

1. IDENTIFICATION

Position No.	Job Title	Supervisor’s Position	Financial Code	
08-14381	Manager, Heritage Resources	Director, Heritage (08-01621)	.08500-01-2-230-0850000-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Heritage (08500-02)	Iglulik	Qikiqtaaluk

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Manager, Heritage Resources provides leadership in the area of cultural heritage and ensures the alignment of systems and processes to achieve operational objectives. The main focus of the position is to manage, facilitate and promote the work of the division as it relates to cultural heritage through programs, services, legislation and policy relevant heritage resources including:</p> <ul style="list-style-type: none"> ◆ Archaeology - The Nunavut Archaeology Program administers the archaeology and palaeontology permitting process for Nunavut and undertakes archaeological research. ◆ Toponymy - The Toponymy Program works closely with communities to identify, document and give approval to local geographic names. ◆ GIS - The program provides spatial data (maps) for heritage resources required for the review of land use and development proposals, research permits, and place name submissions.

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 Heritage division is responsible for the conservation, protection, promotion and enhancement of the cultural richness of Nunavut. These objectives are achieved through the development and delivery of archaeology, toponymy, museums, archives and library policies, programs and services. Heritage programs and services are important elements in Inuit society. Activities undertaken in the division support and sustain the culture and heritage of Nunavut.</p> <p>This position is located in Iglulik, and reports to the Director, Heritage. The position is responsible for the effective management of the Iglulik office Heritage Resources team. The position is responsible for the strategic planning and financial control required to provide heritage programs and services in an effective, efficient, and creative manner. The position is also responsible for the development of policies, procedures and systems required to provide services effectively, and the development and support of staff to provide and promote these services.</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.

The position is responsible for planning, budgeting and overseeing the work programs of Heritage Resources.

- ◆ Planning and monitoring Heritage resources O & M and capital budgets, ensuring that approved objectives and budgets are met in an efficient manner consistent with the operational policies and procedures of the Division, the Department and the Government;
- ◆ Planning, drafting and recommending Heritage resource services and operational plans and budgets;
- ◆ Assisting the Director with Heritage resources unit annual main estimates and FMB submissions, variance reports, briefing notes, capital needs assessments, and other required financial reporting;

The position provides strategic direction for the achievement of programs and services that meet the needs of the internal and external stakeholders.

- ◆ Monitoring all the activities of the Archaeology, Toponymy, and GIS programs by ensuring Heritage resource programs follow defined objectives and direction, maintain national and international standards, and form an integral part of activities of the Division and the Department;
- ◆ Keeping up-to-date on new developments in Archaeology, Toponymy and GIS Programs to ensure high quality services are delivered to all internal and external stakeholders an efficient, innovative and cost-effective manner;
- ◆ Reviewing and evaluating current legislation, regulations and policies pertinent to territorial requirements and developments in other jurisdictions on Archaeology, Toponymy and GIS Programs, and recommending appropriate revisions;
- ◆ Overseeing the development of policies and procedures within Archaeology, Toponymy and GIS units to promote effective and consistent delivery of service across Nunavut;
- ◆ Providing professional advice, expertise, and leadership through the formulation of goals and objectives for staff and programs, and the allocation of program-related resources to each unit;
- ◆ Conducting needs assessments to determine the direction and development of each program; and
- ◆ The incumbent is responsible attending conferences and transporting artifacts nationally and internationally as needed.

Managing human resources of the Heritage resources staff by:

- ◆ Recruiting, managing, motivating and evaluating staff to achieve heritage resource program goals;
- ◆ Developing work plans, overseeing training, conducting performance reviews and imposing discipline as necessary;
- ◆ Providing leadership and direction to staff to ensure Heritage resource policies, directives, and personnel and administrative functions are followed consistently throughout the unit;
- ◆ Evaluating staffing levels to ensure they provide the most effective support possible for heritage resource programs, and revising as required.

Providing outreach and coordination of services to connect Heritage programs with other organizations in order to provide programs at a national standard.

- ◆ Promoting Archaeology, Toponymy and GIS Programs, providing resources, technical and managerial consultations to internal and external stakeholders;
- ◆ Develop working relationships with staff of external organizations in other jurisdictions both inside and outside of Nunavut, to identify and assess developments relevant to Archaeology, Toponymy and GIS programs and to ensure their assistance where appropriate;
- ◆ Supports the Heritage Collections team when necessary.

Managing and providing strategic direction for the planning, development and implementation of electronic databases pertaining to the divisional and departmental objectives. Main activities:

- ◆ Managing the Archaeology, Toponymy and GIS program staff in the planning and promotion of new technologies for service and program delivery;
- ◆ Directing staff in the development of policies for operation of new systems and databases;
- ◆ Negotiating and monitoring contracts with vendors/private sector;
- ◆ Being aware of the current state of and new developments in heritage resource technical systems;

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.

Contextual knowledge requirement:

- ◆ A thorough knowledge northern heritage, resource and programming needs;
- ◆ Professional knowledge of cultural heritage required, including the history, public history, archaeology, collections management and community engagement.
- ◆ Knowledge and understanding of the methods and techniques of cultural resource management, demonstrated analytical and problem-solving abilities, advanced computer skills, and the ability to interpret and administer complex policies, legislation and regulations;
- ◆ Knowledge of Nunavut communities and of northern, rural or remote community issues is a strong asset
- ◆ Knowledge of territorial, federal and international legislation, regulations and polices related to heritage resources
- ◆ Knowledge of basic government financial policies and procedures,

Skills and Abilities:

- ◆ Excellent communication skills, with an ability to convey complex information in a cross-cultural context.
- ◆ Excellent verbal and written skills.
- ◆ Ability to train and mentor staff
- ◆ Ability to develop and deliver workshops
- ◆ The ability to set priorities and establish and follow work plans.
- ◆ The ability to lead and direct in a team environment is essential.

Typically the contextual knowledge, skills and abilities would be attained through the completion of a Master's Degree in Heritage Resource Management or Archaeology or related field from a recognized post-secondary institution.

- ◆ Minimum of two years' experience in project or program management, strategic planning, and management of human and financial resources
- ◆ Experience writing, monitoring and administering grant funding is an asset
- ◆ The ability to communication in Inuktitut is an asset
- This position is considered to be a position of trust
- The incumbent is responsible for transporting artifacts nationally and internationally as needed

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.

- ◆ Travel may be required from time to time to Nunavut communities and to locations outside of Nunavut.
- ◆ Field work may be required.

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.

- ◆ None beyond those in the usual office or environment.
- ◆ Field work may be required

Sensory Demands

<p>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 though one or more of the incumbents’ senses.</p>
<ul style="list-style-type: none">◆ None beyond those in the usual office environment

Mental Demands

<p>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.</p>
<ul style="list-style-type: none">◆ This position requires the ability to carry out a wide range of tasks with limited human and financial resources to meet increasing needs and high expectations of service delivery.◆ Tight time frames and multiple demands can 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”.