1. IDENTIFICATION

<table>
<thead>
<tr>
<th>Position No.</th>
<th>Job Title</th>
<th>Supervisor’s Position</th>
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<tbody>
<tr>
<td>13-12168</td>
<td>Wildlife Biologist II – Baffin Region - High Arctic</td>
<td>Manager Wildlife Research (13-02808)</td>
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<tr>
<th>Department</th>
<th>Region/ Division</th>
<th>Community</th>
<th>Location</th>
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<tr>
<td>Environment</td>
<td>13700-02 Wildlife Management</td>
<td>Igloolik</td>
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**Fin. Code:** 13700-01-2-230-1374083-01-????

2. PURPOSE

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

The Department of Environment must meet the responsibilities for its wildlife mandate for conservation and public safety by maintaining partnerships with community, territorial, provincial, national and international stakeholders, and by conforming to Territorial, National, and International legislation and standards. To meet this challenging mandate the incumbent will utilize state of the art technology and information systems. At the same time, the organization is deeply committed to maintaining a workforce that is representative of the population and whose operations reflect the principles of Inuit Qaujimajanqit.

Wildlife Research contributes to planning, analysis and wildlife management under the Nunavut Land Claim Agreement (NLCA) and GN Wildlife Act and fulfils obligations under international and national wildlife agreements for conservation of wildlife and public safety.

The Wildlife Research Unit is responsible for providing scientific and Inuit Qaujimajanqit (IQ) knowledge and advice to assist with decision making, to develop effective wildlife management practices and to meet national and international obligations regarding wildlife.

The Wildlife Biologist II, under the direction of the Manager Wildlife Research, develops and conducts wildlife research and management initiatives designed to meet the Ministers obligations under the NLCA and to provide a basis for wildlife management policies and practices in the High Arctic Archipelago and Nunavut. The incumbent administers activities associated with these initiatives and activities, and provides biological review and advice to other sections, agencies and the public.
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?

The Wildlife Biologist II will work primarily in the High Arctic Archipelago but may work on projects in other regions or in jurisdictions that share Nunavut populations with other biologists as directed by the Manager of Wildlife Research in Igloolik.

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.

To meet the Ministers obligations under the NLCA and to promote sound conservation practices, the Wildlife Biologist II develops research and management initiatives for wildlife species and populations within the High Arctic Archipelago that are not assigned by the Manager of Wildlife Research to other biologists. These species/populations can include but are not restricted to caribou, reindeer, muskox, moose, wolves, wolverines, foxes, grizzly and polar bears, other furbearers, hares, non-game species, and rare and endangered species (e.g. Peary caribou), and their forage and prey species. The incumbent ensures that adequate research is conducted by:

- Reviewing, evaluating and making recommendations concerning management problems and research agendas identified by the Manager Wildlife Research;
- Identifying and communicating research priorities to the Manager Wildlife Research, other Nunavut Biologists, and co-management partners;
- Making recommendations on the initiation, expansion or termination of studies and co-operative projects;
- Reviewing scientific literature and attending conferences, as approved by Manager Wildlife Research to maintain a current professional level of expertise and contacts to keep informed of developments in the field of specialization;
- Writing and recommending complete study plans to develop the required information requested by the Manager Wildlife Research and for additional information to fill gaps of knowledge in existing studies;
- Maintaining current knowledge of developments in CITES, SARA, and other pertinent international, national and territorial developments, and responding with appropriate changes in the direction of research programs.
- Locating, capturing, tagging, radio-collaring, and collecting data from wildlife species
with the aid of aircraft and/or other means;

- Designing, and advising other field staff on proper protocols for conducting, aerial surveys, mark-recapture population estimates, space-use (telemetry) studies, demographic studies, and data archival protocols.
- Recording information on wildlife harvest rates, and human-wildlife interactions.
- Timely completion of progress reports, final reports, and peer-review publications;
- Designing techniques and obtaining specialized equipment required to meet research needs;
- Designing data forms and sheets;
- Carrying out a variety of standard laboratory procedures for analysis of specimens;
- Arranging for aircraft charters and other equipment rentals;
- Collecting and preserving specimens for laboratory analysis (e.g.: jaws, reproductive tracts) for determining age structure, reproductive rates, physical condition, and diseases status.
- Arranging contractual or contribution agreements with external research bodies;
- Seeking partnerships and funding from other jurisdictions for research on shared interests/ responsibilities;

The Wildlife Biologist II supervises and conducts wildlife research and management initiatives to ensure that management policies and programs are based on sound conservation practices by providing:

- identification of demographic units, identification of the Total Allowable Harvest (TAH) for each harvested species in or shared with the High Arctic Archipelago, and not assigned to another Regional or HQ Biologist;
- population specific management plans developed in consultation with HTOs, RWOs, the NWMB, and other co-management partners, that include population boundaries, TAH estimates, and official non-detriment findings) for submission to the NWMB;
- briefings on international agreements based on: wildlife research from other jurisdictions, on original GN wildlife research studies, information from contractors and/or partners with GN Contribution Agreements, literature reviews and Inuit Qaujimanituqangit (IQ);

The position supports consultations with wildlife boards, community organizations, and regional wildlife organizations regarding research proposals and wildlife management strategies by:

- Developing and encouraging ways to incorporate Inuit Qaujimanituqangit into research studies including the granting of permits from applicants from outside of Nunavut;
- Presenting scientific data and analysis, including interacting with internal and external communication and conservation education resource people;
• Responding to scientific and public concerns and issues regarding the delivery of wildlife research and management programs, and making recommendations to improve the wildlife research program in terms of addressing national and international agreements;

• Identifying external researchers and partners for collaborative studies the support or compliment the Nunavut wildlife research agenda

The Wildlife Biologist II supervises, trains and mentors staff, indeterminate, term and/or casual employees, students and field staff involved in survey and sample collection by:

• Preparing work assignments, work plans and schedules, monitoring and providing feedback on work progress and quality;

• Providing career development and training plans for staff, instructing on relevant protocols (sample collection, analysis, data management etc.) and providing on-the-job development for technicians or junior program staff so that trainees can assume the duties of a full technician;

• Conducting performance reviews to assess the extent to which mutually agreed objective have been achieved;

• Providing management and legislation support and advice to Department of Environment staff.

The Wildlife Biologist II is responsible for identifying and analysing IQ and emerging scientific knowledge for wildlife management by:

• Keeping informed about research developments on GN species, and environmental scanning of national and international studies and policies;

• Obtaining and understanding IQ and local knowledge that assists in wildlife management;

• Providing conservation education materials, feedback and scientific information to communities and other relevant jurisdictions;

• Encouraging Inuit youth and beneficiaries to pursue career opportunities in wildlife research.

The Wildlife Biologist II provides biological advice as directed by the Manager Wildlife Research on environmental impact evaluations and wildlife management studies carried out by other agencies ensuring that concepts and assumptions are on a scientific basis by:

• Evaluating and interpreting the results of studies by other agencies and determining the applicability of their information, techniques and practices;

• Making recommendations on proposed specifications and design considerations for human activities and facilities, and development proposals;

• Meeting or corresponding with representatives of industry, government agencies, native organizations, academics and consulting firms, and with private individuals to discuss
problems and proposed studies;
• Critically reviewing technical and scientific papers on subject material with which the Manager Wildlife Research is concerned;
• Provide timely and meaningful input into NIRB project reviews;
• Attending local, national, and international conferences and meetings as required;
• Serving as a biological advisor and/or a member on various interdisciplinary committees as approved by the Manager Wildlife Research.

The Wildlife Biologist II administers the wildlife research and management initiatives that they are responsible for by;

• Interviewing and selecting candidates for employment in the studies (e.g. permanent, term, and casual technicians and other employees);
• Assigning projects to these subordinates, and designating their responsibilities;
• Evaluating work performance and appraising subordinates;
• Preparing annual estimates and forecasts for study funds, equipment, facilities and staff;
• Providing up-to-date, summary and detailed accounting of funds spent;
• Controlling annual expenditures (amounts may range up to $500,000);
• Allocating equipment and facilities to projects within the studies;
• Consulting with other professional staff and reviewing interim reports to determine work progress;
• Conducting study reviews of co-operative activities with other wildlife agencies to evaluate progress toward objectives, and to project future requirements for wildlife resources being studied;
• Designing and implementing data retrieval systems to control the quality and quantity of information being collected by the incumbent, cooperating researchers, and support staff.

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.

PhD. in Biology, Wildlife, Zoology, Ecology, Environmental Science or related field with knowledge of Arctic wildlife species, population assessment and management techniques and some experience in government wildlife programming;

or MS in Biology, Wildlife, Zoology, Ecology, Environmental Science or related field plus 2 years experience with terrestrial wildlife species, wildlife laboratory services, government
wildlife experience, legislation governing wildlife issues and/or field research experience;

or Equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.

- General knowledge of the legal frameworks for wildlife management: Internationally, Nationally, and in Nunavut (including the NLCA);
- A sound scientific knowledge of wildlife population dynamics, field and statistical techniques required to inventory populations and model sustainable harvest levels on species that are importance to Nunavut;
- Ability to develop and conduct original research;
- Ability to present results of research to both public and scientific audiences;
- Ability to write management plans and about management objectives and research for both public and scientific review;
- Ability to work cooperatively with scientific peers (i.e. other biologists) as well as client groups (i.e. communities, co-management bodies) to develop and implement wildlife management plans;
- Ability to supervise staff;
- Experience in analysis of wildlife samples, developing and implementing protocols for sample collection, processing, archiving and cataloguing;
- Applied knowledge of statistical procedures, applications, data tabulation, computer applications;
- Skill in data management and analysis; computer applications (a range of database, spreadsheet and GIS applications);
- Ability to establish databases and geographic information systems relevant to wildlife data and habitats in Nunavut;
- Knowledge of traditional and historical Inuit harvesting practices and the perspective of Nunavummiut towards wildlife harvesting;
- Ability to integrate Inuit Qaujimajanqit (IQ) into the perspective of the work;
- Knowledge of Arctic terrestrial wildlife species, the role of wildlife research in wildlife management and in meeting national and international requirements;
- Knowledge of relevant regulatory and economic regimes, legal international and national obligations of the GN for species at risk and an understanding of the Arctic species impacted by SARA;
- Familiarity with the cross cultural environment and capacity to work with NLCA beneficiaries to implement management initiatives and to resolve conflict;
- Skills to communicate with senior management in government to inform, influence and support evidence based decision making;
- Sound skills in writing and speaking about wildlife studies to a wide range of audiences;
• Ability to communicate effectively with other biologists, wildlife officers, Hunters and Trappers’ Organizations, Regional Wildlife Organizations and the Nunavut Wildlife Management Board;
• Oral and written skills to report on results, outcomes and findings to technical and non technical audiences;
• Ability to communicate in Inuktitut is an asset;
• Ability to achieve results and attain performance targets within resources allotted, to coach and measure progress and advise staff on performance;
• Strong planning skills to be able to organize the work of others and to coordinate across different processes;
• Ability to estimate study costs and administer budgets;
• Ability to balance competing requirements across multiple key functions required of the position and within the lab, across several biologists;

Specific job skills listed in this description will be complemented by an awareness and sensitivity to the requirements for reflecting Inuit Qaujimajawit in all departmental initiatives.

As this is a “position of trust” a clean criminal record check, ability to be licensed for restricted and non-restricted firearms are requirements.

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.

For periods of several weeks at a time, the employee must be able to live and work outdoors and in field camp conditions, must be physically independent, must be able to walk distances, work with and handle large animals and field equipment, endure Nunavut climatic extremes.

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.

Employee must be capable of performing work under difficult or tedious conditions, subject to obnoxious odours, physical danger in flying and working with wildlife, health hazards in working with specimens or wildlife, including immobilising drugs and diseases, may be in field camps with no immediate medical aid, will be away from home for extended periods while in the field or on conference/meeting trips, will be expected to work irregular or long hours, work on
weekends, must be physically fit and have good eyesight.

The incumbent will be required to conduct work under field as well as office conditions. Field conditions require the incumbent to be physically fit, able to handle large mammals, spend considerable time working and living outdoors under a range of climatic conditions, flying in small aircraft (including helicopters), handling personal motorized vehicles (snowmobiles, ATVs), hiking, carrying and handling equipment. The office environment is generally comfortable and is typical of most office environments.

**Sensory Demands**

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<th>Indicate the nature of demands on the jobholder’s senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.</th>
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<tr>
<td>Fieldwork requires the incumbent to have good vision and hearing.</td>
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**Mental Demands**

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<th>Indicate conditions that may lead to mental or emotional fatigue.</th>
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<td>The position will require interaction with a wide range of people and agencies with differing priorities within a co-management and cross-cultural environment, at the regional, territorial, national and international level. Requires strong interpersonal skills and ability to deal with the stress of balancing conflicting priorities and interests. Requirement to represent GN on research and/or management issues to scientific fora, communities, other agencies and the media, can also create stress. The incumbent must be prepared to deal with extended absences from home due to travel (field work, conferences), and extended periods in isolated, physically demanding environments (field work).</td>
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7. CERTIFICATION – Wildlife Biologist II – Baffin Region – High Arctic

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Manager Wildlife Research (13-02808)</th>
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<tr>
<td></td>
<td>Supervisor Title</td>
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<tr>
<th>Printed Name</th>
<th>Supervisor Signature</th>
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I certify that I have read and understand the responsibilities assigned to this position.

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I certify that this job description is an accurate description of the responsibilities assigned to the position.

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<th>Deputy Head Signature</th>
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Date

I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.

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”.