

Environmental Assessment Screener

Nunavut Impact Review Board

Job Definition Worksheet

Name:		Location:		1
Responsibility: <i>Responsible for screening project proposals and managing the information base associated with screening. Will also handle aspects of a full-scale review, whether additional staff has been hired to manage a complex review.</i>				
Task	Standards	Expectations	Authority / Decision Level	
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 • 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 Calyx output • 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 activities 			

Name:		Location:		2
Responsibility: <i>Responsible for screening project proposals and managing the information base associated with screening. Will also handle aspects of a full-scale review, whether additional staff has been hired to manage a complex review.</i>				
Task	Standards	Expectations	Authority / Decision Level	
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 			
Additional Duties	<ul style="list-style-type: none"> • Provide assistance to staff as required • Carry out research as required 			

