

Executive Director

Nunavut Impact Review Board

Job Definition Worksheet

JOB DEFINITION WORKSHEET

POSITION: *Executive Director* **NAME:** *Stephanie*

SHEET: 1

RESPONSIBILITY: *Accountable for overall planning, coordinating, direction and control.. The Executive Director shall provide administrative services, financial management, leadership, supervision of staff and provide advice, direction and recommendation to the board members of Nunavut Impact Review Board.*

Task	Standards	Expectations	Authority
1. Provide Human Resource Management	<ul style="list-style-type: none"> ▪ Supervise staff daily and provide direction and leadership ▪ Assign work to staff and ensure priorities are communicated regularly ▪ Communicate and Provide overall direction to NIRB staff ▪ Complete performance appraisal regularly Determine training needs of staff to ensure work is carried out accordingly ▪ Discipline staff if necessary ▪ Develop work plans for the organization ▪ Complete and update job descriptions for approval by board ▪ Hire staff as vacancies arise by a competition process as outlined in the personnel procedure ▪ Ensure personnel policies as adhered to and implemented ▪ Recommend development of policies as need arises to board ▪ Hire technical staff as required by board ▪ Ensure pay and benefits are administered and adhered to 		

JOB DEFINITION WORKSHEET		POSITION: <i>Executive Director</i>	NAME: <i>Stephanie</i>	SHEET: 2
RESPONSIBILITY: <i>Accountable for overall planning, coordinating, direction and control.. The Executive Director shall provide administrative services, financial management, leadership, supervision of staff and provide advice, direction and recommendation to the board members of Nunavut Impact Review Board.</i>				
Task	Standards	Expectations	Authority	
2. Advise the Nunavut Impact Review Board on all aspects and ensure decisions are carried	<ul style="list-style-type: none"> ▪ Ensure Board is adequately prepared and trained to fulfill Nunavut Impact Review Board roles and responsibilities ▪ Make judgment on what goes to board or chairperson on items where decisions are required ▪ Organize board meeting and set agenda with Chairperson ▪ Act as a resource person to the Board and provide advise and information on matters under deliberation ▪ Taking action to ensure that Board Decisions are carried out and provide regular update to board ▪ Ensure Board members receive all relevant board correspondence and copies of meeting minutes ▪ Recommending development of Policies and Procedures to Board ▪ Interpreting federal, territorial and native organization policies related to NIRB and recommending appropriate courses of action ▪ Consulting with community and regional organizations on requirements for NIRB ▪ Ensure staff are prepared to report to board on matters under deliberation ▪ Advising board on matter that must be dealt with time frame ▪ Ensure technical staff are available to board as required in environmental review process ▪ Advise board on environmental screening process ▪ Advise board on environmental hearing process • Advise board on environmental reporting process • Act as a spokesperson as assigned by chairperson • Prepare briefing notes for media and board • Make recommendation on board planning policies, objectives and goals for Nunavut Settlement Area • Ensure partnerships are made with NWB, NPC, FEDS, NWMB and DIOS 			

JOB DEFINITION WORKSHEET		POSITION: <i>Executive Director</i>	NAME: <i>Stephanie</i>	SHEET: 3
RESPONSIBILITY: <i>Accountable for overall planning, coordinating, direction and control.. The Executive Director shall provide administrative services, financial management, leadership, supervision of staff and provide advice, direction and recommendation to the board members of Nunavut Impact Review Board.</i>				
Task	Standards	Expectations	Authority	
3. Ensure communication links and policies are in place to effectively work with other organizations	<ul style="list-style-type: none"> ▪ Develop and ensure management processes are in place to coordinate functions and responsibilities among various management partners and government agencies ▪ Ensure communication links are in place to communicate with interested Parties to keep communities and other parties informed of Nunavut Impact Review Boards activities, process and mandate ▪ Ensure the mandate of NIRB is carried out according to the final agreement ▪ Conduct research as required by board in areas where further information is required 			
4. Make presentations on NIRB and NIRB mandate to other organizations when visiting or meeting	<ul style="list-style-type: none"> ▪ Arrange to have a presentation done on Power Point and also available as a handout ▪ Make presentation when appropriate ▪ Encourage other staff members to do the same 			
5. Identify and advertise NIRB's accomplishment of the month	<ul style="list-style-type: none"> ▪ Select a key accomplishment of the month ▪ Acknowledge at a meeting or luncheon or coffee break with staff ▪ Put a picture or notice on the wall in the NIRB office ▪ Acknowledge externally in the media or through communications channels 			
6. Provide overall management of the NIRB board budget	<ul style="list-style-type: none"> ▪ Ensuring the budget is spent in area where board has approved expenditure ▪ Advise and update board on status of budget and recommend changes or reallocation if necessary ▪ Ensure standard accounting practices are in place and practiced in budget management ▪ Ensure control systems are in place to avoid mismanagement ▪ Ensure an audit is in completed annually and report is presented to Board ▪ Ensure the recommendations from the audit are carried out if required ▪ Review all expenditures regularly by working with the Finance Officer and recommending payment 			

JOB DEFINITION WORKSHEET		POSITION: <i>Executive Director</i>	NAME: <i>Stephanie</i>	SHEET: 4
RESPONSIBILITY: <i>Accountable for overall planning, coordinating, direction and control.. The Executive Director shall provide administrative services, financial management, leadership, supervision of staff and provide advice, direction and recommendation to the board members of Nunavut Impact Review Board.</i>				
Standards		Expectations	Authority	
7. Developing policies and procedures and develop overall plans in carrying out activities	<ul style="list-style-type: none"> ▪ Identify areas where policies are required, ie. Personnel, operating procedures, environmental process procedures, financial management procedures, board management etc... ▪ Ensure development is carried out either in house or using external companies/expertise ▪ Make presentation to board on policies and procedures for approval, review, comments, or amendment ▪ Periodically review existing policies and procedures for update or amendment or elimination ▪ Conduct research as required in developing policies if warranted 			
8. Liaison between NIRB and other organizations and agencies	<ul style="list-style-type: none"> ▪ Act in a professional manner ▪ Maintain a network of contacts at the senior level in partner organizations ▪ Inform the Board of any issues and developments that affect or implicate NIRB ▪ Initiate regular contact with DIAND funding personnel and invite them up to visit for meetings or site visits 			
9. Review initial NITC Training Plan and arrange training for staff	<ul style="list-style-type: none"> ▪ Training arranged by Set 30 ▪ Training completed by Nov 30 ▪ Training package available for new staff ▪ Overview module prepared for Board 			
10. Provide training to Board at first meeting in 2002	<ul style="list-style-type: none"> ▪ Deliver the HR Training module ▪ Emphasize the need for Board members to comply to policies, protocols and procedures ▪ Establish in Board Code of Conduct the obligation of all Board members to intervene when one Board member is not conducting himself/herself in accordance with accepted protocol for a Board member 			
11. Additional Duties	<ul style="list-style-type: none"> ▪ Provide assistance to staff and board as required ▪ Carry out research as required 			