



## Nunavut Planning Commission Communications Coordinator/Policy Advisor Job Description

### General Information

<b>Position / Title:</b>	Communications Coordinator/Policy Advisor	<b>Status:</b>	Full-time
<b>Department:</b>	Executive	<b>Reports To:</b>	Executive Director

### Purpose of Position

Reporting to the Executive Director and the Senior Management Team (SMT), the Communications Coordinator/Policy Advisor is responsible for developing and implementing a Communications Strategy and Plan for the Commission, as well as the preparation of briefing material, press releases, notices, speeches, newsletters, minutes from meetings, and the Commission's Annual Reports. The Communications Coordinator/Policy Advisor will also provide analysis, research and advice on Strategy, Policy, emerging issues and Risk and support the SMT in the Nunavut Land Use Planning process. The incumbent will also assist and coordinate responses to ATIP requests and assist with the preparation of annual work plans and budgets as well as financial reports as required by funding agreements.

### Impact

It is critical for the Commission to have in place the highest level of communications competencies and processes to effectively operate as an Institute of Public Government, communicate with stakeholders, achieve its mandate and meet the land use planning needs of all Nuavutmiut.

### Responsibilities

1. Develop and implement a Communications Strategy and Plan
  - Develop, implement and monitor communication strategies and tactics to support the Commission's communication goals and objectives.
  - Assist with the development Commission communication policies and guidelines
2. Assist SMT and support communications with key contacts:
  - Federal and Territorial governments
  - Institutes of Public Government
  - Nunavut Tunngavik Incorporated
  - Inuit Organizations
  - Indigenous Organizations
  - Industry
  - Other planning partners, including community members
3. Branding and awareness
  - Enhance Commission's profile in Nunavut and neighboring jurisdictions and promote public awareness of the Commission processes and events
  - Promote effective public participation at hearings, community information sessions and similar events
  - Liaise with communities to be visited to facilitate access to information and an understanding of Commission processes
  - Assists the Executive Director with the development, production, and distribution of Quarterly and Annual Reports
4. Correspondence, briefing notes, reports and the media
  - Assist Director Finance to prepare and submit financial reports as required by funding agreements.

- Draft public notices, invitations for submissions, and other public announcements regarding meetings, hearings, workshops, and other matters
  - Develop press releases, speeches, and articles on behalf of the Commission as requested
  - Provide appropriate briefing material to the Executive Director for presentation at senior level meetings, news conferences, and other forums as required
  - Review and revise as necessary all briefing, notes, letters, and other correspondence for grammatical accuracy, clarity of content, and to ensure consistency in all Commission communications
  - Assisting with drafting meeting minutes, arranging conference calls, workshops, etc. as required
  - Ensures Commission communications are distributed in a timely manner to the appropriate parties
  - Respond to information requests to the Commission from government departments, Institutions of public government, or other agencies
5. Commission website
- Maintain and manage the Commission website
  - Work with schools to promote educational material (Teacher's Corner on website)
6. Organizational Planning and Document Management
- Assist the SMT with the development of strategic plans, the Annual Operational Work Plan and Budget
  - Update and maintain the Commission's document management system, including translated documents
  - Work with the Manager of IT to ensure security and access to the document filing system
  - Training staff to use document management system appropriately
  - Support the ED and Commission team with media training as required
7. Provides advice and assistance
- Prepare briefs, reports and other informative materials to present, distribute, and communicate research findings both internally and externally and when required assist planners with issue papers and drafting of the Nunavut Land Use Plan and related documents.
  - Provides input, advice, and assistance to staff specific to their respective communications-related tasks as requested.
  - Working with the Executive Director develop communications-specific aspects related to the implementation of the Commission's IQ Program
  - Works with staff to develop public information and educational materials
8. Policy development
- Supports the Executive Director and in the development of a wide range of land use planning and operational policies.
  - Prepare issue papers, briefs, reports and other informative materials, for both internal and external purposes
  - Conduct research and analyses and make recommendations to the Executive Director on a wide range of political, strategic, planning and procedural issues
  - Prepares planning updates, participate in working groups, develops presentation and workshop materials and works to advance the Land Use Planning Process and implementation as directed by the SMT
  - Works with the SMT to build consensus on land use policy required to manage competing land uses as directed. Works with and supports Planning staff with the collection of data and information and drafting materials as directed.
9. ATIP – Assist the Executive Director to review documentation, perform analyses and prepare responses to requests under the Access to Information Act. Duties include:
- Provide and/or provide oversight on the preparation of responses to ATIP requests
  - Assist in the review of sensitive or complex files

- Provide advice and guidance on the right of access to NPC information
- Provide recommendations and advise on the disclosure and non-disclosure of information
- Provide recommendations regarding the exemption or exclusion of information to be released
- Prepare reports regarding the compilation of data and responses to ATIP requests
- Participate in preparing and delivering ATIP related information and training sessions
- Assisting in the processing of complaints under the Access to Information Act
- Work with Manager IT to ensure the control, safety and integrity of NPC electronic documentation

10. Other:

- Develop and maintain communications templates
- Ensure external communications are coherent, consistent and professional
- Enhance NPC internal communications
- Engage in media monitoring that will allow the Commission to target and deliver messages to key stakeholders
- Identify and coordinate opportunities for workshops/meetings
- Maintains professional and technical knowledge
- Reviews professional publications and establishes networks
- Maintains up to date distribution lists
- Perform other duties as required

### Education

- Have one or a combination of the following – Undergraduate Degree in Land Use Planning, Communications, Journalism, Marketing, Political Science, or equivalent or another related discipline. Experience in policy development, organizational communications, or land use planning or related fields combined with specialized experience in similar organization/s, may be considered.
- Up-to-date professional designation in a related field

### Experience

- Five years of related and progressively responsible experience in communications or policy development
- Personal and professional experience in the Arctic or in a cross-cultural setting
- Presenting to a wide range of audiences
- Understands the roles, mandates and authorities of Institutes of Public Government, government agencies, regulatory authorities and Designated Inuit Organizations within the Nunavut regulatory system.

### Knowledge

- Extensive knowledge of:
  - Nunavut Agreement and the Nunavut Planning and Project Assessment Act
  - Negotiations and regulatory processes and issues in Nunavut
- Generally accepted office and administrative practices and policies, including an understanding of various types of professional and business communications such as agendas, briefing notes, memos, letters, press releases, and webpages;
- Knowledge and experience in land use planning
- Experienced in working in the world of government and business.
- Northern geography, history, Inuit cultures and traditions, and modern Inuit society.
- Knowledge of computer software including word processing, spreadsheets, databases, and electronic mail and communications programs.
- Knowledge of record management systems for filing and retrieving information
- Protecting and safeguarding legal documents and confidential information;

- Propriety information and knowledge of Access to Information Policies;

## Skills

Communications: - The ability to work with internal and/or with planning partners to share information, express the position of the Commission clearly and concisely, to determine the needs and interests of planning partners, to identify possible solutions and make recommendations.

- Draws on diverse sources of information and personal contacts to generate ideas.
- Involves Commission staff and planning partners in data acquisition.
- Is accessible and responsive to the Commission staff and planning partners as directed
- Recognizes relationships between pertinent information and the circumstances of individual issues.
- Express oneself in a manner appropriate to the audience.
- Exceptional interpersonal skills including the ability to use tact and diplomacy and work under pressure
- Fluency in Inuktitut and/or Inuinnaqtun would be a strong asset. The ability to speak and/or write French is desirable.
- Media and research experience

Presentation Skill and Report Writing: - The successful candidate will have outstanding written and oral communication skills with the ability to communicate complex issues and concepts clearly.

- The ability to prepare and deliver presentations and reports that are clear, engaging, and effective. Develops a clear, logical flow for presentations, responses and reports.
- Be experienced with software to develop presentations, analysis and data compilation reports, PowerPoint, Microsoft platforms etc.
- Selects language and examples tailored to the level and experience of the audience.
- Uses effective non-verbal communication skills.

Relationship Building: - Ability to build and maintain relationships and networks with a diverse range of stakeholders with often complex, conflicting and ambiguous issues

- Draws on long-term relationships with stakeholders to help plan for and achieve results
- Develops and maintains good internal and external peer and senior level relationships
- Provides stakeholders with the level and quality of information required to achieve outcomes
- Seeks out and builds relationships with individuals who can provide information, organization support and other forms of help.
- Shares past experiences from different projects, organizations, and government agencies to help achieve quality results
- Able to inspire and influence NPC staff and planning partners

Policy Analysis Skills: - The ability to identify the key issues and factors associated with policy questions, to pull together and assess the information needed to guide decision-making and to propose and/or implement solutions that balance practical considerations.

- Can pull together diverse information, including research findings, into a coherent picture as basis for decision making.
- Demonstrates a keen understanding of the diverse factors (including planning partners involved) impacting on policy issues.
- Recognizes strategic opportunities and potential problems associated with policy questions.
- Selects optimal research or consultative approaches (that balance costs with effectiveness) to address policy issues.

Thinking Skills – The ability to analyze problems and issues, organize information, identify key factors, identify underlying causes, and generate practical solutions.

- Has Strong conceptual, critical thinking and analytical abilities
- Consistently seeks more effective and practical ways for the development of policies and high-level achievement through effective processes and procedures
- Recognizes pertinent facts and issues
- Identifies practical sound solutions to problems

### **Abilities**

- Ability to break-down technical information into easily understood terms for the general public.
- Must be able to produce quality, creative work under tight deadlines.
- Team player, but also able to multi-task and prioritize jobs independently.
- Critical thinking abilities to deliver high quality, strategic and proactive communications services to stakeholders with differing information needs.
- Familiarity with computers, communications systems and word processing
- Ability to summarize complex ideas and principles in English and Inuktitut and/or Inuinnaqtun
- Prioritize effectively
- Deal with interruptions and changes in priorities
- Work as an active member of a multi-disciplinary team
- Work independently when needed
- Ability to manage effectively in a cross-cultural environment
- Proven integrity and ability to maintain the highly confidential nature of communications work.
- Demonstrates critical awareness of issues (e.g. privacy, security, political sensitivity) related to the release of information
- Effectively extracts, synthesizes and interprets data from existing documents, studies or reports
- Recognizes issues that require an additional level of intervention and seeks out knowledgeable people to obtain information or clarify a problem

### **Theories and Principles**

General knowledge of the principles and theories of land use planning, community consultation, economic development, natural resource development environmental protection and a general understanding and knowledge of Inuit culture.

### **Work Environment**

- The work is performed in an open office environment and involves continuous exposure to noise and confined office space and involves sitting for long periods both in the office and during meetings, workshops and consultations, as well as exposure to video screen glare for 60% of working time.
- Some time may be at communities or remote mining and resource development sites, with extreme weather conditions, long periods of darkness and insects.

### **Mental Demands**

- There is a continuous requirement to deal with lack of privacy, numerous interruptions, frequent time pressures and deadlines on projects, reports and briefing notes, multiple changing priorities and lack of control over pace of work.
- There will be a need to travel public / government meetings, workshops or training which requires time away from home and adjustments to different schedules and hours of work. Due to flight scheduling in the north, travel on weekends is often required.
- While attending meetings, workshops, hearings or training there may be extended periods where sustained attention and intellectual effort will be required placing increased pressure on the psychological / emotional effort required of the incumbent.

- Must be prepared to meet the personal and professional challenges associated with living in an isolated community with limited resources.

### Physical Demands

- Travel by aircraft, watercraft, snow machine or automobile involves sitting in tight, often cramped spaces for many hours at a time.
- The travel may involve exposure to inclement weather and rough terrain.
- The exposure to the glare from a computer screen, sitting and focusing on reading for long periods of time may lead to eye, neck and back strain. Repeated use of finger and wrist muscle when using a keyboard can cause muscular pain or carpal tunnel syndrome.
- Requirement to move and haul heavy equipment as required

### Computer Work

- The exposure to the glare from a computer screen, sitting and focusing on reading for long periods of time may lead to eye, neck and back strain.
- Repeated use of finger and wrist muscle when using a keyboard can cause muscular pain or carpal tunnel syndrome.

#### Validation of Job Description

This Job Description has been reviewed by and agreed to by the Executive Director and the Incumbent.

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**Executive Director**

\_\_\_\_\_  
**Incumbent**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_