GOVERNMENT OF NUNAVUT

POSITION DESCRIPTION

Date: December 15, 2016  Position Number: 13-NEW

Position: Director, Climate Change Secretariat

Reports to: Deputy Minister, Environment

Incumbent: Vacant

Location: Iqaluit

Effective: Nov 30, 2016

Certified that this position description accurately describes the position of Director, Climate Change Secretariat

Deputy Minister ____________________________ Date: ____________________________

General Accountability

Reporting to the Deputy Minister (DM) Environment, the Director, Climate Change Secretariat (Director) is responsible for providing comprehensive and strategic direction on all Government of Nunavut’s (GN) climate change matters, including climate change adaptation and climate change mitigation and oversees the management and administration of the Climate Change Secretariat (Secretariat).

Guided by the GN guidance documents including (but not limited to) Ikummatiit and Upagiaqtavut, the Director manages and monitors the GN’s overall activities related to climate change within the Territory, nationally and internationally. The Director will oversee both the climate change mitigation and adaptation branches of the Climate Change Secretariat and works to provide direct and ongoing advice to the Deputy Minister and Minister of Environment & Climate Change on issues and policy challenges regarding climate change, as well as all GN Ministers and the Premier. The Director will be responsible for establishment of all programs, policies and legislative matters related to climate change within the GN.

Director, Climate Change Secretariat
The Director is the GN lead on issues related to climate change and is responsible for overseeing and managing the work of the Secretariat and all impacted GN departments and agencies.

The Director will work to develop partnerships and secure new funding sources and other resource capabilities with numerous stakeholders, Inuit Organizations, community governments and provincial, territorial, and federal governments.

The incumbent will have the responsibility of overseeing climate change research, analysis, and monitoring and creating and implementing policies and programs that address climate change mitigation and adaptation. This includes the provision of advice, briefing and other materials to the Minister of Environment & Climate Change, the Premier, and other Senior Officials.

The Director is also responsible for all liaison, partnership and participation in national and international climate change policy setting initiatives, dialogues and forums. This includes acting as the exclusive Nunavut Super Delegate on the Canadian Delegation to the United Nations Framework Convention on Climate Change (UNFCCC) at all Conference of the Party (COP) negotiation meetings, and all duties required thereof in coordination with the Prime Minister of Canada’s Office.

**Organizational Structure**

Located in Iqaluit, the Director will report directly to the Deputy Minister of Department of Environment (DOE) and have a significant advisory role to brief the Minister of DOE responsible for Climate Change. As well, the Director may be called upon to advise the Premier directly and may be required to advise any Minister on matters of the Climate Change file that may impact their departments in order to ensure pan-GN contribution in, and access to, the Climate Change Secretariat programs and policies.

The Director is responsible for full time staff and their budgets.

The Director also oversees the work of a number of specialized professional services contractors.

The staff complement of the Secretariat may increase depending on the pace of negotiations, scope of implementation planning and the number of side tables and/or working groups established. Legal counsel, and other senior managers and specialist/subject matter experts located in GN departments and agencies will also receive functional direction and guidance from the Director.
Subordinates

The positions that will report to the Director are:

Direct Report
1. 13-10030 Climate Change Adaptation Manager
2. 13-NEW Manager Climate Change Communications & Knowledge Mobilization
3. 13-NEW Climate Change Mitigation Manager

Indirect Report
4. 13-13200 Climate Change Adaptation Specialist
5. 13-NEW Policy Advisor Adaptation
6. 13-NEW Public Awareness Specialist
7. 13-NEW Energy Policy Advisor

Nature and Scope

The GN will need to contribute to a global reduction of emissions through reduced energy consumption, increasing energy efficiency, GHG emissions reductions and setting effective and responsible energy policies and legislation, and providing Nunavummiut and GN departments with the knowledge, resources and programs to better adapt to a changing climate. The GN’s responsibilities and accountabilities will increase with new Federal directions on climate change adaptation and carbon pricing as well as increased national and international climate change responsibilities and international agreements.

The work of the Secretariat will have a significant impact on the GN’s role in Pan-Territorial, Pan-Canadian and International activities. With the increased federal direction and policies on climate change mitigation and adaptation, Nunavut has a significant role to play in federal and international discussions, policy setting initiatives and dialogues on climate change.

The work of the Director, Climate Change Secretariat impacts all GN Departments, other organizations within the Territory and the public as a whole. Therefore, the Director requires a comprehensive understanding of all climate change issues and how they interrelate in order to help shape the territory and prepare the GN to adapt to and mitigate climate change impacts.

The Director will need to continually assess and report on the GN’s progress towards its climate change directions and advise the DM and Minister of Environment and Climate Change, the Premier and all GN Ministers. The Director will undertake these activities in conjunction with the Deputy Minister’s Committee (DMC), providing them with presentations and briefings, as required.
The Director may be required to provide Ministerial briefings to other GN Cabinet Ministers, in relation to specific territorial or national climate change issues, which relate to the various Ministerial portfolios.

The Director’s role is to support and ensure that the work of the Climate Change Secretariat is carried out effectively and efficiently and that the Minister and Premier are kept updated and informed as required.

The Director will need to develop third party relationships and contributions through developing new partnerships and negotiating funding agreements with Federal agencies, International agencies, Territorial Organizations, Research Institutions and Private Financiers. Establishing long term funding agreements for climate change initiatives across the territory is a major component of the Director duties.

As such, the Director must ensure that there is a high degree of coordination, project management and communication within the Secretariat and across the GN as a whole.

**Dimensions (2015/16)**

Person Years: 7 PYs  
O&M Budget: $2,218,000  
Capital Budget: $

**Specific Accountabilities**

Actively participates in the expansion of Pan-Territorial climate change policy and program development.

Leads, represents and/or oversees representation of the GN on a variety of federal/provincial/territorial, national and international committees, forums and working groups focused on national and international climate change issues. International examples include: United Nations’ Conference of the Parties (COP), Arctic Council; Federal examples include: Climate Change Working Group under CCME, NRCan Adaptation Platform, and Canadian Energy Strategy Working Group, etc.

Leads a comprehensive review of all GN input into draft national and international agreements on Climate Change, in collaboration with Legal, Finance and other subject matter experts, to ensure the GN and Nunavut’s interests and capabilities are considered.
Directs and supports GN-wide climate change policy development, providing direction and/or advice to various committees (i.e. POC, DM Committee, etc.) on required legislative and policy revisions/needs and executive/administrative protocols, to ensure effective coordinated effort across GN and remove obstacles to achievement of climate change goals.

Advises DM, Ministers and Premier on climate change policy recommendations, as well as negotiates mandates and proposals for Cabinet consideration so that GN positions, commitments and actions are grounded on a strong policy basis.

Maintains close communications and provides oral briefings on climate change mitigation and adaptation issues to DM, Cabinet Ministers and other Senior Officials.

Directs the integration of efforts/interests and provides expert advice to the DM of Environment and Minister of Environment and Climate Change, on issues of significance within the climate change program (i.e. advises on their roles at the CCME, COP, and other national and international forums).

Works directly with other Government of Nunavut Ministers, DMs and ADMs to encourage and facilitate climate change adaptation and mitigation actions in all departments.

Reviews and prepares submissions on strategic policies including research papers, discussion papers, information items and options papers for Cabinet.

Ensures that the DM and Minister of Environment and Climate Change and the Premier have up-to-date and accurate climate change materials including briefing materials, presentations and speaking notes.

Prepares Cabinet and Financial Management Board submissions as required.

Meets with Senior Officials in various internal and external departments and agencies to resolve issues related to the development of GN positions.

Participates on a number of senior level interdepartmental committees that are related to or may have an impact on climate change.

Establishes and leads GN wide climate change committees and liaises with Departments and Ministers to encourage active participation.

Maintains and develops positive and consultative working relationships with third parties including national organizations, Inuit Organizations and others. Advocates for the GN, secures and negotiates short and long-term climate change funding agreements for distribution across the GN/Nunavut.
Oversees and reviews Secretariat business planning and coordinates of senior staff inputs. Provides strategic guidance and review of Secretariat annual reports.

Responsible staff management of the Secretariat including hiring, terminations, management and performance evaluations, with input from Senior Managers as appropriate.

Oversees major projects within the Climate Change Secretariat including: the Nunavut Climate Change Action Plan, Climate Change Public Awareness Plan, strategic and business planning, organizational design, legislative drafting, business process mapping and communications strategy development and implementation.

Ensures that accurate, appropriate and timely information with respect to climate change is communicated to relevant parties, including the public.

Manages the financial and human resources of the Climate Change Secretariat (CCS), including:

- Authorizing expenditure authority within approved limits for all CCS expenses including but not limited to contract services, travel expenses, meeting room bookings, office supplies and equipment and honoraria.
- Developing the CCS annual budget and reporting on annual expenses.
- Providing the Minister and Cabinet with documents such as FMB and Cabinet submissions, program and financial reports, and status reports on climate change issues.
- Managing CCS consulting contracts in accordance with GN procurement guidelines for expert advice and professional counsel on climate change programs and policies, including (but not limited to) legal counsel, strategic planning expertise, communications services, interpretation services and air charters.
Knowledge, Skills and Abilities

It is necessary for the Director, Climate Change Secretariat to have demonstrable knowledge, skills and abilities in the following areas;

Knowledge

- A thorough understanding of Nunavut specific climate change issues, including:
  - Adaptation strategies and programs;
  - Greenhouse gas mitigation strategies;
  - Energy programs and policies; and
  - Overall knowledge of climate change science.

- Extensive knowledge and understanding of the GN’s mandate, structure and operations, as well as policies, priorities and objectives with respect to climate change adaptation and mitigation.

- A superior and detailed understanding of all GN policies and guidance documents on climate change and energy.

- A thorough understanding of federal and territorial government decision-making (policy, fiscal, statutory) processes, including related issues such as guidelines on Cabinet Submissions, business planning, budget process, performance measures, evaluation and confidentiality. Knowledge of approaches in other jurisdictions would be an asset. A keen understanding of political impacts of decisions and recommendations is required.

- A solid understanding of international, federal, provincial and territorial regulations, agreements, programs and responsibilities in relation to climate change including:
  - Strong understanding of UN and other international climate change frameworks and agreements and their implications for Canadian and Nunavut policies and economies; and
  - Strong understanding of inter-provincial/territorial and federal dependencies and trade sensitives within a carbon pricing framework (such as the Western Climate Initiative).

- Extensive experience in reviewing strategic documents, policies, research and discussion papers for Cabinet;

- Thorough knowledge of the North, its environment, economic, political and social milieu.
• Proven experience in building relationships with Inuit Organizations in Nunavut and across Canada, and knowledge of the historical and present challenges between those organizations and the GN.

• Knowledge of the Nunavut Lands Claim Agreement (NLCA) and how it relates to climate change adaptation and mitigation in Nunavut.

• Knowledge of Nunavummi Nangminiaqtunik Ikajuuti (NNI) policies.

• Detailed knowledge of Inuit Qaujimajatuqangit and its application and importance to our understanding climate change impacts in Nunavut and how this knowledge works in parallel and complementary to conventional science.

• A solid understanding of financial, human resources and administrative management.

• Experience in preparing and reviewing Financial Management Board submissions;

• Knowledge of negotiation tactics and strategies.

The Director must be able to apply this knowledge in a rapidly changing and challenging environment.

Skills and Abilities

• Strong leadership skills will be required for leading high profile, short turnaround projects, team building and creative group problem solving.

• Strong written and oral communications skills with an ability to communicate in a concise, clear and timely manner.

• Excellent interpersonal skills in order to build and maintain good working relations and partnerships within the Secretariat and across the GN, and externally with the other organizations (i.e. Inuit Organizations) and stakeholder groups.

• Highly developed negotiation and listening skills.

• Ability to handle conflict in a calm and professional manner.

• Proven technical, tactical and strategic planning and analysis skills, including the ability to analyze, evaluate and interpret a wide range of complex information and apply it within the unique environment of the GN and Nunavut more broadly.
• Proven ability to work with senior management and government officials.

• Superior negotiation skills to establish response timeframes and obtain information from departments, agencies and the public.

• Confidence and experience giving media interviews (i.e. TV, radio, newspaper), while responding to politically sensitive issues.

• Seasoned project and program management skills and the ability to manage both small and large projects from planning to implementation to evaluation.

• Proven organization and time management skills including the ability to meet tight deadlines, handle a high volume of complex information, and manage a demanding workload.

• Strong leadership skills to effectively lead, motivate and develop staff.

• Financial management skills, including budgeting.

• Computer skills including the ability to work with a wide range of computer applications including Microsoft Office Suite.

• Discretion and diplomacy in dealing with materials and matters of a confidential and politically sensitive nature.

• Ability to interpret various acts, regulations, policies and programs, as well as financial information of federal and territorial governments.

• Analytical skills to identify contentious issues, alternative options, policy gaps, financial/legal implications, interdepartmental and external impacts and consistency in government legislation.

• Ability to work in a cross-cultural environment.

The ability to communicate in more than one official language would be considered an asset.

This level of knowledge, skills and abilities is typically obtained through a Master’s Degree in an appropriate field with 6 years of relevant experience OR a Bachelor’s Degree in an appropriate field with 10 years of relevant experience; OR A College Diploma in a related field with 15 years of relevant experience working in a progressively responsible management position(s). A minimum of 4 years management experience is required. Appropriate fields of study for education requirements include: environmental sciences, social sciences,
humanities, public administration, business administration, commerce, planning, and engineering.

Equivalencies will be considered

**Additional Requirements**

The Director is a Position of Trust, therefore a Criminal Record is required.