

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-14700	Iviqtippalliajut Senior Advisor	Director, Inuit Qaujimajatuqangit (08-00166)	.08800-01-1-235-0880000-01-????	
Department		Division/Region	Community	Location
Culture and Heritage		.Inuit Qaujimajatuqangit (08080-01)	.Iqaluit	Qikiqtaaluk

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Government of Nunavut's (GN) "Iviqtippalliajut: In the Process of Falling into Place", is the framework to Inuit Qaujimajatuqangit (IQ) and Inuit Societal Values (ISV) for all GN departments and agencies. Iviqtippalliajut provides the roadmap to guide the implementation of IQ/ISV within the GN by setting out specific actions required to achieve and/or ensure that all facets of government operations are based on the principles of IQ/ISV.</p> <p>Iviqtippalliajut was developed in order to ensure that:</p> <ul style="list-style-type: none"> ◆ Inuit societal values are embedded in government operations and in the culture of its institutions and workplaces; ◆ Inuit public servants are empowered (i.e. they are grounded in their cultural identity); ◆ All public servants use Inuit societal values as the basis for policies, programs and services; ◆ Departments work together to create holistic and innovative ways to engage Inuit in addressing the needs of all Nunavummiut and their communities; ◆ The GN workplace is a welcoming environment; and ◆ The GN is effective and efficient and delivers programs and services to Nunavummiut in a culturally appropriate manner. <p>Iviqtippalliajut sets out implementing measures to ensure that IQ/ISV is the foundation for:</p> <ul style="list-style-type: none"> ◆ Government of Nunavut Workplaces ◆ Policy and Program Development ◆ Delivery of Government Services <p>The position is responsible for overseeing and coordinating program delivery (program development, courses, tools, resources, etc...) and reporting. The incumbent will administer tasks to ensure that scheduled IQ/ISV programs and actions are taken, objectives are achieved, progress data is collected/monitored, and corrective measures are taken when required to address shortfalls or gaps.</p> <p>The position is responsible for the coordinating of all Department of Culture and Heritage (CH) elements of the implementation of Iviqtippalliajut.</p>

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?

The position must maintain a steady intake of administrative tasks involving planning, policy, development of guidelines, templates, and programs within a predetermined budget, and communication responsibilities that must be met in order to meet the government's commitment towards IQ/ISV implementation. Iviqtippalliajut has a broad impact across all the programs and services of all departments and public agencies of the government.

Within GN Departments and Public Agencies:

Each department and public agency is accountable for the efficient and effective implementation of Articles 23 & 32 of the Nunavut Agreement and its obligations. GN Iviqtippalliajut coordinators would be accountable for reporting and monitoring the status and progressions of these Articles within their department and organizing and administering the implementation of the framework within their home Departments, while working closely and collaboratively with the department of Culture and Heritage's IQ Division serving as the lead. The department of Culture and Heritage will act as a central agency to support the Minister and provide guidance to departments and public agencies in planning and ensuring that they are upholding Articles 23 & 32 of the Nunavut Agreement.

As a result, effective administrative skills are required to support the Departments IQ/ISV goals and objectives. This requires excellent coordination and communication skills in order to deal effectively with political and culturally sensitive issues, and to assist staff within the Department of Culture and Heritage on delivering IQ/ISV programs, strategies and projects. The position is the lead of the interdepartmental Tuttarvik Working Group, which is a group of all Iviqtippalliajut coordinators whose goal is to ensure that each department does not stray away from the task at hand.

Iviqtippalliajut: To have accountability for the government and to use the ISV framework in planning their mandate. This position is required to ensure the Inuit language and ISV are the basis of their work, and to promote that this is reflected in their operations and services, planning, and program development efforts.

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.

A Dimension and Scope of Responsibility:

The position reports to the Director, Inuit Qaujimagatuqangit. The position is the lead for the overall implementation, monitoring and evaluation of Iviqtippalliajut framework within the Government. As the expert matter on Iviqtippalliajut framework, the position provides expert advice and technical expertise to GN Iviqtippalliajut coordinators.

The position also provides departmental coordination by leading IQ/ISV initiatives for the Department of Culture and Heritage.

Responsibilities for Implementation within the Department of Culture and Heritage include:

- ◆ Coordinating the development, implementation, monitoring, evaluating, and oversight of strategic/operational planning, in order to meet Iviqtippalliajut objectives;
- ◆ Providing logistical support for the annual planning cycle relating to Iviqtippalliajut obligations and IQ/ISV;
- ◆ Serving as the departmental liaison for all matters relating to Iviqtippalliajut and IQ/ISV initiatives;
- ◆ Providing advice and leadership to all departmental staff on IQ/ISV initiatives on how to modify processes/practices, tools, and approaches in order to be more relevant toward Inuit views and the utilization of ISV; and
- ◆ Providing leadership and coordination for the implementation of the GN's plans regarding language of work and language services, while supporting and promoting Articles 23 & 32 of the Nunavut Agreement.

Responsibilities as the Departmental Lead on Iviqtippalliajut:

- ◆ Attends the CH Working Group on Iviqtippalliajut Implementation by providing regular departmental updates on Iviqtippalliajut progress on programs and projects;
- ◆ Provides recommendations to senior management on IQ/ISV initiatives requiring their support;
- ◆ Leads the development of the Department's IQ/ISV planning process in collaboration with the IQ Division;
- ◆ Assist with the implementation of the Department's IQ/ISV plans by determining required resources (financial and human), tools, schedule, and materials; and
- ◆ Supports the department by identifying specific, measurable and realist objectives that can be achieved within the given time frame and with the given resources.

Responsibilities for Monitoring and Evaluation of Implementation:

- ◆ Compiles data based on deliverables and outputs, flagging milestones for follow up and tracking;
- ◆ Utilizes tracking instruments for specific monitoring of implementation requirements;
- ◆ Coordinates the monitoring of key deliverables, milestones, and reporting requirements identified by Iviqtippalliajut; and
- ◆ Coordinates the recording of key indicators required for implementation tracking in order to identify what challenges and best practices are, based on success rate data.

Responsibilities for Reporting:

- ◆ Coordinates all departmental tracking, reporting, and Iviqtippalliajut implementation initiatives;
- ◆ Coordinates with departmental staff on developing summary reports of outputs and outcomes;
- ◆ Prepares and submits the department's annual report to the IQ Division, CH, on the progress of the monitoring and evaluation and implementation of the department's Iviqtippalliajut responsibilities (evaluating, auditing, oversight of IQ/ISV initiatives, etc...); and
- ◆ Works with the Tuttarvik Interdepartmental Working Group on reporting requirements.

Responsibilities for Communications:

- ◆ Works with departmental communications staff to provide information promoting implementation and celebrating successes of departmental IQ/ISV initiatives;
- ◆ Provides briefing material and presentations as required to departmental staff on Iviqtipalliajut; and
- ◆ Performing other related duties as required.

5. 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.

Contextual Knowledge in:

- ◆ Government administration, procedures, policies, legislation, and regulations
- ◆ Applicable policies, legislation and regulations
- ◆ Government records management
- ◆ Theories, principles and practices of program evaluation
- ◆ Inuit Qaujimajatuqangit and Inuit Societal Values
- ◆ Knowledge of Inuit language, communities, culture, land, and Inuit Qaujimajatuqangit

Skills & Abilities:

- ◆ Demonstrably effective communication skills in dealing with peers, clients and other team members
- ◆ Excellent written and oral communication skills
- ◆ Ability to work one-on-one with team members, as well as in group settings to write plans and reports, preparing analysis, conducting information and group training sessions
- ◆ Strong analytical skills
- ◆ Good project management skills, with the ability to meet deadlines and experience with administrative processes
- ◆ Computer skills and experience with MS Office Suite, Outlook and Internet
- ◆ Ability to understand complex legislation, regulations, manuals, guidelines, policies and procedures
- ◆ Ability to take initiative and work as a team

These skills and knowledge are normally acquired through:

- ◆ Degree in Indigenous studies, education or related field, with a minimum of 3 years' of related experience
- ◆ Prior Learning recognition, lived experienced, knowledge base in relation to language and culture and/or policy experience
- ◆ Ability to communicate effectively in Inuktitut is a requirement
- ◆ A postsecondary education in Law, Inuit studies, or Social Sciences would be considered a strong asset

An acceptable combination of education and related work experience may be considered in lieu of formal education requirements.

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.

- ◆ Daily use of computers and other office equipment
- ◆ Much time is spent in a sitting position with frequent opportunity to move about
- ◆ The incumbent may be required to travel. Travel is almost entirely by air, and is sometimes on small aircraft, in adverse flying conditions, and for extended time-periods.

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.

- ◆ Climatic conditions can vary and extreme cold and wind conditions may have to be taken in consideration when visiting communities
- ◆ Frequent winter storms and summer fog delay many airline schedules which may strand a traveller for extended periods
- ◆ Accommodations in the communities often lack hotel-type amenities, dietary choice, and privacy

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 though one or more of the incumbents' senses.

- ◆ The incumbent will work with computers daily, LCD projectors and other miscellaneous electronic equipment from time to time
- ◆ Reviewing and writing detailed electronic and hard-copy documents and reports (daily basis) can cause eyestrain and other physical discomforts

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.

- ◆ The incumbent often faces extreme pressure to meet deadlines while maintaining reasonable controls. Pressure to meet these deadlines and provide a high degree of accuracy contributes to a high level of employee stress and burnout.
- ◆ The incumbent must be able to work effectively within a cross-cultural environment.

To be updated

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”.