

Environmental Assessment Screener

Nunavut Impact Review Board

Job Definition Worksheet

JOB DEFINITION WORKSHEET POSITION: *Environmental Assessment Screener* NAME: **Gladys** SHEET: **1**

RESPONSIBILITY: *Responsible for screening project proposals and managing the information base associated with screening. Will also handle aspects of a full-scale review.*

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
1. Manage and process all screening applications coming and received by Nunavut Impact Review Board	<ul style="list-style-type: none"> ▪ Manage all the necessary communications between the proponent, the authorizing agencies, the distribution list, the public and the board regarding screening ▪ Gather and process all applications coming from “PLANNER” ▪ Manage all of the follow up associated with the distribution list ▪ Summarizing and synthesizing all comments received from distribution list for presentation to Nunavut Impact Review Board for decision making, including drafting terms and conditions ▪ Coordinate efforts with NTI & NPC ▪ Manage all follow up work associated with Nunavut Impact Review Board indication ▪ Write Nunavut Impact Review Board draft indication report to the Minister ▪ Manage all the record keeping associated with the screening of proposals, including being able to report on the status to all current applications, and reporting on the status of all year to date applications ▪ Collating the necessary information to write Nunavut Impact Review Board yearly report on related activities 		

JOB DEFINITION WORKSHEET POSITION: *Environmental Assessment Screener* NAME: **Gladys** SHEET: **2**

RESPONSIBILITY: *Responsible for screening project proposals and managing the information base associated with screening. Will also handle aspects of a full-scale review.*

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
2. Manage and process some matters associated with reviews (NB in all likelihood, a dedicated staff will have to be hired to take care of matters arising from large review)	<ul style="list-style-type: none"> ▪ Manage all the necessary communication between proponent, the authorizing agencies, the distribution list, the public and the Board re the development of environmental impact statement guidelines, including scoping ▪ Keep close tabs on the status of the proponent's progress during the time he/she is drafting the environmental impact statement ▪ Keep proponents well informed of the proponents consultation process ▪ Manage some aspects of Nunavut Impact Review Board reports and Project Certificate ▪ Manage all follow up associated with a Nunavut Impact Review Board report/Project Certificate ▪ Establish and maintain a public registry of information relating to all screening and reviews 		
3. Publish a monthly newsletter	<ul style="list-style-type: none"> ▪ Acquire basic desk top publishing skills ▪ Solicit input from all staff members ▪ Follow guidelines for writing a professional newsletter ▪ Distribute internally ▪ Establish an external distribution list and distribute 		
4. Prepare inserts for northern newspapers	<ul style="list-style-type: none"> ▪ Work with ED and other staff to determine when and what should go into the insert ▪ Write insert following professional guidelines or with direction from the newspaper ▪ Arrange for copies to be made and inserted 		

JOB DEFINITION WORKSHEET POSITION: <i>Environmental Assessment Screener</i> NAME: Gladys SHEET: 3			
RESPONSIBILITY: <i>Responsible for screening project proposals and managing the information base associated with screening. Will also handle aspects of a full-scale review.</i>			
TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
5. Develop a plan and provide input for NIRB advertisements on APTN and local TV	<ul style="list-style-type: none"> ▪ Work with ED and Dir Finance and Admin to determine objective, content and budget for advertising about NIRB ▪ Negotiate a contract with TV stations ▪ Work with TV commercial department or independent agency to develop advertisements ▪ Establish a schedule for airing advertisements 		
6. Develop a plan and provide input for NIRB related information for local radio	<ul style="list-style-type: none"> ▪ Work with ED and Dir Finance and Admin and staff to determine objective, content and budget for airing NIRB information ▪ Determine costs and confirm with ED and/or Dir Finance if charges are an issue ▪ Establish a schedule for airing 		
7. Maintain liaison with Board members and external agencies	<ul style="list-style-type: none"> ▪ Act in a professional manner ▪ Follow HR guidelines for conflict of interest and confidentiality ▪ Confirm with ED the list of agencies and contacts you are considering ▪ Confirm with ED when incurring expenses related to liaison activities 		
8. Additional Duties	<ul style="list-style-type: none"> ▪ Provide assistance to staff as required ▪ Carry out research as required 		