

1. IDENTIFICATION

Position No. 14-14936	Job Title Program Officer	Supervisor's Position Manager, Federal Contributions and Relations	
Department CGS	Division/Region Community Infrastructure, HQ	Community Iqaluit	Location Iqaluit
Fin. Code: 14800-01-1-235-574001-04-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p>
<p>Preamble</p> <p>The Community Infrastructure Division (CID) of the Department of Community and Government Services (CGS) is comprised of two sections: Municipal Planning and Capital Contributions and Relations.</p> <p>The Capital Contributions and Relation section is responsible for:</p> <ul style="list-style-type: none"> • the operationalization of federal capital infrastructure of projects across Nunavut (agreements in 2019-20 worth approximately \$ 1.4 billion from 3 federal departments) and territorial contributions programs (in 2019-20 worth \$10 million) which deliver block capital funding and application-based capital funding e.g. Gas Tax Small Projects and Municipal Green Infrastructure projects to support implementation of municipally prioritized projects; • leading engagement activities with municipalities, such as the annual CEO workshop, to build capital and long-term planning capacity of municipal corporations, support fully informed participation in the development of integrated community sustainability plans involving strong, well-grounded funding applications and performance measurement practices; • collaborating with municipal representatives/committees (e.g. NCIAC, LGAAN, NAM) and other CGS branches and divisions to develop and support a strong municipal voice throughout the GN Capital planning process (e.g. to identify and select projects); • developing Nunavut-specific recommendations relating to federal funding and territorial priorities, culture and environment and providing data to inform the federal government's development of terms and conditions for future infrastructure funding programs. <p>Purpose of Position</p> <p>The main purpose of this position is to operationalize the planning and implementation of approximately 11 federal and ultimate recipient capital contribution agreements and approximately 75 to 100 annual municipal agreements. In so doing the position must ensure:</p> <ul style="list-style-type: none"> • complex infrastructure funding reporting mechanisms and relationships, performance measurement and communication requirements are met;

- business processes, guidelines, protocols, procedures and templates/tools are in place to provide accurate and timely tracking and reporting on contributions, and
- training sessions are developed and designed to address gaps in municipal capacities, unique circumstances and priorities.

Included in the purpose of this position is the provision of expertise, support and guidance in the implementation and administration of communication activities, project criteria/indicators, and other obligations attached to capital funding agreements, and the analysis of post-project and program data and information to measure the relevance and fulfillment of efficiency, effectiveness, impact and/or sustainability goals.

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?

At the points of convergence between the Government of Nunavut and the Government of Canada on federally funded infrastructure projects and between the Government of Nunavut and the municipal corporations, the position is responsible for:

- Ensuring narrative, financial and outcomes reporting from municipalities and ultimate recipients are submitted in compliance with terms of the agreement and legal obligations of GN;
- Ongoing interactions with municipal corporations to provide feedback on applications, monitoring and due diligence to ensure complete and accurate information for the contribution programs;
- The position impacts the selection/adaptation of performance measurement indicators by making recommendations based on an assessment of municipal capacities and GN data management capabilities. To achieve this, the incumbent must consolidate and analyse federal, territorial and municipal documentation on business processes/expectations, guidelines and make recommendations on effectiveness and administrative efficiency of contribution program, risk management practices and obligations.

In addition, the position monitors and assesses federal, territorial and municipal operational and administrative interests, needs and experiences, and in so doing, contributes to the development of continued improvements to the operationalization of current and new funding agreements.

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.

1. Responsible for the operationalization and administration of program funding applications and agreements by:

- Developing and establishing guidelines, business processes, procedures and tools for application with municipalities and ultimate recipients to develop, monitor, validate, analyze and report on base line data for project, program and portfolio management purposes in accordance with CGS policies, funding agreements and/or programs;
- Developing data reporting business processes of funded projects as required to establish regular progress reporting against targets;
- Conducting reviews and analysis of business process maps (e.g. to monitor risks indicators, complete/submit funding applications) to weed out bottlenecks and other significant inefficiencies e.g. documents, clarifies, and breaks down process sequences into logical steps to improve quality control and timeliness);
- Monitoring compliance with terms of contribution agreements delivering federal and GN funding (e. g. reporting deadlines on submissions from recipients), following up with recipients, and ensuring reports are submitted according to agreements;
- Analyzing reports, clarifying any deficiencies with the recipients, recommending the release of holdbacks to recipients;
- Researching and liaising with other CGS staff and partners on the submission and monitoring of ICIP and LCEF projects including submittal of funding applications, production of quarterly progress reports, and obtaining supporting documentation for the on-line portals of funding programs (e.g. INFC Investing in Canada Plan and ECCC Low Carbon Economy Fund);
- Creating the program and project register and monitoring the agreed portfolio as directed by the Manager;
- Analyzing all reporting submissions from ultimate recipients including claims, progress reports, outcomes reports, GHG and climate resilience assessments, advising Manager of deficiencies and working with funding recipients to revise reports;
- Setting internal controls and practices to monitor compliance with agreements, project standards, spending records, program criteria, reporting and other operational requirements;
- Conducting verifications of processing and reporting documents throughout the life of the project for completeness, accuracy, problem solving and/or funding;
- Establishing and co-ordinating internal processes and guidelines to operationalize program obligations across relevant municipalities (e.g. setting project communication standards, monitoring project milestones, indicators and program outcomes), and developing new or revised program/service operational design;
- Consulting with municipal and GN officials to seek ways to improve the administration (e.g. templates, processes, data accuracy/timeliness) of the application and reporting process for capital funding programs;
- Regularly briefing the Manager and CGS staff when new materials, resources and processes are uploaded on the on-line portals by INFC and ECCC, etc;

- Collating comments and requests for additional information in collaboration with CGS Finance team, communicating these requests to the recipients and processing approved reports for final authorities and submission to INFC;
- Participating on cross-functional teams responsible for implementing new capital funding programs.

2. Responsible for community engagement, communication and information management activities by:

- Preparing and/or contributing to the development of appropriate summary reports, dashboards, backgrounders, briefing notes, information items for senior management and submissions to Cabinet and the Financial Management Board, etc.;
- Providing response to inquiries, complaints and request for information from stakeholders on operational policies, protocols, procedures, processes;
- Providing input to the development of program-specific communication plans, and contributing or drafting a range of materials (e.g., briefing notes, slide decks, guidelines, presentations, orientation packages);
- Playing a key role in the organization and logistics of the annual Chief Administrative Officer Workshop and the CID annual community sessions, preparing participant packages, coordinating travel reimbursement agreements and reporting, etc;
- Organizing logistics and facilitating events to engage GN departmental representatives on implementation, project selection and monitoring of funding programs such as Municipal Green Infrastructure Funding, Gas Tax Small Projects funding, Low Carbon Economy Fund;
- In close collaboration with the program management team, municipal representatives and CGS Communications, producing and/or contributing to the development of communication materials as per funding agreements obligations (e.g. social media, briefs to capture lessons learned, best practices and innovations) and as per the division's strategy and annual plans (e.g. ministerial announcements, stakeholder engagement campaigns);
- Identifying potentially contentious or controversial issues and recommending solutions to ensure compliance with Departmental policies, directives and guidelines;
- Liaising with the CGS Communications representatives to capture and report on project communication activities undertaken by the Ultimate Recipients.

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.

Knowledge:

- University degree in community development or social sciences, political science, public administration, information/data management or related field and 2 year minimum related experience in program management, business process management, project management, or managing grants and contributions programs. Equivalencies consisting of an acceptable combination of education, training and experience may be considered;
- Good knowledge of managing a contributions program including drafting and monitoring agreements, communicating terms and conditions and reporting requirements to recipients, compliance strategies and operational requirements;
- Proven knowledge of project management and data collection methods, project monitoring, producing presentations, materials, or visual displays and developing effective business processes;
- Knowledge and experience producing inspiring engagement and outreach work with municipalities to raise awareness, build ownership, obtain feedback and develop business processes, practices and procedures;
- Knowledge of effective communication practices, preferably in a northern or remote context involving cross cultural settings and various languages.

Skills and Abilities:

- Proven ability to gain an understanding of the backgrounds and expectations of multiple stakeholders (e.g. municipalities, GN departments/agencies, federal counterparts);
- Ability to develop creative and concise presentations and materials for a variety of audiences;
- Proven ability in establishing priorities in a time-sensitive environment, and meeting deadlines with strong attention to detail;
- Exceptional skills in building productive working relationships with team colleagues, field offices, municipalities and other partners, including consultation, persuasion and advisory skills to establish and maintain stakeholder liaison processes and to provide recommendations to management on issues/solutions;
- Ability to understand and interpret contribution agreements for operationalization across Nunavut municipalities and with ultimate recipients supported by excellent judgement, tact, diplomacy and problem solving skills;
- Excellent writing, editing and proof-reading skills with an emphasis on plain and clear language;
- Ability to prepare and deliver client-focused services, training, presentations, and solutions;
- Strong ability to prioritize, take initiative and thrive in a fast-paced environment with a broad range of clients while meeting deadlines;

- Strong interpersonal skills with an ability to work collaboratively with others both internal and external stakeholders and to work effectively in a cross-cultural setting.
 - Strong proficiency in Microsoft Office, particularly Word and Excel.
- Asset:**
- The ability to speak Inuktitut is considered an asset.

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. Annual travel to Nunavut municipalities or to the locations of projects may be required;
 - There will be requirements for meetings and communication with representatives of other agencies, departments or municipalities, CGS Divisional staff and municipal representatives in person, by email and by teleconference on a daily and weekly basis.

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.
- Travel to communities on small planes may be required.

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.

- 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.

- Long hours of reading and analysis of significant amounts of administrative or legal details, technical information and data;
- Mental stress may occur due to strict deadlines, conflicting priorities and demands, uncertainties and ambiguities stretched over long periods of time.

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”.

9. Appendix A – List of Positions and Corresponding Information

Community	Position	Supervisor	Freebalance Code