

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
02-14944	Program Manager, Training Implementation	Director, Devolution

Department	Division/Region	Community	Location
Executive and Intergovernmental Affairs	Devolution Secretariat	Iqaluit	HQ

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>Reporting to the Director, Devolution (Director), the Program Manager, Training Implementation (Program Manager) is responsible for managing implementation of the Government of Nunavut's (GN) human resources development-related commitments set out in the tripartite Transitional Human Resources Development Strategy (Transitional Strategy) established under Chapter 9 of the <i>Nunavut Lands and Resources Devolution Agreement in Principle (AIP)</i>.</p> <p>The incumbent is the Devolution Secretariat's subject matter expert on human resources development issues, providing the critical advice and information required to enable the Government of Nunavut's contribution to and participation in the Tripartite Advisory Committee (TAC) established under Chapter 9 of the AIP. The Program Manager serves as the GN's "technical advisor" on the TAC and will work directly and collaboratively with counterparts from the Government of Canada (GC) and Nunavut Tunngavik Inc. (NTI) to inform and facilitate Transitional Strategy implementation.</p> <p>The incumbent will also work with the devolution negotiating team to prepare for negotiations of the final Devolution Agreement, particularly in regards to human resources development matters.</p>

3. SCOPE

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>Devolution will have a profound impact on the overall budget, structure, size and operations of the GN. The GN's responsibilities and accountabilities will increase with the taking on of additional province-like jurisdiction in such areas as public (Crown) lands, fresh waters, and resources. Associated with these new responsibilities will be the creation of a significant number of new positions. While some of these positions will be filled by former GC employees who have accepted GN job offers, many will be vacant.</p> <p>Ensuring the GN has the capacity it needs to carry out the new authorities and responsibilities it receives from the GC is critical. As such, the three parties to Nunavut devolution (GC, GN and NTI) worked together to develop a comprehensive strategy to address human resource development requirements in the approximate five-year transitional period between signing of the AIP and the devolution transfer date. The Transitional Strategy sets out devolution-specific training initiatives that are designed for and focused on Inuit participation and that enable a devolution-ready workforce on transfer date.</p> <p>There are a number of commitments contained within the Transitional Strategy that the GN is directly responsible for carrying out. The incumbent will be a key contributor to both oversight and implementation of the Transitional Strategy and will manage the financial resources allocated to the GN from the GC for the Transitional Strategy, which will be approximately \$3M annually. Periodically, the</p>

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incumbent may assign work to casual staff and/or summer students hired.

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.

The Program Manager, Training Implementation is responsible and accountable for:

Managing and guiding the implementation of GN-specific commitments under the Transitional Strategy by:

- Identifying and defining priorities, leads, timelines and any associated resource allocations.
- Developing and monitoring a multi-year, GN-specific work plan.
- Acting on new approaches or initiatives recommended by the TAC that the GN is responsible for implementing.
- Providing advice, information and support to other GN departments and agencies responsible for actioning initiatives under the Transitional Strategy (e.g. Nunavut Arctic College, Department of Human Resources).
- Leading any interdepartmental working groups and/or committee established to advance and coordinate GN implementation efforts.
- Ensuring all GN-led, devolution-related human resources developments activities are documented, updated, monitored, and reported using the Secretariat's project management tool.
- Managing all finances related to the Transitional Strategy's funding agreement between the GC and GN including preparation of financial forecasts and reporting requirements.
- Drafting and evaluating Requests for Proposals (i.e. training delivery, evaluation).
- Developing annual service contracts and other funding agreements for training delivery partners (e.g. Nunavut Arctic College).
- Serving as GN project authority for service contracts and other funding agreements.

Providing technical advice to support the GN's contribution to and participation on the Tripartite Advisory Committee by:

- Reviewing and analyzing meeting materials (i.e. plans, budgets, reports, proposals).
- Identifying and documenting any potential issues or concerns.
- Developing options and recommendations to the GN TAC team, based on review and analysis.
- Writing speaking notes and other briefing materials for the Chief Negotiator's reference during TAC meetings.
- Facilitating internal preparatory/briefing/debriefing sessions
- Preparing and updating meeting packages (e-binders).
- Serving as the GN's "Technical Advisor" on the TAC.
- Taking detailed notes during TAC meetings.
- Providing any meeting and logistical support that may be required when GN has responsibility for chairing TAC meetings.

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Providing technical advice and guidance to inform and facilitate overall Transitional Strategy implementation by:

- Collaborating with GC and NTI on any work assigned in the Transitional Strategy or by the TAC to the “Technical Advisors Group”.
- Liaising with the third-party contractor hired to project manage and coordinate specific aspects of strategy implementation and program delivery as on behalf of the three parties.
- Maintaining knowledge of current GN policies, programs and practices related to post-secondary education, training, career development and recruitment.

Contributing to negotiations of the final Devolution Agreement by:

- Providing human resources development-specific recommendations and information to the GN negotiating team.
- Reviewing and assessing the immediate and long-term impact of the human resources development-related positions and proposals put forward by the other negotiating parties.
- Taking an active role in any related working groups and/or committees.

Performing other duties as requested by the Director including:

- Promoting devolution-related training and employment opportunities including developing and delivering presentations to GN employees and participating in special events (i.e. career fairs).
- Writing briefing notes and other submissions to update the Chief Negotiator, Minister of Executive and Intergovernmental Affairs and Cabinet on the status of Strategy implementation.
- Supervising casual staff and/or summer students
- Acting for the Director on occasion.

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.**

Knowledge

- Government mandate, structure, and operations
- Article 23 of the Nunavut Agreement
- Nunavut’s current labour market environment and socio-economic conditions
- Government training practices
- Government financial management and human resources policies and procedures
- Theories, principles and practices of program development and evaluation
- Adult learning techniques and practices
- Funding agreement administration

Skills

- Excellent written and verbal communication skills
- Project/program management skills
- Excellent interpersonal skills, including stakeholder engagement and relationship building

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- Proven organization and time management skills
- Excellent research, analytical and problem-solving skills
- Familiarity with computer applications required as part of the job (i.e. word processing, spreadsheets, Internet, electronic mail)

Abilities

- Ability to analyze, evaluate and interpret a wide range of complex information and apply it within the unique environment of the GN and Nunavut more broadly
- Working under pressure with tight deadlines, handling a high volume of complex information, and managing a demanding workload
- Working independently and proactively, with minimal supervision
- Demonstrating discretion and diplomacy in dealing with materials and matters of a confidential and politically sensitive nature
- Working in a cross-cultural, team environment
- Ability to travel, sometimes on short notice

This level of knowledge, skills, and abilities would be typically obtained through completion of a degree in business administration, human resources, management studies, education, social sciences, or related field. Further to this, the ideal candidate has at least three (3) years of progressively responsible, related experience, Equivalencies that consist of an acceptable combination of education and experience may be considered.

The ability to communication in two or more of the official languages of Nunavut 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.

The incumbent spends significant time sitting at a desk and working on the computer for lengthy periods which can cause neck, back and eyestrain and other physical discomforts. However, the incumbent will have the opportunity to take breaks and move about the office.

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.

The incumbent works in a generally comfortable work environment. Background noise such as telephones may cause some distractions and may result in difficulty concentrating. The incumbent will be required to travel, sometimes in small planes and to small communities where environmental conditions are not the same as their home community.

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.

The incumbent spends a fair amount of time in front of computer writing and reviewing documents and communicating to others via email. This requires a fair amount of concentration and attention to detail. The incumbent also spends a fair amount of time communicating with and actively listening to others on the telephone and in meetings. These discussions could involve highly sensitive and confidential issues. The tripartite nature of this work and the need to engage with a variety of other stakeholders on a regular basis requires a considerable amount of tact and diplomacy. The combination of all of these demands may contribute to eye strain, muscle strain, and other stresses.

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.

Demands associated with meeting urgent deadlines and/or having several simultaneous priorities can place considerable mental fatigue on the incumbent. The requirements for a high level of output, concentration, accuracy and confidentiality can be a source of stress. Extended hours of work and/or weekend work may be required, particularly in advance of Tripartite Advisory Committee meetings. These overtime and travel requirements could impact the incumbent’s personal life and cause stress.

7. CERTIFICATION

<p>_____</p> <p>Employee Signature</p> <p>Printed Name</p> <p>_____</p> <p>Date:</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>Supervisor Title</p> <p>Supervisor Signature</p> <p>_____</p> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Deputy Head Signature</p> <p>_____</p> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

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”.