

1. IDENTIFICATION

Position No.	Job Title		Supervisor's Position
15-03199	Manager, Transportation Planning		Director, Transportation Policy & Planning
Department	Division/Region	Community	Location
EDT	Transportation Policy and Planning	Iqaluit	Headquarters
Fin Code: 15710-01-1-111-1571010-01-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>As a member of the Transportation Planning Division Management Team, the Manager, Transportation Planning is responsible for identifying and developing long term land, air and marine transportation policies, programs and initiatives.</p> <p>The position is located in Iqaluit and reports to the Director, Transportation Policy & Planning.</p>
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3. SCOPE

<p>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?</p> <p>The Transportation Branch has the overall responsibility for the strategic direction for transportation policy, planning and operations in Nunavut.</p> <p>The Transportation Policy & Planning (TP&P) Division is responsible for planning road, marine and air infrastructure for Nunavut through interactions at the local, regional, territorial and federal levels.</p> <p>This position has a general impact on the Department, its Branches and Divisions in the fulfilment of these responsibilities.</p> <p>More Direct Impacts are on:</p> <ul style="list-style-type: none"> • Present and future transportation and infrastructure costs. • Availability of land, air and marine transportation facilities. • Frequency of land, air and marine transportation. • Movement of people and goods within and to and from Nunavut. • Availability and costs of goods and services within Nunavut. • Impact on neighbouring provinces, territories and countries. • Information exchanges with other provinces and countries. • Liability for GN. • Strategies which enable communities to enjoy individual economic success as they work to develop their local transportation infrastructure .

- Success of transportation-related businesses across Nunavut and involvement of businesses outside of Nunavut.
- The successful expansion and diversification of Nunavut’s economy through development of the territory’s transportation system.
- Nunavummiut across the territory who intend to become more economically self-supporting through transportation-related training and job opportunities.

The Manager, Transportation Planning provides direct supervision of subordinate staff.

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.

Identifying and developing long term land, air and marine transportation policies, programs, and initiatives consistent with the Nunavut Transportation Strategy and emerging strategic priorities by:

- Developing capital infrastructure transportation projects for inclusion in the overall departmental Long Term Capital Plans and annual submission.
- Ensuring development of innovative integrated long-range, strategic multi-modal land, air and marine policies and strategies.
- Participating in TP&P corporate business planning.
- Managing delivery of transportation infrastructure projects directly or through subordinates, central agencies or contractors.
- Identifying regional and territorial transportation needs and programs and initiatives.
- Formulating innovative ways to implement the Transportation Strategy and establishing and implementing meaningful goals, objectives and priorities for the Unit.
- Building and maintaining effective working, partnering and communications relationships with government, public agencies, communities and industry to support effective and efficient transportation program infrastructure and services.
- Facilitating transportation research and feasibility studies for TP&P business planning, strategy, policy and program planning and delivery for effective and efficient facilities and services.
- Compiling needs, programs and initiatives into the Nunavut Transportation Strategy.
- Delivering programs consistent with legislation, public services processes and standards.
- Monitoring implementation of integrated long-range, strategic multi-modal transportation plans and recommending change to improve effectiveness and efficiency.
- Monitoring programs to ensure conformity with federal and territorial environmental legislation.
- Pursuing new sources and innovative methods to finance transportation infrastructure and capital projects.
- Leading and participating in joint government and industry business development working groups.

Provides information and support by:

- Promoting integration and implementation of Government of Nunavut priorities, including the Nunavut Land Claims Agreement and incorporation of Inuit Qaujimajatuqangit (IQ);
- Participating in establishment of departmental and divisional goals and objectives.
- Advising on innovative Divisional strategic development.
- Providing support and coordination to develop and implement other ED&T divisional plans and strategies.
- Interpreting and advising government staff, non-government agencies, communities, the public and industry on departmental legislation, policies, strategies, programs, guidelines, services and procedures.
- Participating as an ED&T transportation planning representative at intergovernmental and inter-jurisdictional meetings and forums.
- Participating in planning and negotiating of federal government transportation program devolution and delegation initiatives.
- Preparing and delivering presentations to Nunavummiut, community groups, industry and other organizations.
- Promoting the Nunavut Transportation Strategy as an effective and efficient means to move people and goods to meet the social and economic aspirations of Nunavut.
- Proposing new legislation or amendments to existing legislation that impacts the Division.
- Compiling and exchanging information pursuant to government and industry agreements.
- Recommending resources and equipment to achieve divisional and Unit objectives.

Manages financial resources by:

- Developing the capital and operational budgets contributing to the overall Branch budget.
- Administering the capital and operational budgets.
- Authorizing project expenditures within limitations.
- Monitoring expenditures and analyzing use of financial resources for various activities throughout the year.
- Submitting timely financial reports including Financial Management Board submissions.
- Transferring resources amongst projects as required.
- Expending approved capital plan resources as required.

Manages human resources by:

- Supervising program staff.
- Directing program delivery consistent with legislation and standards.
- Ensuring the goals and objectives of the Government of Nunavut are known to staff through regular frequent contact.
- Providing leadership, direction and coordination to a multi-disciplinary team to communicate and interpret new initiatives which enable effective interactions with communities.
- Ensuring development of annual individual employee work plans based on the annual business plan, completion of periodic performance reviews and an annual performance summary for each at year end.
- Participating in recruitment; employee retention projects; succession planning; and vacancy management initiatives and grievance response for the Division consistent with the Collective Agreement.
- Monitoring the division's Inuit Employment Plan initiatives to assist in attaining the representative level of employment.
- Reviewing staff work on a regular basis to ensure conformity to established quality standards.

- Building a strong team environment within a safe and respectful workplace.
- Imposing discipline as required.

Manages training and development by:

- Ensuring development and implementation of individual annual employee training plans in conjunction with HR&OD.
- Providing individual on-the-job mentoring and coaching at regular intervals.

Facilitates external contract services by:

- Identifying projects for contract services.
- Issuing RFPs for contracted services.
- Reviewing contract proposals.
- Awarding contracts within limitations.
- Monitoring contractor work progress, evaluating work quality and advising on required changes.
- Recommending and implementing changes to contracts and services.

Performs other duties as assigned.

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 behaviours 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

- Theories, principles and practices for program development, delivery and evaluation.
- Theories, principles and practices of Human resources and financial administration management.
- Theories, principles and practices of policy development.
- Theories, principles and practices of strategic and business planning.
- Theories, principles and practices of inspection procedures and techniques
- Principles and practices of climate change adaptation in the context of Arctic transportation and infrastructure.
- Principles and practices for data research and analysis.
- All applicable legislation, policies and procedures.
- Contracting law and principles.
- Land, air and marine infrastructure planning.
- Modal or multi modal transport, including in an Arctic environment.
- Nunavut and Canadian transportation policy and planning challenges.
- Geographic Information Systems (GIS) operations.
- The Nunavut Land Claims Agreement.
- Inuit Qaujimagatunqangit and the Nunavummi Nangminiqatunik Ikajuuti.
- The goals, aspirations and priorities of Nunavummiut.

Skills and Abilities

- Effective computer skills including the use of Microsoft Suite, internet, and database management.
- Effective verbal and written communications skills
- Ability to work in a cross-cultural environment.
- Analytical and problem-solving skills.
- Ability to be open to change to quickly respond to changing priorities
- Ability to work as a member of a team to attain organizational goals.
- Ability to work independently and completes assigned tasks seeking additional work without prompting.
- Effective listening skills - hears what is being said, understands the content and responds in a constructive manner.
- Ability to provide an effective measured response to a situation.
- Ability to respond in a constructive manner in stressful situations.
- Leadership skills

Qualification Requirements:

Typically, the above knowledge, skills, and abilities, would be acquired through:

- Undergraduate degree in Public or Business Administration, Transportation, Engineering or a related field.
- 3 years' experience in an Infrastructure Planning work setting, including at least 1 year of transportation planning and a minimum of 1 year of supervisory experience.
- An acceptable combination of education and experience may be considered.
- The ability to communicate in more that one of Nunavut's official languages is an asset.
- Project management certification is an asset.

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.

Physical effort is required when sitting for extended periods to work at a computer.
Walking over uneven terrain and riding in rocking vessels and vehicles during site inspections.

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 increase the risk of accident, ill health, or physical discomfort.

Works in a traditional office environment. Daily exposure to either land, air and marine transportation vehicle operations. Frequent exposure to winter temperature during facility inspections and instrument adjustments.

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.

Extended periods of visual concentration to determine capital and operational needs for infrastructure and services when conducting inspections of facilities and potential land, air and marine sites. Daily extended periods of reading reports or looking at a computer screen requiring focused concentration.

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.

Twice monthly participation at and sitting at meetings after normal working hours and/or during weekends when listening to and responding to issues over many hours.
Extended periods of concentrating on and responding to many complex and ever evolving issues with individuals, communities and committees.

7. CERTIFICATION

Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	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”.