

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-14841	Inuktitut Language Policy Advisor	Manager, Language Acts Implementation (08-NEW)	08190-01-1-235-0819000-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Official Languages (08190-01)	Iqaluit	Qikiqtaaluk

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Inuktitut Language Policy Advisor is responsible for providing policy, research and analytical support for the obligations of the <i>Official Languages Act</i>, the <i>Inuit Language Protection Act</i> and the <i>Canada-Nunavut Agreement on the Promotion of French and Inuit Languages</i> as it relates to Inuktitut programs and services. The position supports the Inuktitut language acts implementation team in the review and development of policies, guidelines, directives and regulations.</p> <p>Both the <i>Official Languages Act</i> and the <i>Inuit Language Protection Act</i> outlines specific obligations for Departments and Public Agencies to provide communications and services to the public in Inuktitut. The Inuktitut Language Policy Advisor supports all departments/agencies in the development of policies, guidelines and directives to ensure that public services are provided in Inuktitut. The position is also responsible for reviewing proposed GN legislation and policies to ensure that it complies with Departmental/Public Agency obligations under both Acts. The <i>Inuit Language Protection Act</i> contains measures that are designed to respond to the unique pressures confronting Inuktitut and ensures that its quality and prevalent use is protected and promoted. The <i>Official Languages Act</i> deals with the use of languages in the Legislative Assembly and the Courts, and in the delivery of government services to the public. Both Acts require extensive planning and policy development responsibilities that must be met by the Government of Nunavut (GN), including supporting compliance, performance monitoring and reporting requirements.</p> <p>The <i>Canada Nunavut Agreement on the Promotion of French and Inuit Languages</i> provides Nunavut with funding for community-based initiatives aimed at preserving, using, and promoting the official languages of Nunavut. Under the Agreement, Canada commits funding to assist the GN in delivering Inuktitut language program and services. The position assists with program logistics, reporting, administration and consultations with departments and public agencies.</p> <p>The position identifies Inuktitut specific issues and develops written materials that support the</p>

team to ensure positive relationships between the GN and the federal government, with community organizations, and the public regarding Inuktitut programs and services.

The Official Languages Division serves as the central coordinating agency for all language implementation activities across the GN, for municipalities and community organizations. The Inuktitut Language Act Implementation team is responsible for the development of all Inuktitut language related policy and regulatory requirements in addition to the implementation of Uqausivut 2.0.

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 *Official Languages Act*, *Inuit Language Protection Act* and the *Canada-Nunavut Agreement on the Promotion of French and the Inuit Languages* involve extensive administrative, planning, policy, financial, legal and communication responsibilities that must be met in order to meet the government's legal obligations towards language implementation for Inuktitut services. The Acts, and the funding agreement have a broad impact across all departments and public agencies of the government, municipalities, and the general public. The Inuktitut Language Policy Advisor plays a supporting role in the government's efforts to provide high quality services to the public in Inuktitut by ensuring that Inuktitut language services are consistent and of equal quality throughout the government.

Within GN Departments and Public Agencies: Within the Department of Culture and Heritage specifically, the position has a significant horizontal impact on each division as language policy affects every division within the department. Across the GN, each department and public agency is accountable for the efficient and effective implementation of its statutory language obligations for Inuktitut programs, services and communication. The Inuktitut Language Policy Advisor has a direct impact on all GN departments and public agencies through the identification of Inuktitut issues. The position reviews and provides an analysis of any new proposed GN programs, legislation and policy, ensuring compliance with the Acts. The position also prepares documentation required for decision-making to support the effective and efficient implementation of Inuktitut language obligations.

General public: The position has a broad impact on Nunavut by ensuring GN policies, programs and legislation comply with the language Acts. The position also ensures new proposed policies/legislation support the goals of protecting, revitalizing and promoting Inuktitut throughout the territory.

Located in Iqaluit and reporting to the Manager, Language Acts Implementation, the Inuktitut Language Policy Advisor ensures efficient and effective collaboration among various stakeholders. The position is also required to navigate through diverse and complex issues that

have broad cultural, social and political implications, while being flexible and adaptable to fast changing priorities.

The Inuktitut Language Policy Advisor requires a clear vision of the efficient and effective implementation of the *Inuit Language Protection Act* and *Official Languages Act* as it relates to the protection, revitalization and promotion of the Inuktitut language throughout the territory. The position must apply an in-depth knowledge of relevant federal, provincial and territorial legislations and policy frameworks, language plans and strategies, federal-territorial/provincial language agreements, and about the history, realities and needs of Inuit.

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.

Responsibilities relating to the provision of Inuktitut services under the *Official Languages Act* (OLA):

- Researches, drafts and recommends Inuktitut language policies, guidelines and regulations as required by the Act or as determined by the division, in order to improve GN programs and services in Inuktitut;
- Leads the policy development areas, as well as actively liaising with legal and legislative counsels, and overseeing initiatives across the GN for policy research purposes relating to Inuktitut;
- Researches, reviews and summarizes any proposed legislation, policies, programs and services that impact Inuit to ensure that they are in compliance with OLA;
- Conducts research and develops GN communication directives for Inuktitut services across the GN;
- Works with departments, public agencies and municipalities and the Inuktitut Implementation Team on developing tools for the monitoring, auditing and evaluation of Inuktitut language obligations;
- Researches best practices for developing a monitoring and evaluation framework to measure progress by Departments/Public agencies on Inuktitut language obligations; and
- Works with all departments and public agencies to gather information and prepare documentation as part of the annual progress report for the Minister on Inuktitut services.

Responsibilities relating to the provision of Inuktitut services under the *Inuit Language Protection Act* (ILPA):

Policy Review and Analysis

- Leads the development of supporting regulations, policies, guidelines, and other initiatives to support the efficient and effective implementation of and compliance with the *Inuit Language Protection Act*, and the duties of the Minister of Languages;
- Researches, drafts and develops policies to support positive action that is necessary to protect and promote the Inuktitut Language and Inuit cultural expression;
- Develops policies intended to revitalize and promote the use of Inuktitut in a wide range of local, regional and territorial contexts, including in the home, at the community level and media; and
- Works closely with the Language Acts Implementation team to acquire data and information that can be used to develop language policies as required.

Inuktitut Advocacy

- Advocates at the national and international level to support the greater recognition of and more support for Inuktitut, including its recognition in law; and
- Advocates to achieve the national recognition and constitutional entrenchment of the Inuktitut Language as a founding and official language of Canada within Nunavut.

Communications and Consultations

- Develops communication activities to increase the public's understanding regarding the Language Acts and associated regulations, policies, and guidelines;
- Develops communication activities and orientation workshops to promote the efficient and effective implementation of and compliance of ILPA by territorial institutions and municipalities;
- Maintains dialogue and cooperation with Inuit representatives outside of Nunavut, with the objective of protecting, developing and promoting Inuktitut;
- Undertakes appropriate consultations to fulfill the requirements of Article 32 of the Nunavut Agreement, and obtains public input in the development of regulations, policies and other initiatives;
- Establishes and maintains a register of persons or organizations to be consulted with in relation to the development of regulations under both Acts, including consultation or collaborative work required for any other purpose; and
- Prepares all required reports summarizing the measures undertaken to obtain public input about regulations and the Minister's compliance with Article 32 of the *Nunavut Agreement*.

Performing other duties as assigned by the Manager.

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.

Knowledge

- Strong knowledge of the relevant federal, provincial and territorial legislations and policy frameworks, policy development, language plans and strategies, federal-territorial/provincial language agreements;
- Knowledge of, language rights, collective agreements, contract procedures, government policies, legislation and regulation, government records management and computer applications; program review and program evaluation;
- Knowledge of accepted communication practices and principles and delivery techniques;
- Knowledge of the history, realities and needs of Inuktitut across Nunavut; and
- Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit.

Skills and Abilities

- Excellent project management, research and policy development skills are required;
- Strong consultation skills in order to work with several different stakeholders from different divisions, territorial institutions, municipalities, or jurisdictions, including representatives from the Inuktitut language community;
- Effective communication skills are critical in diplomatically managing relationships to bring differing perspectives together;
- Computer skills and experience with MS Office Suite, Outlook and Internet;
- Ability to understand complex legislation, regulations, manuals, guidelines, policies and procedures;
- Ability to effectively navigate through diverse and complex issues that often have broad cultural, social and political implications;
- Ability to analyse the priorities of Inuktitut across Nunavut;
- Ability to operate in an environment where priorities and direction are constantly changing. When faced with a change, the ability to identify that change and its implication, in advance of its impacts, is critical; and
- Ability to work independently and handle multiple tasks during frequent busy periods.

Typically, the above qualifications would be attained by:

- A post-secondary degree in law, Indigenous studies or related field;
- Minimum two (2) years of experience in policy analysis and research, preferably within the public sector, and experience in policy/program development, consultations and communications preferably in a northern environment; and
- The position requires proficiency in Inuktitut, both written and spoken, and in another

one of Nunavut's Official Languages.

Assets

- Experience in drafting briefing materials, drafting reports and conducting analytical research are considered as assets.

An acceptable combination of education and experience may be considered.

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.

Most of the incumbent's time is spent in a sitting position working at a computer terminal typing, reading, or doing research work, developing policies, which can cause back, muscle and eye strain.

Extended work hours are necessary on occasion to complete projects and to address immediate concerns: fatigue may result.

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.

The incumbent works in an office environment with frequent disruptions, impacting the ability to concentrate. Travel may be required within and outside of Nunavut. Deadlines and timeframes for completing tasks are often very short which results in a high stress environment.

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 spends a substantial amount of time in front of a computer terminal. This can result in eyestrain and other levels of physical discomfort. The incumbent also spends a great deal of time reviewing legislation, policies, reports and financial statements that require a high level of attention to detail under tight timeframes, which can cause fatigue and eyestrain.

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 to provide a high degree of accuracy may contribute to a high level of employee stress.

Coordinates a heavy workload and competing deadlines, and liaises with colleagues in person, on the telephone, and electronically.

Contact with other government employees/departments may require extensive discussion, debate and negotiation; this requires a high degree of enthusiasm, confidence, discretion, diplomacy, and sensitivity to inter-cultural relations.

Must be able to work effectively within a cross-cultural environment.

Must be able to establish alliances and good working relationships within and outside the GN to ensure successful delivery of Inuktitut programs and services.

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><u>Manager, Language Acts Implementation</u> 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”.