

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
08-12361	Documentation Specialist	Manager, Language Marketing	08080-08-1-235-0800001-01-????
Department	Division/Region	Community	Location
Taigusiliuqtiit / Culture and Heritage	Inuit Uqausinginnik Taigusiliuqtiit	Iqaluit	Parnaivik Bldg, iqaluit

**NOTE:** This information must be compatible with the Organizational Chart attached to this position.

## 2. PURPOSE

**Main reason why the position exists, within what context and what the overall end result is.**

This Documentation Specialist manages the information and records that are essential to the work of the Inuit Uqausinginnik Taigusiliuqtiit.

The Taigusiliuqtiit is a new language authority, created by the Government of Nunavut to expand the use and enhance the quality of the Inuit Language in Nunavut. Taigusiliuqtiit will be made up of a board with a minimum of five members, supported by full-time staff who will act as a team to provide research, terminology work and linguistic expertise.

The Documentation Specialist will record the decisions of the Taigusiliuqtiit Board, update and maintain the electronic files of the Taigusiliuqtiit Dictionary and maintain a language resource centre. The Documentation Specialist will also perform administrative duties, such as receiving correspondence and telephone calls and answering general inquiries.

## 3. SCOPE

**Describe in what way the position contributes to and impacts on the organization**

In carrying out their activities, the Taigusiliuqtiit board and staff will require up-to-date information in a timely manner. The efficient handling of information that the Documentation Specialist provides will be essential to the performance of the entire team in fulfilling Taigusiliuqtiit's mandate. As much of this information will also be made public, the Documentation Specialist will make important contributions to the Taigusiliuqtiit's communications and public relations.

#### 4. DUTIES AND 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.**

Duties for this position include:

- Attending all meetings of the Taiguusiliuqtiit board and recording their decisions;
- Some translation and interpreting;
- Performing data entry related to the Taiguusiliuqtiit dictionary and updating the dictionary on an on-going basis;
- Maintaining a language resource centre that will include electronic and print documents and sound recordings;
- Creating and maintaining an electronic filing system for the language resource centre;
- Assisting with the scheduling of Taiguusiliuqtiit meetings, including any travel plans that need to be made;
- Answering telephones and correspondence on behalf of Taiguusiliuqtiit staff;
- Responding to general inquiries from members of the public;
- Assisting the Manager of Language Marketing with research related to promotion/communication campaigns;
- Using the internet for research;
- Assisting with the planning and co-ordination of events, such as public consultations, news conferences, and other communications events;
- Assisting the Manager of Language Marketing with the production of the Taiguusiliuqtiit's annual report;
- Performing filing duties (both electronic and manual).

#### 5. KNOWLEDGE, SKILLS AND ABILITIES

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

- Related education and/or relevant experience (e.g. working in an office environment, working with computers, filing of electronic and print documents).
- Experience with cataloguing, and related information technology would be an asset;
- Research skills;
- Problem solving skills;
- Innovative thinking;
- Verbal communications skills;
- Knowledge of issues involving the Inuit Language, including its dialects and writing systems;
- The ability to use a computer and basic software (word processors, spreadsheets, powerpoints).

## LANGUAGE PROFILE

In accordance with Section 12. 2(c) of the *Inuit Language Protection Act*, this position has the following language requirements, which are a justified part of the occupation:

- Full spoken proficiency in the Inuit Language with the ability to understand other dialects, including Inuinnaqtun;
- An ability to write the Inuit Language, in either *qaniujaaqpait* (ICI standard syllabics) or *qaliujaaqpait* (ICI standard roman orthography);
- The ability to keyboard in either *qaniujaaqpait* or *qaliujaaqpait*.

*If the incumbent does not have all of the above skills at the time of hire, he/she must be prepared to participate in on-the-job training to acquire the missing skills.*

## 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, demand on one's senses and mental demand.

### Physical Demands

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

- Strain from long hours spent working at a computer.

**Environment 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.

**Sensory Demands**

Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.

- The incumbent will work with computers, power point projectors, and other miscellaneous equipment on a daily basis.

**Mental Demands**

Indicate conditions that may lead to mental or emotional fatigue.

None identified other than regular duties.

**7. CERTIFICATIONS**

<p><b><u>EMPLOYEE</u></b></p> <hr/> <p>Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p>	<p><b><u>SUPERVISOR</u></b></p> <hr/> <p>Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p>
<p><b><u>DEPUTY MINISTER/DEPARTMENT HEAD</u></b></p> <hr/> <p>Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Title</p> <hr/> <p>Date</p>	

**8. ORGANIZATIONAL CHART**

Please attach organizational Chart indicating incumbent’s position, peer positions, subordinates 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 exhaustive list of all responsibilities and activities required of this position”.