

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-12330	Manager, Research & Evaluation	Executive Director (08-12333)	08080-08-1-235-0800001-01-????	
Department		Division/Region	Community	Location
Inuit Uqausinginnik Taiguusiliuqtiit (Culture & Heritage)		Inuit Uqausinginnik Taiguusiliuqtiit (08080-01)	Iqaluit	Qikiqtaaluk

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Manager, Research & Evaluation provides supervisory and support roles to a team of terminologists and linguists working in Inuit Uqausinginnik Taiguusiliuqtiit (IUT) to advance and enhance the Inuit Language as per Part 2 of the Inuit Language Protection Act (ILPA).</p> <p>IUT is the Inuit Language Authority specified in Part 2, s.15 of ILPA, assented into law by the Government of Nunavut in 2008, and tasked “the duty of the Inuit Uqausinginnik Taiguusiliuqtiit to expand the knowledge and expertise available with respect to the Inuit Language, and to consider and make decisions about Inuit Language use, development and standardization” (s.16(1) ILPA).</p> <p>As part of implementing Part 2 of ILPA, the Manager, Research & Evaluation conducts and/or coordinates on-going technical research in Inuit language issues and provides policy analysis and advice to the Executive Director and IUT Board on all matters related to the organization’s mandate. He/she also supervises the work of the IUT linguistic and terminology team and provides administrative/managerial support in carrying out their respective duties. The desired result is an effective and efficient operation of the IUT’s various endeavours.</p>

3. SCOPE

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?

In order to make informed decisions, the IUT Board needs access to quality policy and technical analysis and advice on issues pertaining to the use of written and oral Inuit Language (s.3(3) and (4)). The Manager, Research & Evaluation co-ordinates and supervises IUT's linguistic, terminologists and language assessment team in order to provide high quality expertise in a timely manner, and ensure that the work of the team under his/her supervision complies with IUT Board's priorities and strategic plans.

As the senior member of IUT language specialists' team, the Manager, Research & Evaluation will provide administrative/managerial support to, and when necessary, mentor and/or arrange professional development training for the members of the team under his/her supervision. He/she will act as a liaison between IUT and other language researchers/organizations/institutions to keep abreast of developments in the fields language policies and research.

The position is recognized as a supervisory role and is expected to manage/supervise and assess performance of subordinate staff.

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.

- ◆ In collaboration with and under the direction of the Executive Director, enforce compliance to and/or develop IUT policies and operating procedures to guide IUT staff in carrying out their work;
- ◆ Undertake and/or supervise research requested by the IUT Board, the Minister of Languages, or Cabinet;
- ◆ Co-ordinate internal and external research projects relating to the history of the Inuit Language, statistical trends, policy development issues with the ultimate view of advancing the use of the Inuit language in Nunavut. This work entails involvement in project design, management and evaluation and the preparation and publication of papers and reports;
- ◆ Supervise and manage the work of the linguist, terminologists and the language assessment team;
- ◆ Work with partners in government, Inuit organizations, the private sector, the education system and media to monitor and evaluate plans aimed at improving the quality of the Inuit Language used in their written and spoken communications;

- ◆ Under the direction from the IUT Board, identify priorities and organizational needs with respect to needed research related to the Inuit Language;
- ◆ Promote and advance the quality, balance and accessibility of research and help provide oversight and GN-wide coordination to avoid duplication;
- ◆ Share information with organizations, academic institutions or individuals, within or outside Nunavut, to expand the knowledge and expertise that is available about the Inuit Language;
- ◆ Assist staff with the preparation of briefing materials to the IUT Board members;
- ◆ Provide assistance and advice to the Documentation Specialist in identifying written materials to be included in the Taiguusiliuqtiit language resource centre; and
- ◆ To perform other duties as assigned by the Executive Director.

Supervisory Administration:

- ◆ Reporting directly to the Manager, Research & Evaluation are the Linguist, Terminologist, Government and Education, and Terminologist/Researcher.

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 incumbent must have the following qualifications:

- ◆ Extensive experience and knowledge about the Inuit language, including a working technical understanding of its grammatical and phonological structures and how these relate to the writing systems, history, and dialectal variations;
- ◆ An understanding of linguistics and/or excellent grasp of policy issues facing the Inuit language;
- ◆ Excellent communication and inter-personal skills;
- ◆ The ability to work toward consensus with individuals and organizations on controversial issues;
- ◆ Strong computer skills, including familiarity with Microsoft Office software (Word, Excel, PowerPoint);
- ◆ Strong organization skills, combined with flexibility and the ability to work with multiple files and persons;
- ◆ The ability to manage one's own time, and meet deadlines with minimal supervision;
- ◆ The willingness to take on a broad array of responsibilities as required;
- ◆ The incumbent should have a minimum of 2 years' relevant experience conducting research related to language and/or policy development;
- ◆ The incumbent must have a grade 12 education or equivalent; and

- ◆ A post-secondary degree or graduate degree in management, administration, communications, linguistics, or similar is considered an asset.

Language Profile:

In accordance with Section 12. 2(c) of the Inuit Language Protection Act, this position has the following language requirements, which are a justified part of the occupation:

- ◆ Full proficiency in spoken/written Inuktitut and English
- ◆ Advanced writing skills in the Inuit Language, English or French
- ◆ The ability to keyboard in either qaniujaaqpait or qaliujaaqpait

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.

- ◆ Daily use of computers and other office equipment
- ◆ Much time is spent in a sitting position with frequent opportunity to move about

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 works in a typical office setting, dealing with human resources issues that impact on personal privacy, and can be politically sensitive in nature

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 though one or more of the incumbents' senses.

- ◆ The incumbent will work with computers daily, LCD projectors and other miscellaneous electronic equipment from time to time
- ◆ Reviewing and writing detailed electronic and hard-copy documents and reports (daily basis) can cause eyestrain and other physical discomforts

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 would at times be required to work several hours of research at a time which could cause fatigue.

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>_____ Inuit Uqausinginnik Taiguusiliuqtit Board</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”.