

# **Casual Environmental Assessment Screener**

## **Nunavut Impact Review Board**

### **Job Definition Worksheet**

**JOB DEFINITION WORKSHEET**

**POSITION:** *Temporary Environmental Assessment Screener*

**SHEET: 1**

**RESPONSIBILITY:** *Responsible for screening project proposals and working with the information base associated with screening.*

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
1. Manage and process screening applications coming and received by Nunavut Impact Review Board	<ul style="list-style-type: none"> <li>▪ Manage all the necessary communications between the proponent, the authorizing agencies, the distribution list, the public and the board regarding screening</li> <li>▪ Gather and process all applications coming from “PLANNER”</li> <li>▪ Manage all of the follow up associated with the distribution list</li> <li>▪ Summarizing and synthesizing all comments received from distribution list for presentation to Nunavut Impact Review Board for decision making, including drafting terms and conditions</li> <li>▪ Coordinate efforts with NTI &amp; NPC</li> <li>▪ Manage all follow up work associated with Nunavut Impact Review Board indication</li> <li>▪ Write Nunavut Impact Review Board draft indication report to the Minister</li> </ul>		
2. Assist screener with communications duties	<ul style="list-style-type: none"> <li>▪ As per direction</li> </ul>		
3. Assist front desk with answering phones and greeting visitors	<ul style="list-style-type: none"> <li>▪ As per direction</li> </ul>		