

1. IDENTIFICATION

Position No. 10-13491	Job Title Tobacco and Cannabis Program Officer	Supervisor's Position Manager, Tobacco and Cannabis Programs	
Department Health	Division/Region Population Health	Community Iqaluit	Location Sivummut Building
Freebalance Coding:		10225-01-1-235-1000000-01	

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Tobacco and Cannabis Program Officer is the financial and administrative support for Tobacco and Cannabis programs. The position is responsible for the coordination, administration, and financial organization of programs that are developed by the division and delivered to Nunavummiut. This support enables the division to build strong territorial, regional and community relationships.</p> <p>The position ensures that office activities and financial expenditures made by the division are thoroughly documented, tracked, and examined. The position is responsible for providing expert guidance to management and team members in terms of financial and administrative processes. The position will be responsible for the all documentation, tracking, and management of contracts with Out of Territory (OOT) vendors as well as In-Territory and In-Community vendors that provide contract-based supports to the division.</p> <p>The position will support research projects as well as assist the tobacco and cannabis teams with public outreach and community development initiatives. The position will also be responsible for the coordination and organization of special events and program related activities.</p>

3. SCOPE

<p>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> <p>The Program Officer will ensure dedicated and detail-oriented oversight of the Tobacco and Cannabis financial and administrative activities. The position ensures that priorities and commitments are tracked and fulfilled, contribution agreements are drafted, documents are processed and approved in a timely manner, information regarding application processes is provided, post contribution agreement queries are responded to and professional correspondence is prepared to support the work of the division.</p>

The position will work with contract administration and finance personnel in the Department of Health and in the Department of Finance to achieve the financial objectives of the Tobacco and Cannabis programs and will support timely, accurate and effective management of resources. The position will ensure that all contracts and invoices originating from OOT, In-territory, and/or In-Community vendors are correctly processed and accurate.

The position acts independently in completing tasks and will collaborate with territorial, regional and community program personnel to ensure consistency and compliance with approved and established approaches to program applications and reporting requirements.

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.

1. Oversees financial processes, financial monitoring and reporting for Tobacco and Cannabis Programs by:

- Conducting extensive verification and control processes to evaluate compliance and data accuracy, to monitor expenditures and program related spending;
- Identifying and initiating corrective actions related to discrepancies in program accounts;
- Providing information and financial data to assist in the drafting of business cases;
- Receiving invoices, verifying accuracy, checking calculations and preparing expense vouchers for approval;
- Processing and/or developing work orders, expense vouchers, invoices, coversheets, sole source contracts, justification letters, and any other formal or procedural documents as required including, but not limited to monthly and quarterly reports;
- Conducts regular and routine analysis of financial records and activity reports to ensure the success of the programs and support the on-going development of project forecasting;
- Maintains diplomatic communications and relationships with all vendors.

2. Provides effective contract management support by:

- Preparing and drafting program contracts and contribution agreements;
- Preparing contract amendments or extensions for approval and processing through the Contracts Division;
- Ensuring that contribution agreements and contracts are directed through the appropriate channels in the GN and community partners to ensure timely execution and processing;
- Preparing commitments and obligations for approval and ensuring these documents accompany the contract for data entry in Department of Finance;
- Maintaining service contracts such as LCA books;
- Maintaining security and confidentiality of information regarding contract management administration.

3. Liaises with internal and external partners to improve communication strategies and community relations by:

- Acting as the primary person responsible for general inquiries for Tobacco and Cannabis information from internal and external sources (e.g. training opportunities, and funding applications);
- Communicating effectively with community, regional, and territorial partners and the general public;
- Communicating with community, regional and territorial program leads concerning issues related to the community-based tobacco programs or other projects undertaken by the division;
- Problem solving and making prompt and appropriate decisions to support the division in successfully achieving program objectives and goals;
- Supporting the division in outreach and community development activities (e.g. visiting schools, engaging with youth, elders and various community members).
- Preparing and distributing information pertaining to Tobacco and Cannabis programs and services such as Public Service Announcements (PSAs), program calendars, program summaries, new letters, and other documents;
- Organizing, sending, and tracking materials to Health Translations to ensure documents intended for public distribution are available in all of Nunavut's official languages;
- Updating and maintaining related Facebook and media accounts as directed.

4. Provides program and logistical support to facilitate the achievement of divisional goals by:

- Advising program staff immediately of potential problems or urgent situations regarding program administration;
- Bringing forward program issues to be raised at various committees, working groups or task groups;
- Establishing and maintaining tracking systems to ensure project completion, accountability and follows-up on outstanding issues and/or initiatives;
- Assisting with research projects and analyzing to provide input and support to programs;
- Event planning and providing support for meetings, workshops and training sessions;
- Developing yearly calendar of promotional events;
- Preparing correspondence, reports and presentations for the section as required;
- Attending meetings to take minutes and take care of logistics as required;
- Making travel and/or accommodation arrangements for the Manager, team members and regional or community partners;
- Working closely with divisional and departmental staff to ensure appropriate information sharing and planning of special events and activities.

5. Provides administrative functions to support tobacco and cannabis programs by:

- Identifying and prioritizing all issues related to administrative support processes;
- Developing and maintaining computerized records management systems to store and process information and data;
- Copying and retaining program documentation, recording logs and delivering invoices or contracts for processing and payment to the Department of Finance;
- Preparing written or electronic correspondence, materials, packages for distribution;
- Maintaining a bring forward system to highlight ongoing issues and to ensure that

- deadlines are met;
- Arranging and participating in orientation and training activities for new employees to the division;
 - Submitting internal requisitions and purchasing supplies as needed;
 - Providing administrative support, answering phone calls, answering inquiries, taking messages and responding to emails on behalf of the team;
 - Booking and arranging meetings on behalf of the Manager; and
 - Performing other duties as assigned.

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 behaviours 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

- Methods and techniques of office and financial administration including contract administration;
- Methods and techniques of records management;
- Methods and techniques of project management;
- Community structures in Nunavut and Inuit Societal Values;
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices;
- Awareness of Tobacco and Cannabis programs and related evidence-based practices and resources.

Skills and Abilities

- Independent decision making and problem-solving skills;
- Research skills;
- Detail oriented in order to document and communicate information efficiently and accurately;
- Effective verbal and written communication skills;
- Exemplary interpersonal skills;
- Computer literacy, including MSOffice suite of products and financial/database systems;
- Organizational and time management skills;
- Creative thinking in order to analyze and simplify complex situations;
- Sensitivity to cultural issues and social perceptiveness;
- Ability to plan and prioritize work efficiently;
- Ability to manage highly sensitive information in a secure and confidential manner;
- Ability to work independently and under pressure;
- Ability to work as a team member and support open communication/problem solving.

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

- A certificate in business administration or related field;

- Two years' experience working in program coordination, financial administration, project management or related experience;
- 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.

Highly Sensitive Position and a Criminal Record and Vulnerable Sector Check will be required.

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.

- Daily use of computers and other office equipment;
- Lifting and carrying office supplies and materials.

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

- Works in a typical office setting;
- Travels to northern communities and spends time outside for cultural and community events.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments 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.

- Attention to detail is required when preparing and reviewing documentation and financial reports;
- Spends time on the telephone and in face-to-face meetings dealing with a variety of issues, where being extremely attentive to detail is required.

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.

- Coordinates a large and varied workload that is subject to competing priorities and demands from staff members; must meet weekly, monthly and on-going deadlines;
- Regular interaction with internal and external partners including vendors;
- Occasional travel to Nunavut communities may be required;
- Workload and deadlines may require occasional overtime.

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”.