

1. IDENTIFICATION

Position No. 04-NEW	Job Title Inuit Training Initiatives Consultant		Supervisor's Position Manager, Inuit Training Initiatives
Department Human Resources	Division/Region Public Service Training	Community Iqaluit	Location 235
Fin. Code: 04212-01—1-100-0421330-04-????			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Public Service Training (PST) division under the Department of Human Resources is responsible for researching, designing, and delivering programs that address Inuit and non-Inuit training needs across the Government of Nunavut (GN) and its public bodies.</p> <p>Reporting to the Manager of Inuit Training Initiatives, the Consultant, will develop, implement, monitor, and evaluate comprehensive training, human resource planning, leadership programs, and certificate programs that are GN funded, Nunavut Implementation Panel (NIP) funded, and/or through other funding sources. As prescribed in the Government of Nunavut's Inuit Employment Plan (IEP), the position will also provide information, technical knowledge, and expertise on human resource development to enable the Government of Nunavut to fulfill its obligations under Article 23 of the Nunavut Agreement. Furthermore, this position provides advice and guidance to department managers to attract, retain, develop, train, and motivate Inuit employees.</p>

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
<p>This position is located under the Public Service Training division with the Department of Human Resources, and reports to the Manager of Inuit Training Initiatives. The Consultant shall enhance the career development and training opportunities of all GN employees, with particular emphasis placed on assisting departments in implementing their Inuit Employment Plans as prescribed under Article 23 of the Nunavut Agreement. The position will assist Departments in the application of Inuit Employment initiatives and Article 23 to GN-Wide Strategies.</p> <p>The Consultant will serve as an advisor to the Manager of Inuit Training Initiatives, the Director, Public Service Training, Assistant Deputy Minister, and Deputy Minister of Human Resources and to all departments on matters relating to overall Inuit staff development and effective training practices. The Consultant will manage the financial resources allocated to assigned programs and services ranging from \$100,000 to \$1.5 million dollars.</p>

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.

Lead the delivery of current programs and initiatives offered by the Public Service

Training division by:

- Providing policy advice and interpretation pertaining to Inuit training needs to GN staff, departments, boards and agencies;
- Developing and evaluating Requests for Proposals for training delivery, facilitation, surveying, evaluation and/or other core divisional activities;
- Preparing contracts and contribution agreements for training delivery;
- Managing all finances related to assigned programs and initiatives (including preparation of financial reports, forecasting financial requirements and recommending concerning budget (re)allocation, funding partnerships and external funding agreements) to ensure that programming is adequately resourced;
- Defining fiscal training priorities and resource allocation to fulfill Inuit Training Plan targets;
- Implementing established communication strategies to inform stakeholders of programs and initiatives;
- Liaising and developing partnerships with Hamlets, Industry, Inuit Organizations, local employers, GN departments, boards, and agencies, Government of Canada and interjurisdictional agencies to coordinate and promote Inuit training programs;
- Writing and amending program guidelines, manuals, policies etc. when appropriate;
- Developing evaluation frameworks and terms of reference under which program evaluations will be carried out;
- Preparing statistical reports and analysis;
- Monitoring programs to ensure client satisfaction, effective use of resources etc.;
- Maintaining knowledge of current training and development issues and trends by reading circulars, periodicals, and other material.

Design, develop and implement new learning opportunities for GN staff through

Implementation of GN-Wide Training Plan by:

- Preparing funding proposals and/or FMB submissions for new/additional program funds;
- Designing and coordinating internal workshops such as cross cultural, language development, general skills/knowledge training etc.;
- Development and implementing communication strategies for new initiatives;
- Establishing mentoring programs within GN;
- Developing and providing a career counselling program and services;
- Designing, developing and implementing leadership development programs;
- Designing, developing and implementing occupational training programs;
- Identifying opportunities within private and public sector which could be used/modelled by GN for internal training purposes;

- Providing recommendations to departments, boards and agencies on the development of, new human resource development programs and procedures.

Provide career development opportunities to GN staff by:

- Coordinating and assisting in the development of comprehensive competency profiles (task analysis) and training plans for GN Inuit positions and trainees;
- Assisting departments implement the training cycle for Inuit training;
- Identifying appropriate training and development activities for GN Inuit staff;
- Coaching and advising Inuit employees of employment and development opportunities;
- Providing guidance and advice on training techniques to trainers and supervisors;
- Maintaining contact with trainees, mentors and departments to provide encouragement, motivation and counselling.

Manage key performance management functions of the Government of Nunavut by:

- Providing guidance and support to managers/trainers and trainees with respect to performance management process/issues (as it applies to trainees/training).

Promote Government of Nunavut as an employer by:

- Facilitating orientation sessions to new employees, as well as a variety of information sessions to GN Inuit staff;
- Planning, coordinating and evaluating special events as career fairs, conferences and workshops;
- Distributing career, educational and employment information to schools, colleges, agencies, employers and the general public;
- Designing and making presentations to schools, Inuit organizations, community groups and the general public about the programs and services offered.

Perform other duties as requested, by the Manager, Inuit Training Initiatives this including:

- Participating in the hiring process for Inuit trainee positions;
- Developing briefing notes, reports, press releases and other submissions to update the Deputy and Minister regarding training and development programs, services, statistics and the like;
- Taking an active/lead role in appropriate Human Resources working groups and committees;
- Developing relationships and liaising with a variety of stakeholders (federal and municipal governments, community groups, departments, boards and agencies, other jurisdictions) to foster information sharing and partnerships.

5. KNOWLEDGE, SKILLS, AND ABILITIES

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

Contextual Knowledge:

- Government structures and processes;
- Current training practices;
- Theories, principles and practice of policy/program development and evaluation;
- Theories, principles and practices of HR and financial management;
- Understanding of the knowledge, skills and abilities required for occupations with government public service;
- Applicable legislation, policies and procedures including; Nunavut Agreement with emphasis on Article 23 and methods of advancing the goals of a representative work force;
- Theories, principles and practice of adult learning;
- Career Development / Adult Learning theory and practices;
- Knowledge of distance delivery and use of technology for learning is a distinct advantage in achieving results across Nunavut and across departments;
- Knowledge of the unique Inuit culture and values to incorporate these into training models employed in internships, on the job development and mentorships.

Skills and Abilities:

- Financial management – budgeting, tracking, forecasting, processing of program budgets ranging from \$100,000 to \$1.5 million dollars;
- Effective written and verbal communication skills (including reports, proposals, letters, manuals, guidelines, presentations, meetings, explaining complex issues, policies, procedures, legislation or other information);
- Research and analysis of training program development;
- Facilitation (large and small group processes, training sessions, information sessions);
- Sound analytical abilities;
- Strong interpersonal skills and the ability to lead, motivate, educate and persuade;
- Organization and problem-solving skills; and
- Computer skills utilizing Microsoft Outlook, Word, Excel, and Power Point software.

The above knowledge, skills and abilities are typically acquired through:

- An undergraduate degree from a recognized postsecondary institution in Business Administration, Human Resources, Education, Social Sciences, Indigenous studies, or related field;
- Two (2) years of experience in human resources, training and development, or another relevant field;
- An acceptable combination of education and experience may be considered.
- The ability to communicate in more than one of Nunavut's official languages is 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 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.

Daily use of computers and other office equipment;
 Much time is spent in a sitting position with frequent opportunity to move about;
 Extended work hours are necessary on occasion to complete projects and to address immediate concerns.

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.

Works in typical office environment.
 May have to travel irregularly within Nunavut to conduct orientations, meet with other departments, boards, agencies employers to set up training programs and to attend or deliver training workshops.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and Hearing, and judge speed and accuracy.

Prolonged attention to detail is required when preparing, assessing, and reviewing various documents, reading, and preparing reports; and
 Considerable time is spent in meetings, which requires concentrated listening and comprehension.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

Tight deadlines, heavy workload, changing priorities and multiple demands;
 Overtime may be required; and
 Occasional travel within and outside Nunavut may be required.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
Date:	Date
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.
_____ Deputy Head Signature	
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”.