



## NWB Human Resources Position Description

### I. General Information

<b>Position / Title:</b>	Technical Advisor	<b>Status:</b>	
<b>Department:</b>	Technical Services	<b>Reports To:</b>	Director Technical Services

### II. Purpose of Position

Under the direction of the Director Technical Services, the Technical Advisor is responsible to provide technical support for all internal and external technical and scientific services required by the Nunavut Water Board.

### III. Essential Duties and Responsibilities

1. Assist in the processing of Water Licence applications:
  - Assess the accuracy of information received for water licence applications, summarizing findings including input from interested parties, identifying outstanding issues and advising the Board
  - Assist with the coordination with federal, territorial and local governments, Regional Inuit Associations and citizens of Nunavut for technical, logistical and administrative support on applications filed including those applications requiring technical meetings, pre-hearings and hearings
  - Support and assist with the coordination of the activities of the Nunavut Water Board in assessment and Decisions of all Type A and B water use and waste disposal licence applications, amendments, renewals and assignments applicable to the managing of water resources in the Nunavut Settlement Area
  - Develop and provide guidelines and direction to Proponents
2. Assist in the development and implementation of licensing processes, procedures and activities:
  - Assist in the design, development, and implementation of licensing processes for applications submitted to the Board
  - Assist in the liaison with Indian and Northern Affairs Canada on issues related to the enforcement of Nunavut Water Board licences
  - Assess the need for studies and technical data in support of licence applications
  - Recommend and arrange for specialized technical consulting services (as needed)
  - Assist in the development of Nunavut Water Board policies, procedures, guidelines and systems to improve the Nunavut Water Board's effectiveness and efficiency
  - Work with Interested Parties and the other Institutions of Public Government, i.e. Nunavut Impact Review Board, Nunavut Planning Commission, and Nunavut Wildlife Management Board, to streamline the licence application review process to avoid duplication
  - Develop project specific consultation plans and assist in the development of project specific budgets
3. Provide advice and issue reports and communications materials:
  - Responsible for the production and review of technical reports and documents
  - Advise and assist the Board in the review of applications, technical reports and interventions
  - Provide training to the Board and other staff on technical issues and applications
  - Represent the Nunavut Water Board on technical committees that may be formed from time to time
  - Ensure that studies, plans, and/or reports submitted by applicants are undertaken in a manner consistent with sound environmental and engineering principles
  - Assist in the development of Nunavut Water Board communication material

#### **IV. Other Duties and Responsibilities**

##### **1. Represent the Nunavut Water Board:**

- Participate in meetings, workshops, committees and other forums dealing with water management and provide information about the Nunavut Water Board and its processes
- Work cooperatively with the other Institutions of Public Government

##### **2. Acting Duties**

- Act for the Director of Technical when required
- Perform any other job related duties as required by the Nunavut Water Board

#### **V Qualifications**

- Knowledge:**
- Regulatory concepts, principals, and review processes
  - Thorough knowledge of water sciences and environmental engineering
  - Northern development initiatives, including the mining industry and municipal operations
  - Nunavut Land Claims Agreement Article 13 and the Nunavut Waters and Nunavut Surface Rights Tribunal Act as well as the Northwest Territories Water Regulations
  - Effective communication strategies for public participation
  - Word processing, spreadsheet and presentation
  - Inuktitut/Inuinnaqtun would be an asset
- Ability:**
- Summarize complex technical and scientific information for a non-technical audience
  - Manage large amounts of information efficiently
  - Prioritize effectively
  - Deal with frequent interruptions and changes in priorities
  - Work as an active member of a multi-disciplinary team
  - Work independently when needed
- Skills:**
- Planning and project management
  - Excellent communication skills, both written and verbal
  - Excellent organization skills
  - Excellent presentation skills
  - Good interpersonal skills including the ability to use tact and diplomacy and work under pressure
  - Problem and conflict resolution skills
- Education:**
- University degree in Environmental Engineering, Environment, Hydrology, Geology or Mining
  - Or a Diploma with experience in a related field
- Experience:**
- A minimum of 3-5 years experience
  - Experience managing project-related information
  - Experience with multi-stakeholder processes
  - Personal and professional experience in the Arctic and in a cross-cultural setting
  - Candidate must be willing to submit and pass a criminal records check

**VI. Physical Demands**

- Exposure to computer work for extended times
- Able to work in all weather conditions
- Working with office equipment which requires some manual dexterity
- Able to lift 20 kilograms
- Possible overtime required
- Extended hours of work sometimes

**VII. Work Environment**

- Work outside may have some exposure to extreme weather
- Work can sometimes be stressful
- Standard processes for review and issuance of water licence application and management of licence, but ingenuity may be required in some instances
- Significant interaction with the public or interested parties
- Work inside is in a clean, well-lit office or facility

**VIII. Mental Demands**

- Requires ability to perform sequence of skilled, sometimes complex operations
- Requires ability to plan, manage and execute extensive projects
- Prioritizing tasks and meeting deadlines
- Outside contact occurs almost on a daily basis and often involves significant decisions, requiring tact, diplomacy and negotiation skills
- Living in a small, isolated community with limited resources
- Difficult decisions regarding necessary actions on financial and human resources issues
- Large amount of travel is required, which may keep individual away from family and friends

The salary for this position is currently starting at \$82,652 per annum and is commensurate with experience. The NWB also offers an attractive remuneration package that includes Isolated Post Benefits consistent with Treasury Board standards (approximately \$21,400 for a single person dependent on eligibility for subsidy with respect to housing, fuel etc.), Vacation Travel Assistance and other benefits

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<b>Chief Executive Officer</b>				<b>Chief Administrative Officer</b>				
<b>Date In Effect:</b>					<b>To Be Reviewed:</b>			
	<b>D</b>	<b>M</b>	<b>Y</b>			<b>D</b>	<b>M</b>	<b>Y</b>