

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-13674	Inuktit Language Programs Officer	Manager, Language Promotion & Revitalization (08-10730)	08170-01-1-235-0817000-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Official Languages (08100-01)	Iqaluit	Qikiqtaaluk

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Inuktit Language Programs Officer supports the planning, implementation and monitoring of policies, programs and services relating to the promotion and revitalization of Inuktit. The incumbent directly manages specific projects to support the implementation of language priorities outlined in the Department of Culture and Heritage's Business Plan, the Government of Nunavut's (GN) Uqausivut Plan, and other language policies and programs. The position works closely with GN departments, public agencies, communities and other organizations engaged at improving the delivery of programs and services in Inuktit, supporting its use as a language of work in government workplaces, and promoting and revitalizing its increased use among Nunavummiut.</p>

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
<p>The Government of Nunavut tabled Uqausivut, a comprehensive implementation plan outlining the priorities and methods to be employed by departments and public agencies to implement the Official Languages Act and the Inuit Language Protection Act. This includes measures to improve the delivery of communications and services to the public in the official languages. It also includes positive measures to support the learning of Inuktit at all stages of life, encouraging its use as a language of work within the territorial public service, and revitalizing, developing and promoting its use in all sectors of Nunavut society, particularly among youth and communities with concerns of language loss.</p> <p>Reporting to the Manager, Language Promotion & Revitalization, the Inuktit Language Programs Officer works closely with designated staff across the Government of Nunavut to carry out the planning and monitoring functions for the implementation of the language legislation, the government's comprehensive implementation plan, language revitalization strategies, and various language projects supporting the revitalization and promotion of Inuktit. The position also works closely with representatives of Inuit at the community and regional level, both within and outside of Nunavut, engaged in language promotion, development and revitalization activities.</p> <p>The incumbent must apply an in-depth knowledge of the Official Languages Act, the Inuit Language Protection Act, the Government of Nunavut's Uqausivut Plan, and other Inuktit language policies, programs and services available within and outside of the government. This must be done while making the best use of the government's resources, while responding to the needs and priorities of Inuit and Inuktit speakers.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

As a team member of the Inuktitut Affairs, the Inuktitut Language Programs Officer will assist the Government of Nunavut in meeting its obligations in providing high quality services to members of the public in their official language of choice, as required under the *Official Languages Act* and the *Inuit Languages Protection Act* and ensuring quality control procedures.

Provide broad levels of promotion for Inuit language rights and obligations within the Government of Nunavut and support increased public awareness and appreciation of the history, use, status, importance, and diversity of Inuktitut in Nunavut.

- ◆ Plan and arrange special language events, including *Uqausirmut Quviasuutiqarniq*, Nunavut's Celebration of Inuktitut activities;
- ◆ Organize and/or take part in conferences, workshops and other presentations designed to increase awareness about the language legislation and its implementation;
- ◆ Develop a communications strategy for promoting the use and development of Inuktitut so that it can be used in the full range of activities and sectors of Nunavut society, including within the Government of Nunavut; and
- ◆ Establish and maintain a calendar of events promoting the equality of Inuktitut with the other Official Languages in Nunavut.

Support communities to enhance their capacity in assessing local needs and planning and managing language promotion and revitalization initiatives by providing administrative and technical support as well as training, instruction and guidance.

- ◆ Provide training at a regional and community level in areas of language planning, proposal writing, activity report preparation, and conducting research;
- ◆ Assist language communities in developing comprehensive, practical and rigorous performance measurement indicators for the purpose of measuring performance and reporting to various stakeholders;
- ◆ Provide support and training in the area of monitoring, assessment, and evaluation; and
- ◆ Through effective communication, by way of a website, newsletter, or other mediums, the incumbent will try to increase public awareness about available tools, resources, and information able to support the teaching, preservation, promotion, and revitalization of Inuktitut.

Support the teaching, preservation, promotion and revitalization of Inuktitut at the community level, especially in communities and age groups for which there are special concerns about language loss or assimilation;

- ◆ Promote available funding programs for community-based language initiatives;
- ◆ Make recommendations for allocating funding to language initiatives;
- ◆ Administer and manage annual funding contributions through contribution agreements;
- ◆ Organize, Chair, and Facilitate meetings at regional and community levels;
- ◆ Plan regular meetings with Language Promoters, as well as Language Working Groups;
- ◆ Work closely with other departments and public agencies in working towards increased learning, proficiency and linguistic vitality of Inuktitut in Nunavut;
- ◆ Form partnerships with other government or non-government agencies, within and outside of Nunavut, who want to teach, study, preserve, promote or revitalize Inuktitut; and
- ◆ Produce annual activity reports.

Support the need for more Inuktitut publications and media of all kinds, and the need to identify and use those distribution and media access technologies that have the potential to preserve and promote Inuktitut most effectively now and in the future.

- ◆ Arrange for the promotion and organization of the Inuktitut Song Writing Contest, and Inuktitut Book Award;
- ◆ Administer and manage annual funding contributions through contribution agreements to support the production and publishing of quality publications in Inuktitut;
- ◆ Work closely with stakeholders to identify strategies to increase the distribution and access to audio-visual content in Inuktitut, including television, radio and other interactive media; and
- ◆ Identify, collaborate or arrange for original materials in Inuktitut to be produced and published by the Department of Culture and Heritage.

Assist the Government of Nunavut meet its obligations under the Inuit Language Protection Act, the Official Languages Act, Policies and Guidelines.

- ◆ Communicate protocol, policies and guidelines regarding Inuktitut to departments and public agencies;
- ◆ Recommend amendments to the policies and guidelines implemented by the Official Languages Division as required;
- ◆ Determine, in consultation with appropriate stakeholders, a direction, strategy and approach for systematic reviews and evaluations, and designing a plan to carry out this direction, strategy and approach;
- ◆ Play a lead role with regard to all monitoring, review, and evaluation initiatives to ensure compliance with legislation, regulations, policies, procedures and standards, and to ensure the successful delivery of programs and services in Inuktitut;
- ◆ Provide advice and information to staff and management on Inuktitut requirements; and
- ◆ Respond to related inquiries from outside the Department.

Carrying out assigned duties relating to the above as required and/or at the request of the Manger, Language Promotion & Revitalization.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Knowledge:

- ◆ Knowledge of the Inuit Language Protection Act and the Official Languages Act
- ◆ Knowledge of GN programs and services as they relate to Official Languages
- ◆ Knowledge of Self-Government, existing land claims settlements and Official languages

Skills:

- ◆ The ability to speak and write in Inuktitut (either Inuktitut or Inuinnaqtun) is required
- ◆ Implementing programs and services
- ◆ Consultation skills to work with Elders, language communities, colleges, etc.
- ◆ Administrative skills

Abilities:

- ◆ Ability to organize, manage and facilitate workshops, training sessions, conferences and annual meetings
- ◆ Ability to give presentations and information sessions at governmental as well as community levels
- ◆ Excellent research and writing skills

These skills and knowledge are normally acquired through:

- ◆ Some post-secondary education and/or college diploma in Public Administration or related field
- ◆ At least (3) years experience in administration

An acceptable combination of education and related work experience may be considered in lieu of formal education requirements.

Assets:

- ◆ Experience working with different Inuktitut dialects is considered an asset
- ◆ Experience working with stakeholders, and leading presentations is considered an asset
- ◆ Experience working with unilingual elders and researching with language professionals/specialists is considered an asset

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 each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

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

The physical demands of this position are minimal. Typically, the incumbent works a 37.5 hours workweek. Most of the incumbent's time is spent in a sitting position with frequent opportunity to move about on a regular basis.

Environmental Conditions

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, and conditions that increase the risk of accident, ill health, or physical discomfort.

Typically, the incumbent will work in a general office environment. The incumbent may be required to travel, from time to time, within or outside of Nunavut.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

None identified other than regular duties

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Deadlines can be tight, therefore the incumbent may find it to be stressful

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Minister</p> <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”.