Title: Director of Strategic Planning & Policy
Department: Office of the Languages Commissioner of Nunavut
Community: Iqaluit
Reference Number: 01-504414
Type of Employment: Indeterminate

Salary range: $111,566.00 to $159,380.00 per annum
Northern Allowance: $15,016.00 per annum
Union Status: Excluded Senior Management
Housing: Subsidized Staff Housing is Available
Closing date: December 1st, 2017 @ 12:00AM EST

This is a Position of Trust and a satisfactory Criminal Record Check is required.

Pursuant to the Office Languages Act and the Inuit Language Protection Act, the office of the Languages Commissioner exists to safeguard the rights and status of each of Nunavut's official languages. This is a Senior Management position reporting directly to the Languages Commissioner. The Director of Strategic Planning & Policy provides options which support the decision making of the Languages Commissioner in carrying out the Commissioners mandate and responsibilities. This position provides advice and information on languages rights issues that is accurate, objective and timely. Furthermore, the Director manages detailed policy issues associated with the Languages Commissioner mandate and seeks legal advice from qualified counsel, when deemed necessary. This position has four (4)'s direct report.

The Director will provide strategic support to the Languages Commissioner; this includes advice on policy direction and in conjunction with qualified legal counsel, the interpretation of the language legislation and policies and legal advice when and as necessary. The incumbent is responsible for developing strategic priorities and priority options, policies and operation procedures collaboratively with stakeholders. The incumbent will also take the lead in managing the financial services along with the development of the annual business plan. The responsibility of human resource management of all direct reporting staff is a major role in this position.

An in-depth knowledge of the Official Languages Act and the Inuit Language Protection Act along with its policies and procedures related to the Acts are needed. In addition, it’s necessary to have sound knowledge of administrative law (including the principals of natural justice) and of Nunavut's Political, economic and social issues. Thorough understandings of government decision making-processes are also needed. The ability to have strong writing and editing capabilities to ensure accurate, consistent and effective written communications are needed.

The incumbent must have a sense of diplomacy, experience in conflict resolution and people management skills along with strong leadership skills to motivate and direct staff to complete projects on time. Strong Facilitation Skills are required to work within the directorate, government departments, Inuit Organizations and the private sector and external stakeholders such as the media.

The ideal candidate must have a University Degree in Public or Business Administration or Public Political Sciences and Public Policy and three (3) years’ work related experience. Strong leadership skills are required along with five (5) years of supervisory experience and experience in managing operational budgets. Proficiency in two of the official languages is required for this position. The Official Languages of Nunavut are Inuktitut, Inuinnaqtun, English and French

Equivalencies that consist of an acceptable combination of education, experience, knowledge, skills and abilities may be considered.

Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

An eligibility list may be created to fill future vacancies

If a Nunavut Inuit is not found, this will be offered as a 3 Year Term.

If you are interested in applying for this job, please email your cover letter and resume to gnhr@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavut. Priority will be given to Nunavut Inuit.
- Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Department of Finance
Government of Nunavut
PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
www.finance.gov.nu.ca
Phone: (867) 975-6222
Toll Free: 1-888-668-9993
Fax: (867) 975-6220
Email: gnhr@gov.nu.ca
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