

1. IDENTIFICATION

Position No. 08-10605	Job Title Cultural Programs Advisor	Supervisor's Position Director of Elders & Youth	Fin. Code
Department Culture and Heritage	Division/Region Elders and Youth	Community Igloolik	Location Qikiqtaaluk

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Cultural Programs Advisor position is the key position within the Department of Culture and Heritage to ensure Inuktitut language and culture are incorporated into the operations and development of programs and services by providing advice, guidance, and assistance to staff. The role of the advisor is to offer expertise in specific areas of knowledge, history, customs and traditions.</p> <p>The role of the Cultural Programs Advisor will be to offer expertise in specific areas of Inuit knowledge, and to establish links to elders and key resource people across Nunavut and other Inuit jurisdictions so that the broadest possible range of content information can be included. The Cultural Programs Advisor will also be researching and implementing materials that would require the incumbent to hold workshops to collect Inuit Qaujimajatuqangit specific to language, culture pertaining to environment and wildlife, hunting/gathering and spiritually, to be compiled.</p> <p>CLEY was created to safeguard and promote Nunavut's culture, heritage and language. As a lead department, there is expectation for every position to support this and implement the mandate. The incumbent is expected to ensure Inuktitut or Inuinnaqtun language and culture are the basis of his/her work.</p>
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3. SCOPE

<p>Describe in what way the position contributes to and impacts on the organization.</p> <p>The Cultural Programs Advisor has direct impact on operations, programs and services provided by the Department, as s/he helps to analyze guidelines and procedures for cultural and Nunavut relevancy. The Advisor's life experiences, wisdom and counsel will impact on the work by his/her colleagues. The Advisor will contribute to the establishment of a progressive and accountable organization constantly seeking the means to improve Government operations and make them more relevant for the benefit of Nunavummiut. This will strengthen and promote Inuit language and culture within the Department of Culture and Heritage and Government of Nunavut.</p>
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4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

The Cultural Programs Advisor along with the Oral History Researcher is accountable for the provisions of implementing the Oral History Strategy and collection from the elders.

- With Elder Committees discuss the scope of the project and seek advice on its implementation;
- Discuss possible interview priorities and topics with elders;
- Explain the immediate and long-term objectives of the project, and the importance of recording traditional knowledge;
- Complete and transfer of audio-taped interviews to CDs;
- Answer questions or concerns elder committees may have about the project;

The incumbent will work closely with the departmental staff:

- Advising the Inuktitut skills, and knowledge of Inuit history, traditions and customs by other elders and community members.
- Providing advice and Inuit perspective to all staff in regards to issues related to programs and services.
- Awareness of issues around language loss and cultural preservation.
- Advising Translators and others with meaning of traditional terms in Inuktitut and/or Inuinnaqtun and clear meaning of words.
- Establishing networks of elder advisors within the community and across Nunavut.
- Researching, conducting interviews, documenting oral history, traditional knowledge, terminology, and identifying societal values, customs and tradition.
- Compiling of materials collected through interviews and workshops and/or community visits would require on stream time process that materials be completed at a soonest date possible.
- Developing and documenting Inuit Traditional knowledge, approaches to societal controls, justice, healing, kinship and learning methods.
- Establishing on-going networks of elder advisors across Nunavut
- Assisting in cross-cultural awareness strategies, training sessions and workshops.
- Participating in Inuit Qaujimagatuqangit committees and meetings.

The Cultural Programs Advisor is accountable for acting as a resource to proponents and monitoring progress on behalf of the Department by:

- Coordinating interview projects
- Compiling specialized Inuktitut terms (covering, for example, the environment, ecology, weather, traditional society and values, hunting techniques, skin preparations and sewing)
- Visiting successful projects and making the proponents aware of the assistance that can be made available
- Listening to proponents to give them a sounding board for their concerns and to provide advice on how to improve services
- Monitoring the kinds of services that are being provided and noting any successful and innovative techniques that might be shared with other proponents providing similar

services

- Providing advice to proponents about what has worked best in other projects and how to implement similar initiatives in their own projects

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

The Cultural Programs Advisor will demonstrate the following knowledge, skills and abilities:

- Excellent traditional skills, good organization, knowledge of issues around language loss and cultural preservation
- Awareness of issues around language loss and cultural preservation
- Organizational and time management skills
- Research skills
- Skilled leader and able to participate in shared leadership situations
- Ability to work collaboratively
- Strong verbal and written skills in Inuktitut and English
- Innovative and creative problem solver
- Ability to motivate people

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 occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

The incumbent uses a computer for a considerable percentage of the work day, and may experience discomfort from eyestrain, repetitive strain in the arms and fingers, or from long periods of sitting. Writing at desk and meeting with people.

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.

Some travel will be required to conduct research and consultations.

Sensory Demands

<p>Indicate the nature of demands on the jobholder’s senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.</p>
<p>Minimal</p>

Mental Demands

<p>Indicate conditions that may lead to mental or emotional fatigue.</p>
<p>The incumbent must enjoy working with diverse interest groups and be able to manage few projects at one time.</p>

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date 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 I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date 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”.

To be updated