

1. IDENTIFICATION

Position No. <i>see Appendix</i>	Job Title Regional Coordinator, Park Planning and Operations	Supervisor's Position <i>see Appendix</i>	
Department 13-Environment	Division/Region <i>see Appendix</i>	Community <i>see Appendix</i>	Location <i>see Appendix</i>
Fin. Code: <i>see Appendix</i>			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p><i>The Parks & Special Places Division is the lead Territorial agency responsible for the protection of natural and cultural heritage landscapes and recreation opportunities in Nunavut. Its legislative mandate is the Territorial Parks Act and it participates in other key statutes such as the Nunavut Wildlife Act, and the Travel and Tourism Act. The Division is also obligated under the Nunavut Agreement (NA) and the Umbrella Inuit Impact and Benefits Agreement for Territorial Parks (IIBA) to achieve its mandate by working closely with the Nunavut Joint Planning and Management Committee (NJPMC) and Community Joint Planning and Management Committees (CJPMCs). The Division contributes to the conservation and sustainable management of natural and cultural heritage in areas through its roles in land use planning, development review, community engagement programs, and policy development.</i></p> <p>Recognizing that Territorial Parks and Special Places are important for conservation, recreation, tourism, economic development, and heritage appreciation; and ensuring that these benefits are maximized for Inuit through active roles and productive joint planning and management decision-making processes, this position is guided by both the spirit and intent of all GN policies, Inuit Qaujimagatuqangit (IQ) principles. In support of the Department of Environment (DOE) mission and vision, this position demonstrates a commitment to the achievement of the cornerstone goals of Nunavut Parks and Special Places which are to:</p> <ul style="list-style-type: none"> • Protect Nunavut's natural and cultural heritage; • Enhance Visitor Experience; and • Engage the community in conservation and heritage appreciation. <p>Nunavut Parks and Special Places operates divisional and GN programs, including but not limited to:</p> <ul style="list-style-type: none"> • Parks Program Development; • Parks Planning & Establishment; • Parks Facilities and Operations Planning; • Parks Heritage Appreciation; and • Parks Geospatial & Information Technology; • Canadian Heritage Rivers. <p>This position is committed to the establishment of a system of territorial parks and special places that are representative of Nunavut's natural and cultural heritage, are planned and managed jointly with full support of residents and communities; provide benefits to Inuit and Nunavummiut – from increased recreation and strengthened tourism opportunities, active involvement in conservation and management to enhanced heritage appreciation.</p> <p>Under the supervision of the Manager, Parks Planning and Establishment, and in support of the Nunavut Parks and Special Places Visitor Services Program, this position:</p> <ul style="list-style-type: none"> ▪ Coordinates regional park establishment, planning and management processes including development of feasibility studies, park proposals, park Master/Management plans, design guidelines

and other plans;

- Coordinates the development and manages the implementation of regional capital plans;
- Coordinates Regional operations of Nunavut Parks and Special Places:
- Coordinates the development of park infrastructure;
- Assists in the development of park operation plans and oversees their implementation, including territorial parks, campgrounds, trails, visitor and interpretive centres and heritage rivers;
- Organizes and consolidates research; and
- Assist in community engagement in conservation and promotion of heritage appreciation.

These activities can include project management budgeting, community consultation, fieldwork and environmental assessment.

All of these activities are guided by annual work plans created in consultation with the Manager, Parks Facilities and Operations.

3. SCOPE

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

There are currently six main program areas in the Parks and Special Places division: *Program Development; Facilities & Operations; Planning & Establishment; Heritage Appreciation, Geospatial and Information Technology, and Heritage Rivers*. Parks and Special Places also share a departmental role in *Conservation*. Although overlapping and interactions exist, this position falls under *Planning and Establishment*.

This position coordinates the planning and operations of the region's Parks and Special Places and visitor services. In recognition that parks and special places are public facilities, services and assets, this position applies resource management policies and practices in the Region; coordinates regional capital and operational budget planning and manages their implementation; plans, develops and manages visitor facilities and services; manages projects; and undertakes or otherwise coordinates the planning, management, development and operations of the Region's parks and special places.

In actively engaging the community in conservation and heritage appreciation, this position assists in Nunavut Parks and Special Places stewardship, promotion and marketing activities; liaises with government agencies, Community and Nunavut Joint Planning and Management Committee (CJPMCs/NJPMC), public interest groups and organizations; and provides technical and community liaison assistance for park establishment and development to other administrative regions in the Division.

By providing professional, cultural, and technical support to community joint planning and management committees, division and department/government initiatives, this position can have a significant impact on the Department's public image and the level of public support for Parks and Special Places initiatives.

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.

Under the supervision of the Manager, Parks Planning and Establishment, and in consultation with the Manager, Parks Program Development, organizes, conducts and consolidates research to plan and manage parks and special places in the region by:

- Coordinating regional development and implementation of the Nunavut Parks and Special Places programs and policies for Territorial Parks by providing technical assistance in data and information gathering; preparing site inventories, collecting background, scientific and traditional knowledge; identifying and evaluating candidate parks; and, establishing new parks and special places;

- Undertaking or otherwise coordinating the development of studies (Feasibility, Master/Management Planning and Design, Interpretive) to guide parks and special places and related park and visitor service facilities development, operations and maintenance;
- Engaging local residents in defining community and joint parks planning and management committees, roles, responsibilities, and structures.
- Preparing and implementing public consultation strategies (e.g., radio shows, public meetings, open houses and presentations) and processes to ensure community level participation and secure understanding and public support;
- Implementing research data collection including environmental information (e.g. water flow rates and depths), historical data (e.g. inventories of historic artefacts), cultural information (e.g. traditional place names), and visitor information (e.g. records and profiles of park users);
- Collaborating with the Manager, Parks Program Development and Manager, Parks Geospatial and Information Technology Specialist, to collect natural, cultural and environmental data (maps, inventories, etc.) for inclusion in departmental Geospatial Information database;
- Contributing to the collection of maps, slides, photographs and site descriptions for use in planning, development, operations, and management of territorial parks and special places;
- Identifying themes, options and appropriate media for interpreting environment and culture; and,
- Reporting opportunities for inter-agency involvement in territorial park and special places development (e.g., Nature Conservancy of Canada, Parks Canada, National Historic and Monuments Board, etc.) to the Manager, Parks Planning and Establishment.

Coordinates the Capital Planning Program in the region and manages its implementation by:

- Preparing, in consultation with Manager, Parks Facilities and Operations, annual and five year capital plans with project descriptions and estimated costs;
- Developing, in consultation with Manager, Parks Facilities and Operations, the design and layout of regional parks, special places, visitor services facilities, interpretive programs, signage, and exhibits;
- Preparing RFP, tender and contract documentation for approved capital projects, equipment purchase, and site improvements, and ensuring contractor compliance with GN procedures and NA/IIBA obligations with GN Community and Government Services assistance;
- Coordinating with Department of Community Government and Services Project Managers on tendering, contracting and management of Nunavut Parks and Special Places capital projects;
- Reviewing reports, contracts, drawings and specifications and other Tender or RFP deliverables to ensure completeness and conformity with generally accepted park planning principles
- Representing the department in capital project meetings with consultants, contractors, tourism associations, other departments, governments and community based groups;
- Coordinating professional research (archaeologists, civil engineers, restoration/landscape architects, etc.) activities in developing park Master/Management plans, and ensuring public access to this information; and,
- Drafting maps, reports, land descriptions, promotional materials and preparing public presentations with the assistance of surveyors, landscape/building architects, cartographers and graphic artists and other professions for all aspects of park planning and development.

Coordinates Regional operations of Nunavut Parks and Special Places by:

- Preparing, in consultation with the Manager, Facilities & Operations, annual work plans containing scheduled/proposed operational, capital development, and park establishment and planning activities;
- Coordinating implementation of Nunavut Parks and Special Places programs in consultation with Manager, Parks Planning and Establishment;
- Coordinating procurement and implementation of seasonal maintenance contracts/agreements with Hamlets and Inuit organizations in keeping with NA/IIBA obligations, GN contracting and tendering procedures;
- Maintaining park infrastructure inventory for asset control and replacement schedule purposes;
- Defining basic route and site improvements to enhance user experience, safety, and site protection;

- Arranging emergency and on-going repairs to ensure functional and available facilities and equipment;
- Selecting, recruiting and directing seasonal and contract parks planning and operations staff in keeping with GN staffing programs and NA/IIBA obligations where required;
- Informing the public on content, meaning, and purposes of the NA, IIBA, Territorial Parks Act and regulations; and coordinating inspections and investigations with DOE Wildlife Division and other officers as required.

Supports the Manager, Parks Facilities and Operations in development and implementation of an appropriate Visitor Services Program for all regional parks and special places to ensure visitor safety and enjoyment by:

- Preparing and implementing appropriate park-specific Registration, and Emergency Response/Communications Plans, especially bear response; and ensuring staff familiarity with the Plans; and,
- Hosting annual emergency response meetings in local communities in cooperation with other agencies at the beginning of each operating season.

Supports Divisional and Departmental goals and initiatives by:

- Assisting Manager, Parks Program Development in developing the Nunavut Parks and Special Places programs, legislation and frameworks for Master/Management planning and inventory and assessment in keeping with IIBA obligations;
- Preparing Briefing Notes, letters, and speaking notes for both Deputy Minister and Minister as required and responding to letters and general inquiries;
- Working with the Manager, Parks Program Development, reviews development applications, environmental assessments and screening, and land use permit application reviews related to parks and special places in the region;
- Working with CNJPMC, Inuit Associations, Hunters and Trappers Association and other Inuit organizations and their designates to ensure compliance with specific NA/IIBA Articles in relation to parks and special places; and,
- Assisting in implementation of the IIBA and co-management activities.

Assist in community engagement in conservation and promotion of heritage appreciation by:

- Assisting the Manager, Parks Heritage Appreciation to design and distribute written/graphic materials (e.g., brochures, maps, books, magazine articles) to inform residents and tourists about Nunavut Parks and Special Places, tourism opportunities, conservation, and natural and cultural heritage;
- Supporting parks, special places, tourism, heritage and outdoor recreation programs offered by Arctic College and other institutions;
- Strengthening contributions to the Inuit tourism strategies of the Region made by parks, special places, and other protected areas by identifying, developing and supporting opportunities for park related tourism initiatives;
- Assisting communities, Inuit organizations, and tourism industry interests in planning and implementing projects and programs that generate tourism benefits from the use of heritage resources in ways compatible with the long-term protection of those resources; and,
- Assisting current and potential tourism-related businesses to maximize local economic benefit and employment related to Nunavut Parks and Special Places; define opportunities for local training; and propose training plans to involve local residents in park planning and management.
- Assisting the implementation of park stewardship, interpretative programming and educational activities designed to inform and promote Nunavut Parks and Special Places.
- Assisting the identification, development and implementation of marketing and promotional activities such as Parks Day, Science Camps and natural and cultural interpretive programs, workshops, events and attractions in conjunction with interested parties (communities, other departmental and government staff, Inuit Organizations and Associations, and other federal and territorial partners) to promote shared benefits with the community;

Assists in staff development by:

- Recruiting and directing parks and facilities staff (summer and casual) in keeping with GN staffing programs and NA/IIBA obligations, including the preparation of workplans for summer and casual staff in consultation with the Manager, Parks Facilities and Operations.
- Orienting summer and casual staff to workplace and advising employees on the Nunavut Parks and Special Places programs; and,
- Working with staff to create cross-training and professional development opportunities.

The incumbent will be expected to complete any additional duties assigned from time to time by the Manager, Parks Planning and Establishment or the Director, Parks and Special Places.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Contextual Knowledge Requirements:

- Understanding and appreciation of Nunavut's economic, social, cultural and political, particularly in relation to parks, tourism, and the NA;
- Understanding of generally accepted and innovative principles of planning, design, program development, system planning, management planning and operations relevant to parks, special places, protected areas, heritage, and/or outdoor recreation;
- Accepted or innovative principles of park planning, design and development and management of the development and operations of parks, conservation areas and historic sites; and,
- Applicable legislation, policies, and procedures and obligations under the NA.

Skills & Abilities (Rated Requirements):

- Project management to initiate, manage, lead and complete complex and concurrent field and office-based projects independently and with limited direction or in teams within time and resource constraints while monitoring progress, evaluating results and reporting to Manager as required;
- Managerial skills to supervise staff (casual and summer), consultants, contractors and suppliers; and,
- Proficiency in using the GN suite of software products including word processing, spreadsheets and communications.
- Develop and express ideas, concepts, judgements and recommendations for various audiences in a clear and concise format either verbally, in written form or graphically; and,
- Anticipate, identify, clarify and assess issues and situations quickly and develop and implement appropriate and timely courses of action;
- The ability to possess a valid Firearms Possession and Acquisition Licence (PAL) and Wilderness First Aid certificate.

Minimum Educational Requirements (These skills are normally acquired through):

- A minimum of Environmental Technology Program Diploma and
- Three years of wide ranging experience in coordinating and organizing within one or more natural resource management, or environmental planning agencies, specifically including operations, program management, project management, and capital planning.
- Equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.

In keeping with Articles 23 of the Nunavut Agreement and 6.3 of the Umbrella Territorial Parks Inuit Impacts and Benefits Agreement "... special consideration" will be given to the following:

- knowledge of Inuit culture, society and economy;
- community awareness;
- fluency in Inuktitut;

- knowledge of environmental characteristics of the Nunavut Settlement Area;
- relevant northern experience; and
- knowledge of the IIBA and the NA.

Specific job skills listed in this description will be complemented by an awareness and sensitivity to the requirement for reflecting Inuit Qaujimagangit in all departmental initiatives.

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.

- Travelling long distances on boats or snow machines to reach worksites or walking long distances is required. Due to the Arctic's harsh nature, these activities may be conducted under severe climatic conditions and the incumbent must be in very good physical condition.
- Work may be done in field camps. This means being away from home for extended periods and irregular or long hours, including weekends.
- Considerable travel is required, perhaps a trip every 3-4 weeks. Much of the travel is to small remote northern communities where accommodation standards are well below those normally found in southern cities.
- Prolonged periods of computer work may cause eye strain and wrist/back/neck fatigue. This is the same environment considered normal for a government position.

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.

- The work requires considerable travel. The combination of extreme weather, small aircraft, and limited facilities means that unscheduled layovers in small communities are not uncommon.

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.

- Travel for long distances over featureless terrain requires basic navigational skills and a high degree of observational ability to recognize landmarks.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

- Extreme time deadlines often set by others and over which the incumbent has limited or no control are not uncommon.
- Diplomacy is required when in contact with the public, around politically sensitive issues and in situations where two or more groups with opposing viewpoints or positions are involved.
- Work in cross-cultural environments can be stimulating, but also frustrating and stressful.
- When travelling to and working in communities, irregular work hours are common, especially if negotiations are being conducted.

7. CERTIFICATION – Regional Coordinator Parks Planning and Operations

	see Appendix
Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date: I certify that I have read and understand the responsibilities assigned to this position.	Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
Deputy Head Signature	
Date: I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

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”.

9. Appendix:

Position	Supervisor Position	Supervisor Position Title	Region	Community	Position Coding
14007	01778	Manager Parks Planning & Establishment	Baffin	Clyde River	13400-01-1-111-1340010-01
10274	01778	Manager Parks Planning & Establishment	Kivalliq	Rankin Inlet	13420-01-3-333-1342000-01
10647	10082	Manager Park Facilities & Operations	Kitikmeot	Kugluktuk	13420-01-4-444-1342000-01