

Environmental Technologist
Nunavut Impact Review Board
Job Definition Worksheet

JOB DEFINITION WORKSHEET POSITION: <i>Environmental Technologist</i> NAME: Jorgen SHEET: 1			
RESPONSIBILITY: <i>Responsible for integrating, maintaining and operating the PLANNER Environmental Managing System</i>			
TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
1. Coordinate the development and integration of the PLANNER Environmental Management System into the NIRB process	<ul style="list-style-type: none"> ▪ Work with and manage the ongoing development of the PLANNER system. ▪ Work with required experts at NPC in developing PLANNER as a visual aid to viewing spatial impacts of a project proposal ▪ Test and evaluate the PLANNER prototype and upgrades and request changes that may be required ▪ Liaise with NPC in ensuring coordination of the developing versions of PLANNER. ▪ Ensure the incorporation of Traditional Knowledge into the PLANNER knowledge base ▪ Make requests for NIRB based type considerations to be built into the system 		
2. Responsible for the operation and maintenance of the PLANNER system within NIRB	<ul style="list-style-type: none"> • Provide and collect data on settings information for inclusion in the PLANNER knowledge base • Provide and collect data on components in the Nunavut environment for inclusion in the PLANNER knowledge base in conjunction with the researcher position • General operations and input of project data into PLANNER during screenings and reviews as per the NIRB operations manual • Produce reports using PLANNER for inclusion in the staff report on projects to the NIRB, and for summary reports and any other reporting required • Ensure that internal users of the system are properly trained in order to input a project into the system and retrieve information on projects as required • Maintain an archive of projects using an appropriate format 		

JOB DEFINITION WORKSHEET **POSITION:** *Environmental Technologist* **NAME:** Jorgen **SHEET:** 2

RESPONSIBILITY: *Responsible for integrating, maintaining and operating the PLANNER Environmental Managing System consisting of PLANNER EA and PLANNER GIS.*

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
3. Work with staff, NPC and other agencies in developing methods to track and identify cumulative effects of projects in Nunavut	<ul style="list-style-type: none"> ▪ Work to further develop PLANNER as a indicator of potential cumulative impacts of projects. ▪ Coordinate with NPC the work being done to develop a method for cumulative effects assessment in Nunavut ▪ Work collectively developing requirements for the ongoing monitoring of projects 		
4. Provide technical expertise to the Board and staff in regards to electronic equipment	<ul style="list-style-type: none"> ▪ Including computer hardware and software, audio and video equipment, and the creation of promotional material ▪ Act as a contact for the board and staff for computer hardware and software problems and facilitate repairs or required upgrades to existing equipment. ▪ Make recommendations to the board regarding minimum standards for electronic equipment to ensure it meets operational requirements 		
5. Until two screeners are up and running, is responsible for allotted project proposals and ensure that an ecosystemic and socioeconomic analysis is accomplished through the NIRB screening process	<ul style="list-style-type: none"> ▪ Liaison with the project proponent as required in the development of the proposal ▪ Scope and identify potential environmental and social impacts of a project proposal. ▪ Ensure that the NIRB screening is done according to policy and procedures set by the NIRB 		

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RESPONSIBILITY: *Responsible for integrating, maintaining and operating the PLANNER Environmental Managing System*

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
6. Responsible for providing technical support in regards to developing communications material in various printed and electronic media	<ul style="list-style-type: none"> ▪ Technical development of various bulletins, brochures, newsletters, reports, audio and video presentations to promote the NIRB ▪ Assist with maintaining a video record of board meetings, field trips, and staff activities ▪ Take the lead role in maintaining a web page for the NIRB using other staff, NPC and required consultants ▪ Will work as an integral part of the a staff team in the daily operations including public consultations, board meetings, screenings and reviews of project applications ▪ Providing technical expertise to the board and staff relating to electronic equipment including computer hardware and software, audio and video equipment, internet, and the creation of promotional material. 		
7. Purchase and maintain all electronic equipment	<ul style="list-style-type: none"> ▪ Must follow NIRB purchasing practices ▪ Must comply with GN and Federal technical standards ▪ Must be compatible with systems utilized by customers and partners 		
8. Develop a web site	<ul style="list-style-type: none"> ▪ Must be easy to navigate ▪ Must be robust and secure ▪ Must have links from other key sites ▪ In all Nunavut official languages ▪ Kept up to date ▪ Critical documents posted on site within 3 days 		
9. Install a LAN in the NIRB office	<ul style="list-style-type: none"> ▪ Must be robust and secure ▪ Must meet GN technical standards ▪ Must be capable of daily back up and remote access 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
10. Follow progress of the Nunavut Broadband Task Force	<ul style="list-style-type: none"> ▪ Have a good working knowledge of the infrastructure required to support the communications requirements of Nunavut ▪ Determine NIRB broadband requirements and make recommendations ▪ Inform Executive Director of all developments and commitments 		
11. Liaison with and builds a network/relationship with IT people in other organizations	<ul style="list-style-type: none"> ▪ Act in a professional manner ▪ Maintain a network of contacts partner organizations ▪ Inform the ED of any issues and developments that affect or implicate NIRB 		
12. Develop a plan for providing alternative meeting mediums and settings	<ul style="list-style-type: none"> ▪ Cost effective ▪ Able to utilize various mediums and technology ▪ Can consider partnering or sharing with another organization e.g. NTI ▪ Has a capacity to accommodate remote locations ▪ Plan must have both short term and longer term phases ▪ Develop a strategy for the most effective use communications tools and media 		