



Nunavut Planning Commission Planner GIS Land Technician Job Description

General Information

Position / Title:	Planner GIS Land Technician	Status:	Full-time
Department:	Policy & Planning	Reports To:	Manager, Policy & Implementation

Purpose of Position

Reporting to the Manager, Policy & Implementation and the Senior Planner, the Planner GIS Land Technician is responsible for assisting with the implementation requirements of Nunavut Agreement, Article 11, Land Use Planning. The interdisciplinary incumbent will provide technical expertise in the collection, digitization, analysis, and representation of spatial data as well as social and economic information relevant to regional land use planning and resource management. The incumbent is responsible for supporting all cartographic and GIS computer operations in the organization.

The incumbent is also responsible for assisting with the effective and efficient implementation of land use plans and the Nunavut Planning and Project Assessment Act (NUPPAA). This includes but is not limited to; providing a primary point of contact for project proponents; reviewing project proposals to determine if they conform to approved land use plans; maintaining an online public registry; preparing public notices, reports, briefing notes, or presentations regarding a variety of land use planning issues; working with regulatory authorities, planning partners and proponents to ensure the consistent application of land use plan policies and legislative requirements.

Impact

Under Article 11, Land Use Planning of the Nunavut Agreement the Nunavut Planning Commission is responsible for the development and implementation of land use plans. Additional legal obligations and duties flow from the NUPPAA. The incumbent is responsible for ensuring those legal obligations and duties are fulfilled.

Responsibilities

1. GIS application:
 - Digitize spatial data for inclusion in ARCGIS.
 - Prepare and produce outputs using ARCGIS, including the preparation of a wide variety of maps to support planning processes.
 - Maintain a catalogue and index of maps held in inventory by the Nunavut Planning Commission.
 - Support the development of regional land use plans by:
 - Developing and applying GIS Spatial Modeling tools to assist in the regional analysis of spatial data and decision making;
 - Developing maps, graphics and figures for inclusion in land use plans and reports or for presentation to planning partners;
 - Identifying information / knowledge gaps and propose strategies to close the gaps.
 - Monitor and recommend enhancements to the overall effectiveness of the GIS program
 - Develop systems, procedures and parameters for gathering, recording and verifying data.
 - Implement data communication systems to ensure access and compatibility with other sources of land and environmental data.
 - Maintain databases, layers and metadata.
2. Land use plan implementation:
 - Supports and assists the Senior Planner to determine if project proposals conform to land use plans and administer policies and procedures related to the implementation of land use plans.

- Implement the legal requirements of land use plans, the Nunavut Agreement and NUPPAA.
 - Update and monitor the Nunavut Planning Commission's public registry.
3. Research and analysis:
- Implement procedures for the development of a land use plan(s) by conducting research and analysis of information relevant to addressing factors such as those in NA 11.2.3. This will be achieved primarily by conducting research on matters considered under NA 11.3.1.
 - Gather and analyze, demographics, wildlife and habitat, natural resource, social and economic information in order to assist in the development of objectives and guidelines for short - term and long – term development.
 - Assist in the incorporation of community-based research into land use planning processes, and documents.
 - Assist in the identification and prioritization of land use planning issues related to the conservation, development, management and use of land in the Nunavut Settlement Area.
 - Assist in the identification of land use opportunities, constraints and conflicts and propose scenarios to promote, avoid or resolve the matter.
 - Participate in the review and integration of social, cultural, economic and ecological studies with community-based research.
 - Assists other departmental staff in the preparation of reports, briefing notes, thematic maps and the creation of drawings and charts
4. Provides information to the general public, industry and government on policies, procedures and requirements relating to implementation of land use plans and legislation by:
- Providing a primary point of contact for project proponents entering the Nunavut regulatory system
 - Liaison with a broad spectrum of public and private planning partners.
 - Answer verbal and written enquiries.
 - Represent the Nunavut Planning Commission at meetings and workshops, as required.
5. Assist the Director Policy and Planning, Manager, Planning and Implementation and Senior Planner with other duties as required.

Qualifications

Education:

- The work requires a combination of degrees in Land Use Planning and Geographic Information Systems, with emphasis on land use planning, regional geographic study, and spatial analysis.
- Consideration will be given to a post-secondary education in Land Use Planning, Geography, Cartography, Environmental Sciences/Studies, or Natural Resources supplemented with a certificate or diploma in Geographic Information Systems.

Experience:

- Three years of directly related experience
- Experience in formulating land use plans or implementing zoning by-laws, knowledge of environmental assessment would also be useful.
- Equivalencies of education and experience may be considered.

Knowledge

The work requires that the incumbent is knowledgeable in:

- The use of advanced GIS (ArcGIS/Spatial Analyst) to analyze spatial information and generate a variety of maps to support land use planning processes
- Regional land use planning processes within the Canadian and circumpolar regions, including theories and approaches regarding land use plan formulation, implementation, monitoring and evaluation.
- The role of the Nunavut Planning Commission and the inter-relationships with the land and resource management programs within the Nunavut Settlement Area.
- The physical and biological environment of the Nunavut Settlement Area, its peoples, various levels of government and the politically and socially sensitive issues important to Nunavut.
- The Nunavut Agreement, and a wide range of Federal and Territorial regulatory processes related to the management of lands and resources
- Advanced computer software programs for office use, the Microsoft Suite of programs, spreadsheets, statistical analysis programs.
- Protecting and safeguarding legal documents, confidential and propriety information and knowledge of the Access To Information Act and related internal policies.
- Community consultation processes, economic development, natural resource development, environmental protection, and a general understanding and knowledge of Inuit culture.
- Knowledge in ArcGIS Server, web mapping tools, web apps, and internet data delivery would be an asset
- Knowledge of Land Use Planning Law would be an asset.

Abilities:

Analytical Research Skills – the ability to design research or evaluate studies, collect and analyze data using appropriate tools and methodologies and to prepare meaningful and concise reports that summarize the information provided by the data:

- Effectively extracts, synthesizes and interprets data from existing documents, studies or reports.
- Critically evaluate data sources for reliability.
- Applies qualitative and quantitative (statistical) methodologies appropriate to the particular research objectives.
- Can identify the most useful and appropriate tools and technologies (including computer application) to meet the requirements of the task.
- Design and critically assesses survey, questionnaire and other research results to ensure their credibility, consistency and validity.
- Can interpret statistical and quantitative information to reach logical conclusions and /or identify significant trends or patterns.
- Identifies optimal means to display and report data and results in a meaningful manner.
- Demonstrates critical awareness of issues (e.g. privacy, security, political sensitivity) related to the release of information.

Applying Principles and Procedures – The ability to understand a set of rules, laws, guidelines or procedures, to recognize how they apply to a particular case, and to apply them in a logical way to make consistent decisions and /or recommendations on the land use planning process:

- Identifies and understands the critical issues of a case or situation.
- Applies relevant information (e.g. land use plan policies, zoning designations, land use planning law, legislation, policies, or practices) to the case at hand.
- Formulates decisions/recommendations in a consistent and logical manner.
- Recognizes issues that require an additional level of intervention seeks out knowledgeable people to obtain information or clarify a problem.

Policy Analysis Skills - The ability to identify the key issues and factors associated with the implementation of land use plans, zoning designations, procedures and legislation 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 the implementation of land use plans, procedures and legislation.
- Recognizes strategic opportunities and potential problems associated with implementation, monitoring and evaluation of land use plans and legislative procedures.
- Selects optimal research or consultative approaches (that balance costs with effectiveness) to address plan implementation and monitoring challenges.

Communications - The ability to work with internal and/or planning partners to share information express oneself clearly and concisely, to determine the needs and interests of planning partners, to identify possible solutions, and make recommendations in order to help clients decide on a solution that meets their needs:

- Draws on diverse sources of information and personal contacts in order to generate ideas.
- Effectively assists the client in assessing needs and options, and recommends courses of action.
- Involves planning partners in decision making.
- Is accessible and responsive to clients.
- Quickly identifies the needs of clients.
- Recognizes relationships between pertinent information and the circumstances of individual cases.

Planning and Organizing - The ability to develop well-thought-out plans to guide the accomplishment of business objectives:

- Develops plans for short-term and long-term projects.
- Measures performance against goals.
- Integrates a wide range of factors into the planning process.
- Maintains commitment to goals in the face of obstacles and frustrations.
- Makes effective use of time and resources.
- Sets priorities appropriately.
- Sets realistic goals and objectives.

Presentation Skill and Report Writing - The ability to prepare and deliver presentations and reports that are clear, engaging, and effective:

- Develops a clear, logical flow for the presentation and reports.
- Ensures participants' involvement and understanding.
- Prepares and uses visual aids that are clear and have high impact.
- Selects language and examples tailored to the level and experience of the audience.
- Uses effective non-verbal communication skills.

Flexibility - ability to adapt to and work effectively within a variety of situations, and with various individuals or groups:

- Flexibility entails understanding and appreciating different and opposing perspectives on an issue.
- Adapting one's approach as the requirements of a situation change.
- Changing or easily accepting changes in one's own organization or job requirements.

Customer-Service Orientation - a desire to help or serve others, to meet their needs:

- It means focusing one's efforts on discovering and meeting the customer or client's needs.
- "Customers" include project proponents, planning partners, internal colleagues, students, or anyone that the person is trying to help.

Self-Control - the ability to keep one's emotions under control by:

- Restraining negative actions when provoked, when faced with opposition or hostility from others, or when working under conditions of stress.
- It also includes the ability to maintain stamina under continuing stress.

Relationship Building - The ability to proactively develop mutually beneficial working relationships with colleagues and planning partners:

- Communicates and shares information with contacts as required.
- Interacts effectively with people of diverse backgrounds.
- Maintains important relationships by periodically meeting, telephoning or socializing.
- Provides assistance, appropriate information, or other support to others, to build or maintain relationships with them.
- Seeks out and builds relationships with individuals who can provide information, career support, potential business, and other forms of help.
- Takes an interest in others.

Verbal skills are required for:

- Providing advice to senior management and representatives of planning partners such as government, other Institutes of Public Government, Designated Inuit Organizations, industry and other interested groups.
- Speaking at workshops, community and public meetings attend by diverse members of the public, which requires simplifying complex issues into non-technical terms.

Writing skills involves knowledge of complex terminology unique to land use planning, management and legislation for:

- Writing and editing of public documents and general correspondence.
- Preparing news releases.
- Writing and editing reports.
- Preparing briefing notes.

Work Environment:

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

Travel:

- There is a need to travel public / government meetings, workshops or training which may require periods of time away from home (a few days to 1 to 2 weeks, minimum 4 times per year) and adjustments to different schedules and hours of work.
- Due to flight scheduling in the north, travel on weekends is often required.

Psychological & Mental Stress:

- Peak periods require the incumbent to constantly exercise organization and priority setting skills. Usually physical (exhaustion) and mental stress (balancing multiple demands) develop during these times.
- Tight deadlines, financial restraints, conflicting priorities, multiple demands and fast paced workload may lead to stress, anxiety and mental fatigue.
- 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.

Physical 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 a large percentage of working time.
- Work also includes working in remote communities or remote mining and resource development sites, with extreme weather conditions, long periods of darkness and insects.
- 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.

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 carpel tunnel syndrome.

Validation of Job Description

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

Executive Director

Incumbent

Date: _____

Date: _____