

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
05-03340	Deputy Registrar (DR)	Director, Legal Registries (05-02795)

Department	Division/Region	Community	Location
Justice	Legal Registries	Iqaluit	4 th Floor, Building 1106

Fin. Code: 05700-01-1-111-0550000-01-????

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Director the Deputy Registrar (DR) is accountable for direct operation of the Corporate, Land Titles, Personal Property, Co-operatives, Societies and Securities Registries.</p> <p>This involves ensuring that the provision of a multitude of statutes is correctly applied to all transactions handled within the Legal Registries Division, according to directions and interpretations provided by the Director.</p> <p>High level responsibilities include the scheduling, direct supervision, training, in conjunction with the Senior Legal Registries Specialist, and monitoring of the three Legal Registries Officers, as well all contract and student staff. The Deputy Registrar carries responsibility for the execution of various automation implementation projects crucial to the development of electronic registries within the Legal Registries Division.</p> <p>From an economic perspective, the purpose of the position is to administer orderly and reliable registries that are a prerequisite to economic development in Nunavut.</p> <p>The DR provides hands-on leadership and direction in the implementation of the strategic initiatives of the division.</p>

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>Directly reporting to the Deputy Registrar are the four Legal Registries Officers as well as all temporary and contract staff hired from time-to-time. The Deputy Registrar works with his/her direct reports in carrying out strategic directions provided by the Director in relation to all of the registries. Together with the Senior Legal Registries Specialist the Deputy Registrar mentors all direct reports and serves as their primary resource for all operational requirements.</p> <p>The Deputy Registrar is also responsible for the training and development plans of all his/her direct reports and completes the performance development review with the Senior Legal</p>

Registries Specialist.

The Deputy Registrar holds statutory appointments as Deputy under the Land Titles Act, the Business Corporations Act, the Societies Act, the Personal Property Securities Act, the Co-operatives Associations Act as well as a designation as Deputy Superintendent of Securities. Each such appointment requires the exercise of powers, functions and duties in accordance with the law and judicially established practices and procedures. Any error, in acceptance or rejection, is likely to be challenged.

The impact of a single substantial error ranges from serious injury to the reputation of the jurisdiction (Government of Nunavut) to potential multi-million dollar liability for the Government of Nunavut. In that context it must be remembered that the Legal Registries Division, in its various branches, is part of the national processing of approximately \$6,000,000,000 in daily securities trading clearances, insures fully over \$4,000,000,000 of Nunavut land under the Land Titles Assurance fund, as well as processes over \$65,000,000 of mortgages yearly (and growing).

The successful completion of all processes contributes to the yearly revenues of the Legal Registries Division, being approximately \$2,500,000.

The position impacts on all members of the public, various organizations and their legal counsel who are interested in ownership of land and other registered interests in Nunavut and who are involved with land transactions or with transactions involving security interests both personal and corporate. It also impacts on certain government departments involved in land administration, surveying, development and finance transactions including Community Planning and Lands Division (CGS), Manager of Lands at Indian and Northern Affairs Canada, and the Geomatics (surveying) Section of Natural Resources Canada. Clients also include other organizations involved in land administration such municipal taxation authorities, municipalities, designated Inuit Organizations, surveyors and the Nunavut Housing Corporation as well as various financial institutions that provide financing on the security of land or personal property. On the National scene, the position contributes to ensuring accuracy within the Securities National Registration Database (NRD), the System for Electronic Data Analysis and Retrieval (SEDAR), the Cease Trade Orders database (CTO) and the System for Electronic Disclosure by Insiders (SEDI).

The Deputy Registrar holds a standing appointment to act with full authority in the absence of the Director.

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.

Under the direction of and reporting to the Director, the Deputy Registrar performs a wide range of functions in the direct operation and administration of the various divisional branches. He/she is responsible for the timely and efficient functioning of all administered registries. Responsibilities include, but are not limited to:

- Ensuring the proper allocation of human resources to the priorities of the division
- Allocating resources to ensure efficient document flow and effective provision of services including the timely review, data entry, processing and response to all submissions to be completed within two days of receiving the filing
- Communicating and reinforcing divisional standards with all direct reports
- Trains and supervises staff and determines staff priorities according to their workload on a day-to-day-basis (with Senior Legal Registries Specialist)
- Accepts or rejects submitted documents for complex transactions and provides a written explanation of deficiencies for rejected documents
- Coordinating search services requested by customers
- Ensures that all revenue is properly received and initiates refunds when excess fees are paid or when documents are rejected
- Promotes the efficiency, speed, accuracy and certainty of all registries to create appropriate climate for economic development
- Exercising discretion and making decisions in the operational development and implementation of revised registration procedures
- Conducting the final review of a variety of complex legal documents submitted under the legislation and effecting their registration; in Nunavut most transfers must be reviewed and registered in view of their effect on both fee simple and leasehold titles
- Making decisions as to the acceptance or rejection of submitted documents
- Determining and setting priorities among the various registries
- Providing information on legislation, registration standards and procedural rules to the general public, the legal profession, municipal land administrators and various government departments
- Identifying novel or complex legal or procedural issues and provides recommendations to the Director
- developing familiarity in accessing the electronic ACOL (Atlantic Canada Online) system, run by Unisys, operated by the Atlantic Provinces, Northwest Territories and Nunavut
- Keeping abreast of all managerial decisions made by the ACOL board, of which the Director is a voting member
- Ensuring all Gazette submissions are made in a timely and accurate fashion
- Providing recommendations on legislative and policy changes to the Director Monitoring timely processing of all reporting issuers submissions for Nunavut
- Ensuring that all Firm and Individual registrations comply with the requirements of NI 31- 103 and associated National and Multilateral Instruments
- Ensures that all registrations are up to date in NRD, SEDAR, SEDI and CTO databases

The Deputy Registrar may also be asked to perform other divisional-related tasks by the Director.

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

Effective performance requires:

- A solid understanding of the complexities arising from the conveyance of leasehold interests and Inuit Owned Lands in the unique Nunavut context, arguably the most intricate land titling system worldwide.
- The ability to provide leadership to the promotion of program goals, change management and effective program delivery, and to make sound decisions under the pressure of time, public and/or political scrutiny.
- Solid understanding of applicable statutes and regulations in a wide variety of fields, being Corporate/Commercial, Financial, Regulatory, Land Titles, Personal Property Security and Securities
- Superior organizational and time management skills
- Excellent analytical and problem-solving skills
- Solid ability to recognize often unique issues/situations and refer them appropriately
- Ability to communicate adequately both orally and in writing with the general public, the legal profession, as well as municipal land administrators, government representatives, in both Nunavut and all jurisdictions in Canada
- Extensive experience in staff supervision, progressive discipline, conducting annual performance reviews, familiarity with the collective agreements, the Excluded and Management Employees handbooks, Canadian Human Rights Act, The Public Service Act, the Human Resources Manual, Harassment Investigation and all pertinent policies and regulations of the Government of Nunavut
- Ability to function in a computerized office environment where ALL systems are administered in electronic database, both local (LAN) and external (WAN)
- Superior communication skills in English.
- The ability to communicate in French would be an asset, but is not required

Minimum Requirements:

At minimum a Diploma in Law, Commerce, Accounting, Business Administration or a related discipline. A minimum of five years experience in a regulatory environment with significant exposure to Corporate/Commercial, Real Estate and Securities laws. One year supervisory experience is also required.

A 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 Deputy Registrar's time is spent sitting with frequent opportunities to move about (daily, 7.5 hours, medium intensity).

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.

Incumbent works in a generally comfortable office environment (every day, all day, low intensity).

Incumbent may be required to travel from time-to-time

Incumbent will deal with some stressful situations on a daily basis as he/she will serve as a one of the resources for all unusual or complex transactions submitted to Legal Registries for all branches of the Division (daily, high intensity)

Careful review of important and technical documents within fixed time frames may cause eye irritation and substantial stress

The Incumbent will experience some demand for overtime work due to the fluctuating nature of registration volumes and short turnaround times

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments 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.

There is continual pressure to provide a quality service and produce work rapidly under constant deadlines, with competing priorities and frequent interruptions, but with absolute attention to detail. The job requires long periods of extensive concentration (daily, often, high intensity).

Absolute accuracy is required; for Land Titles work, a Judge may one day review any particular registration decision or entry on title, either under an appeal provision or to determine issues of liability and compensation for possible errors in title information. For Securities, the volume and value of transactions (billion dollar issues) to be cleared by Nunavut Legal Registries engages the reputation of the jurisdiction on a daily basis as all transactions are national by nature. For Corporate registrations work, pressures are applied regularly by extra territorial registrants.

Working on a computer (daily, 7.5 hours, high intensity).

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.

(See above) Candidate must perform all job functions, to the exacting standards required in a legal and land titles environment, including under circumstances of extreme time pressure, which occur regularly.

The ability to stay organized is essential with variable staff levels, a wide variety of tasks and functions, and changes in information systems and processes that are ongoing.

Concentrated attention to detail / accuracy (daily, often, high intensity)

Responding to registration deadlines (30 times per week, 4 hours per day, moderate intensity)

Dealing with staff problems or concerns (4-5 per month, 15-30 minutes each, medium intensity)

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

7. CERTIFICATION

_____ Employee Signature	Director, Legal Registries (05-02795) 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”.