

**GOVERNMENT OF NUNAVUT
SENIOR MANAGEMENT POSITION DESCRIPTION**

Department: Culture and Heritage

Position: Director, Official Languages **Division:** Official Languages

Position #: 08-04244 **Location:** Iqaluit

Reports to: Assistant Deputy Minister **Date:** June 2023

Financial Coding: 08100-01-1-235-0810040-01-????

Incumbent: Vacant **Effective:** July 5, 2023

Certification:

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

Teresa Hughes, Deputy Minister
Culture and Heritage

Date

General Accountability

The Director, Official Languages reports to the Assistant Deputy Minister of the department of Culture and Heritage and is accountable for the management, coordination, and implementation of the *Official Languages Act*, *Inuit Language Protection Act*, and associated regulations and policies by the Departments of the Government of Nunavut and public agencies. The Director oversees the implementation of the Uqausivut 2.0. Uqausivut 2.0 identifies implementation measures through which departments of the Government of Nunavut and public agencies will meet their obligations under the language legislation. The division also serves as the central coordinating agency for Language Acts Implementation unit for all GN Departments and public agencies. The Director is further accountable for the effective administration of the *Canada-Nunavut General Agreement on the Promotion of the French and Inuit Languages*, community grants and contributions, the Inuit Language Implementation Fund and the language revitalization and language training units. Additionally, the Director is responsible for developing initiatives to promote the equality of official languages in Nunavut, while

fostering the preservation, use and promotion of Inuktitut, particularly among age groups and communities with concerns of language loss.

Organizational Structure

The Director, Official Languages is a member of the department's senior management team, reporting directly to the Assistant Deputy Minister. Other positions reporting to the Assistant Deputy Minister are:

Director, Translation Bureau
Director, Heritage
Director, Elders and Youth
Director, Inuit Qaujimagatuqangit

Subordinates

The following positions report directly to the Director, Official Languages:

Manager, Inuktitut Language Training Programs
Manager, Language Promotion and Revitalization
Manager, Language Acts Implementation
Manager, Francophone Affairs

Nature and Scope

The Department of Culture and Heritage was established to provide leadership within the Government of Nunavut in the development and implementation of policies, programs and services aimed at strengthening and promoting the culture, language, and heritage of Nunavummiut.

The Director is accountable for:

- Managing, coordinating and monitoring the implementation of the *Official Languages Act*, *Inuit Language Protection Act*, and associated regulations and policies by the Departments of the Government of Nunavut and public agencies.
- Administering the *Canada-Nunavut General Agreement on the Promotion of the French and Inuit Languages*, community grants and contributions, and the Inuit Language Implementation Fund.
- Developing, implementing, evaluating and auditing the GN wide language act implementation strategies of the Uqausivut Plan.
- Promoting the vitality of Inuktitut across Nunavut, while developing and coordinating policies and programs supporting the revitalization of Inuktitut among youth and communities with concerns of language loss, and strengthening its use among Nunavummiut.

- Design and oversee the development and maintenance of a comprehensive strategic approach to the design, development, and coordination of language training programs for the territorial public service.
- Protecting and promoting the French language and the vitality of the Francophone community, consistent with the obligations of Nunavut and Canada and with their policies.
- Developing initiatives to promote the equality of official languages in Nunavut.

The Department serves the public and the Government of Nunavut through operations based in Iqaluit, Baker Lake, Igloolik, Kugluktuk, Nunavut and Gatineau, Quebec . In that capacity resources are allocated through the following 6 Branches:

- Directorate
- Official Languages
- Translation Bureau
- Heritage
- Inuit Qaujimaqatuqangit
- Elders and Youth

Total departmental O&M expenditures in 2022-2024 exceeds \$25 million. The operational budget for the Official Languages and Services Branch is currently \$7,694 million with room for forced growth as a result of its legislated mandate under the *Official Languages Act* and *Inuit Language Protection Act*, regulations and policies. The Branch also further administers \$30 Million in third party funding under the four-year *Canada-Nunavut Agreement on the French Services and Inuktitut Language 2021-2024*. The administration of these language funds involves significant management and accountability to the Director.

To carry out the responsibilities of the position, the incumbent must establish and maintain relationships with the Languages Commissioner, Inuit Uqausinginnik Taiguusiliuqtiit, Inuit organizations, the private sector, municipalities and public stakeholders.

Dimensions:

Operating O&M

Base: \$7.694 (Vote 1)

Base: \$ 9.658 Million (vote 04/05)

Person Years

Total: 15 including Director

Direct Reporting: Assistant Deputy Minister

Specific Accountabilities:

Divisional Administration

- Functioning as a member of the Department's senior management team and contributing to the development of departmental visions for the future.
- Establishing goals and objectives for the Division and the individual members of the Official Languages team.
- Effectively supervising staff and providing staff development program aimed at improving their skills in the area of responsibility.
- Evaluating or causing to be evaluated, the performance of staff with the aim of improving services and the professional capacity of staff.
- Providing professional advice to the Minister through the Deputy Minister on language policy issues.
- Developing divisional budgets to provide the resources required to operate the Division.
- Managing divisional funds in accordance with the requirements of the *Financial Administration Act*.

Language Act Implementation

Internal responsibilities as the Central Coordinating Agency for Language Acts Implementation:

- Working with all GN departments and public agencies to ensure that they develop action plans and budgets to fulfill government obligations under the *Official Languages Act*, the *Inuit Language Protection Act* and associated regulations and policies.
- Identify the financial, structural, policy and human resources required to achieve the capacity to fully support planning, implementation, communications and management of Uqausivut.
- Maintain and chair the interdepartmental working groups that support the Deputy Ministers' Committee on implementation issues.
- Develop, maintain and administer funding MOUs with all departments and public agencies.
- Coordinate Uqausivut 2.0 implementation planning across all GN departments and public agencies by developing:
 - Oversight and accountability frameworks defining the functions, authorities, responsibilities and accountabilities of all parties with responsibilities under Uqausivut 2.0;
 - Evaluation frameworks with a rigorous monitoring, tracking and evaluation system, based on and summarized by a comprehensive logic model;
 - Indicators for tracking and monitoring process, establish procedures to sample and track the data, coordinate the consolidation and analysis of plan results and outputs, assist the appropriate stakeholders in identifying remedial measures, when required, and report as required on consolidated

- results;
 - A communications plan to ensure information on Uqausivut 2.0 is accessible to those who require it, and that accurate, timely and consistent messaging is provided externally and internally.
- Providing the Deputy Minister with recommendations for how GN departments can meet their obligations under the *Official Languages Act*, the *Inuit Language Protection Act* and associated regulations and policies.
- Providing technical advice to the Deputy Minister during the negotiation process with the Federal Government for a new *Canada-Nunavut General Agreement on the Promotion of the French and Inuit Languages*, or any required amendments to the existing agreement.
- Developing a framework for action to ensure that the Francophone community in Nunavut has the means necessary to safeguard and strengthen its cultural expression, collective life and heritage for future generations.

Internal divisional responsibilities for Language Acts implementation:

- In collaboration with relevant departments, public agencies and vested stakeholders the Director will:
 - Develop policies, programs and strategies in collaboration with relevant departments and public agencies to strengthen skills of Nunavummiut in Inuktitut through the education system;
 - Develop policies, programs and strategies to create work environments that focus on the use and advancement of Inuktitut as a work language of governments while respecting and upholding the rights of Nunavut's other official languages, and identify language training needs, support the development of internal and external language learning courses and curriculum, provide guidance on establishing language learning plans and goals and managing the language training budget;
 - Develop policies, programs and strategies to link the efforts of individuals, communities, educators, governments, Inuit organizations and businesses in advancing Inuktitut services to the public;
 - Develop policies, programs and strategies to stop the decline of Inuktitut in Nunavut, and start the process of healing and rebuilding language use amongst youth and communities where Inuktitut is under pressure from the growing prevalence of English;
 - Oversee the implementation of the *Canada-Nunavut Agreement on French Language Services and Inuktitut Language*.

External divisional responsibilities for Language Acts implementation:

- Developing strong working relationships with the Federal Government, the *Association des Francophone du Nunavut*, the Nunavut francophone population, Inuit organizations, municipal and private sector bodies on language implementation issues.
- Assisting community-based organizations, the private and municipal sector and individuals to develop funding proposals fostering the preservation, use and

promotion of Inuktitut in Nunavut.

- Coordinating, promoting and communicating language research projects and overseeing official language based activities throughout Nunavut.
- Assessing proposals from external stakeholders for enhancing the Inuit Language from a variety of community-based organizations, developing contribution agreements and monitoring approved language project across Nunavut.
- Developing a collaborative framework with regional Inuit associations for the prioritization of language planning and allocation of resources for language revitalization projects.
- Collaborating with Inuit organizations on language leadership to maximize harmonization of programs and initiatives, and dialogue on long-term collaborative approaches for the achievement of mutual language promotion, and revitalize goals.

Qualifications

The incumbent requires a thorough knowledge of, as well as, experience in the area of language research, and/or policy development.

The incumbent must be able to communicate effectively orally and in writing, coupled with the ability to work in a multi-cultural environment. The incumbent must have strong facilitation skills and the ability to lead. The ability to communicate in more than one of Nunavut's official languages (Inuktitut and/or French) is considered an asset.

This knowledge and these skills would normally be acquired through a post-secondary degree, Administration or community development, or other relevant degree plus 4 years of experience in managing community programs. An acceptable combination of education and experience may be considered. The incumbent must have had progressively responsible management positions with a diverse background in the areas of finance, human resources, and community and territorial/provincial operations.

This level of training and expertise is necessary for the development and management of department programs and the total understanding and capability to advise and assist regional and community staff, elected officials, and senior government managers in all aspects of community programs.

The Director must be able to work closely and cooperatively with other Directors to ensure Division programs and services are delivered effectively and efficiently and to ensure all communities receive the needed assistance and support. This position is considered a position of trust and will require a criminal records check.