

Nunavut Environment Technologist

Nunavut Impact Review Board

Job Definition Worksheet

Name:		Location:		1
Responsibility: <i>Responsible for integrating, maintaining and operating the Calyx Environmental Managing System consisting of Calyx EA and Calyx GIS.</i>				
Task	Standards	Expectations	Authority / Decision Level	
Coordinate the development and integration of the Calyx Environmental Management System into the NIRB process	<ul style="list-style-type: none"> • Work with and manage the ongoing development of the Calyx system. • Work with required experts such as ESSA Technologies, NPC etc. in developing Calyx GIS as a visual aid to viewing spatial impacts of a project proposal • Test and evaluate the Calyx prototype and upgrades and request changes that may be required • Liaise with DIAND in ensuring coordination of the developing versions of Calyx. • Advise on the incorporation of Traditional Knowledge into the Calyx knowledge base 			

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Task	Standards	Expectations	Authority / Decision Level	
Responsible for the operation and maintenance of the Calyx system within NIRB	<ul style="list-style-type: none"> • Provide and collect data on settings information for inclusion in the Calyx knowledge base • Provide and collect data on components in the Nunavut environment for inclusion in the Calyx knowledge base in conjunction with the researcher position • General operations and input of project data into Calyx during screenings and reviews as per the NM operations manual • Produce reports using Calyx for inclusion in the staff report on projects to the NIRB, and for summary reports and any other reporting required • Maintain the system by ensuring that the NIRB version of Calyx is regularly upgraded and in sync with the developing technology, continually update the knowledge base as required • Become familiar with the use of the Knowledge Acquisition Tool (KAT) which enables the user to write rules into Calyx. (Calyx option) • Ensure that other 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 			

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Task	Standards	Expectations	Authority / Decision Level	
Work collectively with other staff in developing requirements for the ongoing monitoring of projects for inclusion in the terms and conditions of a certificate	<ul style="list-style-type: none"> • Work with staff and monitoring agencies in creating a monitoring program for projects to be approved by the NM • Set guidelines for the establishment of base line data • collect field data on projects as required by the NIRB 			

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Task	Standards	Expectations	Authority / Decision Level	
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 Calyx GIS 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 and collect field data as required for NIRB • 			

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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 			

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Task	Standards	Expectations	Authority / Decision Level	
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 • Incorporate screeners comments and prepare a project report for a NIRB determination 			

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Responsible as a member of the NIRB staff team to assist in the preparation of EIS guidelines and assist the NIRB in a review	<ul style="list-style-type: none"> • Collect and prepare data for inclusion in an EIS guideline. • Assist in the public consultation process; set up and logistics of meetings • Work closely with other staff assisting the NIRB during a major review of a project proposal 			

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Task	Standards	Expectations	Authority / Decision Level	
Responsible for providing technical support to the Public Relations Officer/Translator 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 preparing a internet page for the NIRB using other staff, NPC and required consultants to be included with the NPC home page • 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, and the creation of promotional material. 			

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Maintain the map inventory of the NIRB both paper and GIS format	<ul style="list-style-type: none"> • produce working maps for the NIRB and staff • maintains a log and index of the map inventory • reorder maps or map data as necessary to maintain inventory. • update maps in GIS format for arcview from various sources; NPC etc. 			

