

## 1. IDENTIFICATION

<b>Position No.</b> 15-02364	<b>Job Title</b> Manager, Transportation Programs	<b>Supervisor's Position</b> Director, Community Operations - Kivalliq	
<b>Department</b> Economic Development & Transportation	<b>Division/Region</b> Community Operations Division - Kivalliq	<b>Community</b> Rankin Inlet	<b>Location</b> Rankin Inlet
<b>Financial Coding:</b>			

## 2. PURPOSE

<b>Main reason why the position exists, within what context and what the overall end result is.</b>
<p>The Position</p> <p>As a member of the Community Operations Regional Management Team, the Manager, Transportation Programs is responsible to manage delivery of community land, air and marine transportation programs in the region. The position is located in Rankin Inlet and reports to the Director, Community Operations - Kivalliq.</p>

## 3. SCOPE

<b>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?</b>
<p>The Department</p> <p>The role of the Department of Economic Development and Transportation (ED&amp;T) is to respond to economic development opportunities in Nunavut, so that Nunavummiut participate fully in the benefits of economic growth.</p> <p>The department fulfils this role by:</p> <ul style="list-style-type: none"> <li>• Supporting the growth of specific economic sectors, including mining, tourism and cultural industries;</li> <li>• Helping to build capacity in our communities including business development; and</li> <li>• Maintaining and expanding a safe, secure and efficient transportation system, including airports, harbours and roads.</li> </ul> <p>The Branch</p> <p>The Economic Development Branch has overall responsibility for leading the strategic direction and promotion of economic development in Nunavut.</p> <p>The Division</p> <p>Community Operations Division is part of the Economic Development Branch of ED&amp;T. The division ensures that departmental programs are delivered and administered to meet the specific needs of each region and its communities by overseeing regional transportation activities and business development services. Programs are managed and delivered from three regional headquarters located in communities within the regions of Kitikmeot, Kivalliq and Kitikmeot.</p> <p>This position has a general impact on the Department, its Branches and Divisions in the fulfilment of these responsibilities.</p>

More direct impacts are:

- Budgeting schedules of federal and territorial government departments;
- Public safety for regional land, air and marine transportation services;
- Regional medical services;
- Regional land, sea and marine transport industry;
- Domestic and international transportation;
- Regional and community transportation capital and social infrastructure services;
- Territorial regional vehicle and vehicle operator licensing;
- Success of businesses across Nunavut and involvement of businesses outside of Nunavut;
- The successful expansion and diversification of Nunavut's economy;
- Nunavummiut across the territory who intend to become more economically self supporting through business development, public transportation infrastructure and training and job opportunities;
- Programs and budgets of Government of Nunavut departments and crown corporations, Nunavut Land Claims Agreement agencies, federal departments and crown corporations and partnering agencies when entering into joint economic ventures;
- ED&T's Nunavut Land Claims Agreement economic obligations; and
- The use of renewable and non renewable resources in traditional and non traditional ways when developing strategies for Nunavummiut.

#### 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.

Major responsibilities and accountabilities are as follows.

Manages delivery of community land, air and marine transportation programs in the region by:

- Facilitating market, product and service research and feasibility studies for strategy, policy and program planning and delivery;
- Directing and participating in development of innovative policies and strategies for community economic development and transportation infrastructure and services;
- Delivering programs consistent with legislation, public services processes and standards;
- Building and maintaining effective working, partnering and communications relationships with government, crown corporations, communities and industry to support effective and efficient community economic growth and transportation infrastructure and services;
- Leading and participating in joint government and industry business development working groups;
- Participating in establishing overall strategic direction for the region including the planning and development of programs and services to promote community capacity to manage transportation services;
- Establishing and implementing meaningful goals, objectives and priorities for the Division based on community plans;
- Compiling individual community budgets forecasts into the regional Transportation Programs budget and forecast;
- Establishing and maintaining a statutory and regulatory compliance monitoring structure for land, air and marine transportation programs that permits managerial, technical and operational assessments;

- Ensuring recommendations from transportation program technical, operational and management assessments are implemented;
- Collaborating with municipal governments, GN staff and contractors to establish standards and levels of service for infrastructure and facility requirements;
- Directing design, production and delivery of land, air and marine transportation safety education programs to promote voluntary compliance;
- Supervising delivery the regional Motor Vehicle Act registration and licensing system for vehicles and operators;
- Supervising delivery of the Nunavut Airports and Community Aerodrome Radio Station (CARS) and other aviation programs;
- Developing and supervising construction and maintenance initiatives for seasonal roads and existing trail systems to promote inter-community travel; and
- Evaluating training and development courses and ensuring curriculum and resource materials are current.

Provides information and support by:

- Promoting integration and implementation of Government of Nunavut priorities, including the Nunavut Land Claims Agreement, Pinasuaqtavut and incorporation of Inuit Qaujimagatuqangit (IQ);
- Participating as a senior regional community operations representative at community, intergovernmental and inter-jurisdictional meetings and forums;
- Advising on innovative policy and strategic development for the department and the division to promote tourism, trade and export, business development and job creation;
- Interpreting and advising government staff, non government agencies, communities, the public and industry on departmental legislation, policies, strategies, programs, guidelines, services and procedures;
- Participating in the review and evaluation of proposed policies affecting community governments;
- Assisting the Director to formulate of the region's business plan, Capital and O&M budget estimates, fiscal planning, administration and program development;
- Familiarizing municipalities with Capital and O & M program funding formulae to enable local capacity building in budget preparation;
- Assisting individual municipalities, contractors and employees in the preparation of O & M and capital budgets forecasts;
- Providing recommendations on new or amendments to, existing statutes, regulations and policies;
- Promoting safe, effective and efficient delivery of transportation programs through municipalities, private contractors and regional staff;
- Co-ordinating planning and programming for land, air and marine community re-supply programs;
- Assisting municipalities to secure management, operational and technical advice and assistance primarily from the private sector;
- Assessing and identifying training needs of municipal governments and their employees in the region to ensure that appropriate training and development; and
- Co-ordinating in the planning and the delivery of regional training events to ensure consistent, quality delivery;
- Preparing backgrounders, briefing notes and speeches on regional transportation issues; and
- Responding to media inquiries regarding regional transportation operations.

Assists in managing the regional Unit's financial resources by:

- Developing the capital and operational Unit budgets contributing to the overall Branch budget;
- Allocating the capital and operational budgets;
- Authorizing Unit expenditures;
- Monitoring expenditures and analyzing use of financial resources for various activities throughout the year;
- Submitting timely financial reports including Financial Management Board submissions;
- Transferring resources amongst projects as required; and
- Expending approved capital plan resources as required.

Assists in managing the regional human resources by:

- Supervising program staff, at times via long distance supervision;
- Directing program delivery consistent with legislation and standards;
- Ensuring the goals and objectives of the Government of Nunavut are known to staff through regular frequent contact;
- Providing leadership, direction and coordination to a multi disciplinary team to communicate and interpret new initiatives which enable effective interactions with communities;
- Ensuring development of annual individual employee work plans based on the annual business plan, completion of periodic performance reviews and an annual performance summary for each at year end;
- Participating in recruitment; employee retention projects; succession planning; and vacancy management initiatives and grievance response for the Division consistent with the Collective Agreement;
- Monitoring the division's Inuit Employment Plan initiatives to assist in attaining the representative level of employment;
- Reviewing staff work on a regular basis to ensure conformity to established quality standards;
- Building a strong team environment within a safe and respectful workplace; and
- Ensuring development of a Nunavut-based human resource capacity and expertise in communities in cooperation with Human Resources and Organizational Development (HR&OD).

Assists in managing training and development by:

- Ensuring development and implementation of individual annual employee training and development plans in conjunction with HR&OD;
- Providing individual on-the-job mentoring and coaching at regular intervals; and
- Providing information for potential and established business owners and infrastructure operators to access training programs to increase their knowledge, skills and abilities.

Facilitates external contract services by:

- Identifying projects for contract services;
- Issuing RFP for contracted services;
- Reviewing contract proposals;
- Awarding contracts within limitations;
- Monitoring contractor work progress, evaluating work quality and advising on required changes; and
- Recommending and implementing changes to contracts and services.

Performing other duties as assigned.

## 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 & 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.**

Working knowledge of:

- Domestic land, air and marine statutes, regulations, standards and recommended practices;
- Land, air and marine facility certification procedures;
- Transportation facility management;
- Transportation services, facility and equipment operations and procedures;
- Basic Contracting law and principles;
- The Canadian land, air and marine transportation industry;
- Transportation industry, policies, programs and challenges in Nunavut;
- Business and transportation operations;
- Strategic and business planning;
- Human and financial resource management;
- Business development strategies and practices;
- Government sectors in Nunavut;
- Project management;
- Adult education theories;
- Economic development principles;
- Use of Research and Socio-economic analyses;
- The Nunavut Land Claims Agreement;
- Inuit Qaujimagatuqangit and the Nunavummi Nangminiqqtunik Ikajuuti Policy; and
- The goals, aspirations and priorities of Nunavummiut.

This knowledge is normally acquired through a degree or diploma from a university or community college in Community Administration, Economic Development, Transportation Engineering or Systems Management, Commerce, Public or Business Administration or a related field and recent experience, however, it may be acquired through a varied combination of education, training and recent experience.

Skills:

- Above average computer skills utilizing Microsoft Outlook and Word;
- Strong Power Point and Excel software skills are considered an asset;
- Use of the Internet as a research tool;
- Above average English oral and written communications skills to convey information so that it can be understood by the recipients;
- Proficiency in speaking Inuktitut or Innuaqtun is an asset; and
- Comfort in working and living in a cross cultural environment.

Abilities:

- Adaptable - open to change in order to quickly respond to changing priorities;

- Analytical thinker - identifies elements of a problem or situation and develops acceptable solutions;
- Co-operative team member - works as a member of a team to attain organizational goals;
- Demonstrates initiative - works independently and completes assigned tasks seeking additional work without prompting;
- Effective listener - hears what is being said, understands the content and responds in a constructive manner;
- Honest;
- Innovative - develops and implements new forward thinking concepts;
- Persuasive - influences or persuades others to take a specific course of action or adopt a new method;
- Practices good judgement - provides an effective measured response to a situation;
- Practices self control - responds in a constructive manner in stressful situations.
- Results oriented - strong work ethic; and
- Shows leadership - effectively leads individuals and teams to reach common goals.

## 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.

Work normally performed in an office setting may result in:

- Short response times to workload varying from simple to complex;
- Longer than normal work days once a week;
- Daily work load, clients and the public;
- Sitting daily at a desk or in meetings for extended periods;
- Daily keyboarding for extended periods; and
- Daily reading reports or looking at a computer monitor for many hours during the day.

Work performed away from the office may result in exposure to:

- Twice monthly travel in small aircraft in confined spaces for 2-4 hours with no or little chance for relief;
- Larger aircraft monthly flights that exceed 4 hours with limited opportunity for relief; and
- Twice weekly participation at and sitting at meetings after normal working hours and/or during weekends when listening to and responding to issues over many hours.

### 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.

Conditions include:

- Frequent exposure to winter temperature extremes in a harsh environment when temperatures drop to in excess of -50C;
- Winter blizzards lasting for days disrupting work and travel schedules;

- Frequent exposure to mosquitoes in summer months when travelling; and
- Exposure to constant loud noises and vibrations when flying in aircraft.

### 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.**

Demands are:

- Daily extended periods of reading reports or looking at a computer screen;
- Daily extended daily periods of keyboarding; and
- Daily assessment of verbal indicators, body language and other non-verbal indicators when responding to queries or gathering information.

### 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 are:

- Day to day public, co-worker and employee demands;
- Monthly extended travel on family or household;
- Twice monthly hectic extended work hours to respond to emergencies, honour deadlines and attend meetings;
- Extended periods of concentrating on and responding to many complex and ever evolving issues with individuals, communities and committees; and
- Months of working during seasonal continuous darkness or light encountered in northern latitudes.

**7. CERTIFICATION**

<p>_____</p> <p>Employee Signature</p> <p>_____</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>_____</p> <p>Supervisor Title</p> <p>_____</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”.**