

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
08-01982	Manager Youth Programs	Director, Elders and Youth	
Department	Division/Region	Community	Location
Culture and Heritage	Elders and Youth	Igloolik	Igloolik

## 2. PURPOSE

**Main reason why the position exists, within what context and what the overall end result is.**

Reporting to the Director of Elders and Youth, the position of Manager Youth Programs was established to provide single window access to grants and contributions programs administered by Culture and Heritage. The Department encourages Nunavummiut to develop and deliver projects in areas such as culture, heritage, services for elders, youth support, and language. The organizations providing these services suffer from a lack of experience in accessing government funds and a shortage of the critical skills needed to manage projects and account for funds. For projects associated with youth, the Manager provides support and advice to project staff through a subordinate officer, assists in the development of project proposals and provides training to develop the skills needed to achieve project objectives. The Manager also develops and delivers departmental support services specifically aimed at satisfying the needs of youth.

Culture and Heritage was created to safeguard and promote Nunavut's culture, heritage, and language. As a lead department, there is expectation for every position to support this and implement the mandate. The incumbent is expected to ensure Inuktitut or Inuinnaqtun language and culture including Inuit Societal Values and Qaujimagatuqangit are the basis of his/her work and to provide leadership in the division to ensure that this is reflected in the divisional operations, planning and program development efforts.

### 3. SCOPE

**Describe in what way the position contributes to and impacts on the organization.**

The Manager and subordinate staff provide a critical service for the entire department. Culture and Heritage's grants and contributions programs are the key mechanism for involving the public in promoting and preserving Inuit culture, language and heritage. Because grants and contributions funds cross the entire range of the Department's division mandates, proponents are often confused about how to get answers to questions and how to get developmental support to enable them to achieve their objectives. The Manager acts as the single communications link between proponents who wish to deliver projects associated with youth and the department and provides developmental support for all divisions to ensure there are consistent services provided to delivery agents. The manager also provides information regarding the availability of departmental funding.

To be updated

## 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.**

**The Manager Youth Programs, is accountable through subordinate staff for the provision of support and assistance to residents who wish to access departmental grants and contributions by:**

- Responding to questions from proponents who need information on the funds available to the public for the delivery of youth services;
- Providing information and application forms to all proponents and assisting in the completion of applications as needed;
- Providing advice and assistance to proponents who need expertise on how to design a project, how to obtain community support, how to attract and coordinate volunteers and how to manage the process of project development;
- Acting as the single window for questions from the public on a wide variety of issues including what stage the reviews are at, the status of individual project proposals, the timing of decision making and finally, when funding for project delivery be provided;
- Assisting successful project proponents to complete the necessary paperwork (contributions agreements) to obtain the approved funding.
- Developing and implementing a program(s) to establish and support Youth Committees in each community in Nunavut.

**The Manager and staff are accountable for providing developmental services to successful projects by:**

- Answering questions from proponents about what the department expects from them in terms of paperwork;
- Facilitating developmental sessions with successful projects to assist in the development of skills such as running meetings, maintaining records, motivating staff, and maintaining financial records;
- Assisting successful proponents to locate resources such as skilled project managers and technical staff to help them achieve their objectives;
- Helping proponents to understand how to measure their achievements and to provide valid and useful services to the public they are committed to serving;
- Assisting proponents to communicate with people they serve and explaining how to involve the greater public in an effort to provide more meaningful services to Nunavummiut.

**The Manager is accountable for acting as a resource to proponents and monitoring progress on behalf of the Department by:**

- Visiting successful projects and making the proponents aware of the assistance that can be made available;
- Listening to proponents to give them a sounding board for their concerns and to provide advice on how to improve services;
- Acting as an intermediary between the Department and the proponent when there is a dispute or when proponents are having difficulty obtaining their funding;
- Monitoring the kinds of services that are being provided and noting any successful and innovative techniques that might be shared with other proponents providing similar services;
- Providing advice to proponents about what has worked best in other projects and how to implement similar initiatives in their own projects;
- Assisting proponents to develop and submit the financial reports required by the Department under the Financial Administration Act;
- Working directly with proponents to ensure that outstanding reports are completed in situations where failure to comply is affecting future funding prospects;
- Coordinating with other funding agencies;
- Monitoring territorial, national and international trends on youth issues and advising the Director of Community Programs;
- Preparing briefing notes, correspondence, speaking notes and statements for the Minister's consideration and approval for presentations when required.

**The Manager is accountable for managing the work of one subordinate staff member by:**

- Coordinating the necessary planning to determine the work plan for the unit;
- Assigning the work for all staff members and monitoring the day to day workload to ensure there is a fair distribution of work;
- Completing performance appraisals for subordinate staff to assess the extent which they have achieved their mutually agreed objectives;
- Issuing letters of warning and reprimand and imposing discipline as necessary.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

The incumbent must have a thorough understanding of key cultural, social and language issues of relevance to the people of Nunavut, and have 3 to 4 years of practical work experience in the field of community development.

The incumbent must be an excellent communicator and possess excellent organizational and communication skills (written and verbal), and have strong computer skills including the ability to use word processing, communications and financial spreadsheet software.

The incumbent must possess the ability to motivate people.

Supervisory experience is essential with the ability to facilitate meetings and to coordinate and deliver training sessions for groups.

The ability to speak Inuktitut/Innuinaqtun is a requirement for this position.

## 6. WORKING CONDITIONS

**List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.**

### Physical Demands

**Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.**

There are no extensive physical demands in this job. The incumbent functions in an office environment with the ability to move away from the desk for regular breaks.

**Environmental Conditions**

<p>Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.</p>
<p>None identified other than regular duties.</p>

**Sensory Demands**

<p>Indicate the nature of demands on the jobholder’s senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.</p>
<p>None identified other than regular duties.</p>

**Mental Demands**

<p>Indicate conditions that may lead to mental or emotional fatigue.</p>
<p>This is a demanding position, particularly when the Department is reviewing applications for grants and contributions. The incumbent and subordinate staff are under a great deal of pressure to provide help and support to community groups and individuals. This causes stress and anxiety.</p>

**7. CERTIFICATION**

<p>_____ Employee Signature</p>	<p>_____ Supervisor Title</p>
<p>_____ Printed Name</p>	<p>_____ Supervisor Signature</p>
<p>_____ Date</p>	<p>_____ Date</p>

I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> <p>Deputy Head Signature</p> <hr/> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

**8. ORGANIZATION CHART**

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**

To be updated