

**GOVERNMENT OF NUNAVUT
SENIOR MANAGEMENT POSITION DESCRIPTION**

Department: Inuit Uqausinginnik Taiguusiliuqtiit (IUT), Culture and Heritage

Position: Executive Director

Division: Inuit Uqausinginnik
Taiguusiliuqtiit (IUT)

Position #: 08-12333

Location: Iqaluit, Parnaivik Building

Reports to: Chairperson of the IUT Board

Date: November 19, 2018

Financial Coding: 08080-08-1-235-0800001-01-????

Certification:

I agree that this Hay Plan position description is an accurate reflection of the duties, responsibilities and accountabilities of the Executive Director.

Louis Tapardjuk
Board Chairperson, IUT

Date

General Accountability

The Executive Director of the Inuit Uqausinginnik Taiguusiliuqtiit (IUT), reports to the Chairperson of the IUT Board of Directors. IUT is stated as the “Inuit Language Authority” (s.15, *ILPA*) in the *Inuit Language Protection Act*, created by the Government of Nunavut to expand and enhance the use of the Inuit Language. IUT is made up of a board with a minimum of five members, supported by full-time staff who act as a team to provide research, terminology work and linguistic expertise.

IUT’s commitment to the Government of Nunavut’s current priorities is critical to the continuing development of Nunavut. In particular, the Taiguusiliuqtiit will play an integral role in ensuring that Nunavummiut will speak, read and write fluently in at least two languages, and live comfortably in the modern world with traditional cultures and values as a guide. The Executive Director will lead the IUT in its role to be one that helps to protect the Inuit Language by keeping it relevant, through the promotion of its use in both spoken and written forms.

The Executive Director acts as a liaison between the Board of IUT, its staff and the Government of Nunavut’s Minister of Languages. He or she ensures that IUT carries out all of its activities in an effective and efficient manner and in accordance with Inuit

values. To achieve this goal, the Executive Director will develop and formulate a multi-year Strategic Plan that will outline the foundation for implementation of ILPA activities set for the IUT.

Organizational Structure

The Executive Director is the unit's senior management, reporting directly to the Chairperson of the IUT Board of Directors

Subordinates:

The following positions report directly to the Executive Director:

Manager, Research and Evaluation
Manager, Finance and Administration
Manager, Language Marketing

Nature and Scope

As the head of a dynamic team of language professionals, the Executive Director will lead the on-going development of the Inuit Uqausinginnik Taiguusiliuqtiit.

The IUT, stated as the "Inuit Language Authority" (s.15, *ILPA*) in the *Inuit Language Protection Act*, created by the Government of Nunavut to expand and enhance the use of the Inuit Language. Taiguusiliuqtiit will be made up of a board with a minimum of five members, supported by full-time staff who act as a team to provide research, terminology work and linguistic expertise.

The Executive Director acts as a liaison between the Board of IUT, its staff and the Government of Nunavut's Minister of Languages. He or she ensures that IUT carries out all of its activities in an effective and efficient manner and in accordance with Inuit values. To this end, the Executive Director will establish new objectives for each three-year planning cycle, provide a framework for the day-to-day operations and activities of the organization, improve budgetary compliance and set out what will be accomplished in the short and medium term with existing resources in the IUT Strategic Plan.

The position requires an innovative thinker and an energetic action-oriented person who is passionate about advancing the Inuit Language in Nunavut.

In order to work effectively as a language authority, the Taiguusiliuqtiit must enjoy the respect of the public, the Government of Nunavut, Inuit organizations and other stakeholders. The Executive Director will provide and promote high standards of professionalism and integrity. He or she will actively promote Inuit knowledge, values and approaches in all of Taiguusiliuqtiit's endeavours. The incumbent will also develop and maintain strong working relationships with government officials and representatives of private sector and Inuit organizations.

The Executive Director will, on a continual basis, seek ways to improve the services and programs of the Taigusiliuqtiit. This will include strategic planning and the setting of priorities. He or she will play a lead role in hiring, co-ordinating and motivating its staff, as well as managing the finances of the organization.

Dimensions:

Operating O&M

The total IUT budget for 2018-2019 is \$2,176,000.00.

Person Years (Reporting)

Total: Eight (8) including Executive Director

Direct Reporting: Three (3)

Specific Accountabilities

- Attending all meetings of the Taigusiliuqtiit board and providing advice and support in carrying out their activities;
- Designing and implementing general training plans for board members, as required, and staff, including partnerships with academic institutions in Nunavut and elsewhere.
- Developing strategic priorities, policies and operating procedures in consultation with the board and staff of Taigusiliuqtiit
- Actively promoting Inuit knowledge, values and approaches in all Taigusiliuqtiit endeavors;
- Serving as a liaison between the Taigusiliuqtiit Board, its staff and the Minister of Languages;
- Developing and maintaining strong relationships with government and private sector and Inuit organizations;
- Organizing annual consultations and/or symposia involving the leaders of Inuit organizations, representatives from other Inuit regions and government and education officials regarding the advancement of the Inuit Language;
- Ensuring that the Taigusiliuqtiit board is kept informed of the concerns of particular dialects, communities or regions regarding any matter associated with the advancement of the Inuit Language;
- Assisting the Taigusiliuqtiit board in issuing directives to Government of Nunavut departments;
- Leading the financial management of Taigusiliuqtiit and overseeing the preparation of budgets and annual reports;
- Playing a lead role in the hiring and motivating of staff
- Directly supervising the work of the Manager of Research and Evaluation, Manager of Finance and Admin., and the Manager of Language Marketing.

Knowledge, Skills and Abilities

Contextual knowledge:

- Knowledge of the key issues concerning Inuit Uqausinginnik Taiguusiliuqtit.
- Knowledge in the development and implementation of cultural policies and programs.
- Knowledge of strategic planning and evaluation
- Knowledge budgeting and financial reporting
- Knowledge of legislative and public policy development and evaluation;
- Knowledge of computer technologies and their application to the operations of the Division, particularly the management of information systems.
- Knowledge of theories, principals and practices of language and cultural evolution;

Skills and Abilities:

- Excellent verbal and written communication skills in the Inuit Language as well as English, and be able to convey and receive information through various media in a clear and effective manner
- Excellent writing and typing skills in either qaniujaaqpait or qaliujaaqpait.
- Excellent interpersonal skills
- Leadership, team-building and motivational skills
- Strong research, project management, and business management skills
- Ability to manage reports related to finance and budgeting
- Ability to manage staff, lead, advise, guide and counsel
- Ability to deliver within tight deadlines
- Ability to use a computer and basic software
- Ability to manage and work within a team-based environment.
- Ability to prepare concise, efficient and effective written documents
- Ability to work within a diverse multicultural environment and organizations having diverse issues, concerns, and agendas

Qualification requirements:

This knowledge, skills, and abilities would typically be acquired through completion of a degree from a recognized post-secondary institution in Public or Business Administration, Social Sciences or related field with a minimum of 5 years related experience and 3 years or progressive managerial experience. A combination of Education and Experiences will be considered.

This position is considered to be a position of trust.