

1. IDENTIFICATION

| Position No. | Job Title | Supervisor's Position | Financial Code | |
|--------------------|----------------------------------|--------------------------------------|---------------------------------|-------------|
| 08-13330 | Project Assessment Archaeologist | Territorial Archaeologist (08-09907) | .08501-01-2-230-0850010-01-???? | |
| Department | | Division/Region | Community | Location |
| Culture & Heritage | | Heritage (08500-02) | Iglulik | Qikiqtaaluk |

2. PURPOSE

| |
|--|
| <p>Main reason why the position exists, within what context and what the overall end result is.</p> |
| <p>Reporting to the Territorial Archaeologist, this position reviews and makes recommendations concerning the mitigation of heritage resource impacts resulting from land use and development projects in Nunavut.</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>The position requires the careful analysis and evaluation of land use and development proposals, and the formulation of recommendations for the management and protection of archaeological and palaeontological resources. These duties must be performed within the mandate and policies of the Government of Nunavut (GN), and in accordance with the provisions of federal and territorial legislation including the Nunavut Archaeological and Palaeontological Sites Regulations (Nunavut Act), the Historical Resources Act, The Territorial Land Use Regulations (Territorial Lands Act), and land claims settlement agreements.</p> <p>Decisions made by the incumbent have a direct impact on the credibility and overall operation of the GN's archaeology and palaeontology program and, in some contexts, on the entire GN.</p> |

4. RESPONSIBILITIES

| |
|---|
| <p>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 <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</p> |
|---|

Reviews and responds to land use and development proposals, and provides recommendations for the mitigation of archaeological and/or palaeontological resource impacts of the proposed development to the Territorial Archaeologist or, where required, to the appropriate land management authority by:

- ◆ Consulting the GN archaeological and palaeontological sites databases to identify, if known, archaeological sites which occur within the area of the proposed land development;
- ◆ Assessing areas where previous archaeological investigations have not been conducted, and the heritage potential of the lands affected by the proposed development through reference to traditional patterns of land use by Aboriginal groups;
- ◆ Liaising with palaeontological experts for the purpose of evaluating the impacts of development projects on palaeontological resources;
- ◆ Assessing the impacts of development projects on archaeological or palaeontological resources through consultation with proponents, outside experts, and through the review of project proposals and reports;
- ◆ Evaluating mitigation recommendations made by heritage consultants retained by land development proponents, and making recommendations to the Territorial Archaeologist, the GN Sustainable Development Advisory Group, and other agencies as required concerning the heritage resource impacts of proposed developments and the approval of proposed mitigation plans;
- ◆ Participating in meetings of the GN Sustainable Development Advisory Group (SDAG) and ensuring that land use and development projects are carried out within the established terms of reference and professional standards of performance, and with minimum negative impacts on Nunavut's heritage resources; and
- ◆ Attending land use and development environmental assessment related meetings (e.g., hearings) to communicate heritage resource management issues and concerns and attending conferences nationally as well as internationally.

Designs, conducts, and reports on impact assessments to conserve Nunavut's archaeological and palaeontological resources in response to development projects by:

- ◆ Liaising with appropriate departments within the GN regarding developments (e.g., roads, subdivisions, etc.) which may have impacts on heritage resources;
- ◆ Designing, scheduling, and providing cost estimates for heritage resource impact assessments in response to GN developments;
- ◆ Liaising with archaeological and palaeontological experts for the purpose of evaluating the impacts on these resources of proposed development projects in Nunavut;
- ◆ Obtaining a permit to conduct archaeological investigations for the project in accordance with the Nunavut Archaeological and Palaeontological Sites Regulations;
- ◆ Conducting heritage impact assessments for GN developments to identify archaeological or palaeontological sites that may be impacted by the development, including site by site assessments to determine site size, complexity, and extent of subsurface deposits to identify options for mitigating any development impacts on the site;
- ◆ Hiring and supervising field crews that may be required to undertake archaeology assessment projects;
- ◆ Reporting on the results of the archaeological impact assessments to accepted professional standards as

set out in the Nunavut Archaeological and Palaeontological Sites Regulations, and the Guidelines for Nunavut Territory Archaeology and Palaeontology Permits, including detailed descriptions of all archaeological/palaeontological sites identified in the course of the assessment, cataloguing and analyzing of recovered artifact/specimen collections, interpretation of the sites and collections within the context of regional history/prehistory, and evaluation of the scientific and public/community significance of sites which will affect the options selected for mitigation of the development impacts on the site;

- ◆ Providing recommendations to the appropriate GN department(s) concerning the mitigation of development impacts on archaeological and/or palaeontological resources (site avoidance, site salvage/sampling) and providing an estimate of costs associated with the recommended mitigation; and
- ◆ Providing, where applicable, detailed accounting of project costs and invoices to the client department to facilitate cost recovery for impact assessment projects.

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 behaviors 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.

The responsibilities of the Project Assessment Archaeologist require specialized knowledge of archaeological and anthropological theory and practice, and extensive fieldwork experience. The incumbent must have:

- ◆ Knowledge of the history of archaeological research, the nature and extent of known archaeological resources throughout Nunavut, and the principles and practice of heritage resource management;
- ◆ Knowledge and understanding of territorial legislation relevant to the management of heritage resources such as the Historic Resources Act, and federal legislation such as the Nunavut Archaeological and Palaeontological Sites Regulations pursuant to the Nunavut Act, the Territorial Land Use Regulations pursuant to the Territorial Lands Act, the Canadian Environmental Assessment Act, and all land claim settlement agreements relevant to Nunavut;
 - Responsibilities require the incumbent to have extensive knowledge of territorial, federal and land claim environmental assessment structures, functions and operating procedures.
 - This knowledge is acquired through graduate level courses, specialized reading, work experience, and intra- and inter-government and agency relationships.
- ◆ Knowledge of the history and cultures of Nunavut and be particularly sensitive to its unique social, cultural and linguistic conditions, and be able to work comfortably in cross-cultural situations.
 - This knowledge is acquired through graduate level courses, work experience, and specialized readings from professional books, journals and workshops;
- ◆ Substantial operating skills and familiarity with multiple software applications and the ability to use information management, word processing, and other specialized software on a daily basis;
- ◆ Knowledge of research and field activities, and use of a wide variety of specialized equipment including geographic positioning systems, cartographic equipment (e.g., maps, compasses, drafting equipment), survey equipment (e.g., Total Station), camping equipment, mid-band radios, firearms, and photographic, audio and video recording equipment.

- ◆ Knowledge and use of first aid and emergency procedures for field activity requirements, and the professional standards and ethical guidelines; and
- ◆ Advanced skills in research, analysis, writing, and presentations, in order to research and write technical and scientific reports for internal and public use, and to make presentations to public and professional audiences.

The Project Assessment Archaeologist must have:

- ◆ A graduate degree-granting program in anthropology or archaeology or similar, commensurate with a Master’s level program; and
- ◆ At least one (1) year of experience in northern heritage research and resource management.
- This position is considered to be a position of trust
- The incumbent is responsible for transporting artifacts nationally and internationally as needed

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.

For most of the year, the incumbent works in an office environment with frequent opportunities to move about. A great deal of time is spent in front of a computer screen. During the summer period, the incumbent’s activities may also include travel to remote and isolated field locations to conduct archaeological research. This requires physical endurance and strength to lift and move field equipment and other objects. Field research may also impose a certain amount of risks, danger and physical fatigue. Throughout the year, the incumbent may be required to travel to communities to attend meetings, often outside of regular work hours, requiring mental and physical alertness. The incumbent may be required to travel internationally.

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 disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

The incumbent’s responsibilities may include conducting field research throughout Nunavut, which can require traveling on short notice, exposure to uncomfortable living and travel conditions, or working in inclement weather.

In field situations the incumbent may be without emergency medical assistance for extended periods of time. The incumbent will be exposed to dangers associated with travel in aircraft, helicopters, all-terrain vehicles, and boats. Travel in winter requires air and ground travel in cold conditions. Field work may require extended periods of time away from the office and home.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements 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.

The incumbent spends a considerable amount of time using a video display terminal and preparing and reviewing a wide variety of documents. This may result in eyestrain, headaches, and other physical discomforts.

The incumbent also spends a considerable amount of time with representatives of government and non-government agencies, and other Government of Nunavut departments. This requires attentive listening and negotiation skills, tact, and diplomacy.

In field situations, the incumbent must use all senses to be alert to potential environmental and work related risks and dangers, to ensure the safety of the field crew and to attend to research responsibilities.

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.

The incumbent is responsible for a wide variety of tasks and projects, and must be flexible and have the ability to adjust to different working environments and conditions easily. In field situations, the incumbent is required to ensure the safety of field crew at all times, and must be alert to potential dangers. All of these create stressful situations and lead to mental and physical fatigue, and other symptoms such as headaches.

In field situations the incumbent will be away from home and family for extended periods of time which may lead to emotional stress. In field and community situations, the incumbent is required to work in cross-cultural situations requiring particular attention to culturally appropriate behaviour and conduct. Frequent travel for extended periods of time may lead to mental stress and fatigue as mental alertness is required at all times.

Interactions with federal and territorial governments, land claims organizations, communities and academics, which often involve sensitive and confidential issues, can be complex and stressful.

7. CERTIFICATION

| | |
|---|---|
| <p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p> | <p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <p>_____ Deputy Minister</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p> | |

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”.