekly basis. Meetings with other levels of government (federal, provincial, territorial and municipal) are also required on a regular basis. Communication will also be done through fax and e-mail.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Travel to communities on small planes on a regular basis is required

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

Frequent use of a computer is required to perform all aspects of the job. Several hours a day is spent reading correspondence, reports and other documents.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

A great deal of reading and analyzing is required for this position and much is of detailed and technical nature. Mental stress due to deadlines, meetings, and any media involvement on events.

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”.