

- supervising, providing advice to, and evaluating the performance of the Administrative Assistant.

2. Provide support to NMRPC AND NMRIRB meetings by:

- assisting the Chairpersons in setting the agendas for NMRPC and NMRIRB meetings and hearings;
- reviewing proposed agenda items to ensure that they merit consideration by the NMRPC and NMRIRB, that they are submitted in the correct format, that they are translated, that all appropriate background information has been provided and that the required consultation has been undertaken;
- scheduling the presentations and subsidiary meetings for each NMRPC and NMRIRB meeting to ensure that the best use is made of available time;
- preparing meeting minutes, including a record of decisions and a list of assignments from each NMRPC and NMRIRB meeting and ensuring that they are circulated in a timely fashion;
- ensuring that all minutes of NMRPC and NMRIRB meetings and hearings and other pertinent records are maintained in an appropriate manner and are available to anyone on request; and
- providing advice to the NMRPC and NMRIRB by preparing briefing notes, presentations, reports and correspondence as required.

3. Regularly evaluate NMRPC AND NMRIRB operations and report these results to the NMRPC AND NMRIRB by:

- monitoring the progress of action items and implementation of the NMRPC and NMRIRB annual workplans;
- dispensing advice, guidance, direction and authorization to carry out such workplans, consistent with established NMRPC and NMRIRB policies and procedures;
- ensuring that the regular annual administrative tasks (annual reports, financial reports, budgets, personnel appraisals, etc.) are completed on schedule; and
- reporting to the NMRPC and NMRIRB, at each meeting, on the NMRPC and NMRIRB activities, projects and assignments undertaken since the last meeting.

4. Administer the annual operating funds of NMRPC and NMRIRB by:

- preparing the annual budget and cash flow projections for the operation of the NMRPC and NMRIRB in co-operation with the Chairpersons of the NMRPC and NMRIRB;
 - establishing the annual contribution agreement with Government to ensure that adequate balances are available to meet the day-to-day operational needs of the NMRPC and NMRIRB;
 - maintaining appropriate databases and preparing variance reports for each Board meeting, along with other financial reports as required, for the effective administration of the operating fund;
 - developing, reviewing and recommending amendments to the NMRPC and NMRIRB financial and administrative policies, including the reallocation of funds as required;
5. **Represent the NMRPC and NMRIRB with co-management partners, government and the public by:**
- establishing and maintaining effective working relationships with other organizations, other co-management boards, MDOs, government agencies and the public;
 - representing the NMRPC and NMRIRB at various forums, as required;
 - presenting the NMRPC and NMRIRB position on various land use planning and impact review issues, as required, by preparing press releases and presenting information to resource users and public interest groups.
 - increasing public understanding and appreciation of the NMRPC and NMRIRB through public presentations.

SUPERVISORY RESPONSIBILITIES:

The Regional Planner is responsible for the general direction, coordination, and evaluation of the Administrative Assistant position in accordance with NMRPC and NMRIRB policies and procedures.

QUALIFICATIONS:

The incumbent must be able to perform each essential responsibility at a satisfactory level. The key requirements with respect to knowledge, skills, education and/or experience, language and personal suitability are listed below.

Knowledge:

The incumbent must have knowledge of:

- land use planning and project impact review from a theoretical perspective and the generally accepted practice and procedure of bodies exercising responsibilities in these areas of public policy;
- the Nunavik Inuit Land Claims Agreement (NILCA) and the mandates of the NMRPC and NMRIRB and other renewable resource management agencies active in the NMR; and,
- current standard practices in the areas of human resources, supervision, communication, project planning and financial management.

Skills:

The incumbent must be able to use and apply the following skills:

- read and analyze technical and scientific journals, reports and documents;
- prepare and present technical and general information briefing documents;
- prepare and present decision documents;
- use a variety of computer hardware and software relevant to land use planning and project impact reviews;
- communicate with a broad range of audiences on land use planning and impact review issues; and
- work under pressure and meet tight deadlines

Education and/or Experience:

- a university degree in planning and a Member of the Canadian Institute of Planners (MCIP)
- assets include a specialization in business administration, geomatics, environmental management, geography or an equivalent discipline; or
- a suitable combination of education and experience.

Language:

The incumbent must be able to:

- read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents;
- respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community;
- effectively present information to the NMRPC and NMRIRB, senior government officers, and public groups; and
- communicate effectively in English - both orally and in writing.

The ability to speak and/or write Inuktitut or French would be an asset.

Personal Suitability:

The incumbent must demonstrate:

- strong leadership skills;
- effective interpersonal relationships;
- thoroughness, dependability, cooperativeness, flexibility and initiative;
- sensitivity to aboriginal cultural values; and,
- willingness to live and work in a northern community.

POSITION: REGIONAL PLANNER

Approved By: _____ (Signature) _____	Date: _____
(Title) _____	
Approved By: _____ (Signature) _____	Date: _____
(Title) _____	
Accepted By: _____ (Employee Signature) _____	Date: _____

(Prepared February 25, 2010)