

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
17-13985	Territorial Food Security Coordinator	17-12604 Director, Poverty Reduction

Department	Division/Region	Community	Location
Family Services	Poverty Reduction	Iqaluit	Iqaluit

Freebalance Coding:

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

Reporting to the Director, Poverty Reduction, the Territorial Food Security Coordinator is an important strategic position which will provide technical expertise and policy leadership on the issue of food security and food sovereignty which is of considerable political interest and priority for Nunavut. The coordinator will be accountable for developing a range of solutions to food insecurity in the Territory by creating, implementing, coordinating and overseeing policies, programs, projects and supports. The coordinator will also act as a key support for community organizations leading food security projects and as a key support in facilitating coordination of initiatives across Government departments and across agencies. Initiatives will be developed within the context of the Nunavut Food Security Coalition Action Plan.

The Poverty Reduction Division has a mandate to support the coordination and reform of programs and initiatives to better support vulnerable Nunavummiut and to support community-based organizations in the delivery of community initiatives that aim to reduce poverty in Nunavut. The Division is responsible for developing and implementing Makimaniq Plan II: A Shared Approach to Poverty Reduction, the Nunavut Food Security Action Plan and the Nunavut Homelessness Action Plan.

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?**

As food insecurity (ultimately hunger) affects most households in Nunavut, this position will have a significant impact on addressing food security issues in Nunavut and will thus affect the well-being and quality of life of Nunavummiut.

While positioned within the Department of Family Services and reporting to the Director, Poverty Reduction, this position will work in partnership with senior officials in various GN departments, Inuit organizations, and the not for profit and private sectors who will form the Nunavut Food Security Coalition. The position will ensure that a robust strategy and implementation plan to address this issue are developed, accompanied by a strong evaluation framework.

The incumbent will be providing technical and policy leadership. Under a collaborative strategy, each department or organization involved in the Nunavut Food Security Coalition will have specific tasks

that are associated with their involvement. The incumbent will act as a team leader and overall coordinator of the implementation of the strategy with these various partners and will track and monitor this implementation. The coordinator will have a particular role in helping to build the capacity and in providing support to community-based organizations leading food security initiatives.

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. **Providing overall leadership, planning, coordination, and communication related to the development and implementation of the territorial food security strategy and action plan by:**
 - Ensuring Nunavut Food Security Coalition partners are engaged appropriately at all stages in the development and implementation of the strategy and action plan;
 - Ensuring the project is managed by advancing work to achieve the objectives of the food security strategy and action plan;
 - Developing and maintaining processes and documentation to monitor and evaluate all aspects of this project;
 - Undertaking procurement processes to engage appropriate specialized expertise in evaluation, research and food security program and policy development;
 - Managing all related contracts, processing invoices, monitoring progress, addressing contractual concerns as they arise;
 - Ensuring cultural relevance of all stages of initiative;
 - Developing an annual work plan, consistent with the funding agreement with Health Canada for these funds;
 - Initiate pilot projects that have as a goal to prevent and address the root causes of food insecurity.
 - Ensuring evidence-based and rigorous approaches are taken with this project and that appropriate public policy options are developed – optimizing impact for Nunavummiut;
 - Monitor and research current developments in food security and food sovereignty policy and facilitate information and knowledge sharing about these developments amongst Nunavut Food Security Coalition partners
 - Work with Coalition partners to identify knowledge gaps and potential focus areas for new or enhanced research studies
 - Work to connect various partners to improve coordination of food security initiatives
2. **Advocate for greater awareness and understanding of food insecurity in Nunavut and its root causes and for greater investment in solutions that will prevent and address food insecurity**
 - Developing collaborative partnerships which are key to the success of this initiative, including partnerships between Coalition members and with external stakeholders;
 - Encouraging and facilitating regular open communications to ensure that all partners are appropriately engage and their perspectives are integrated into the territorial strategy and implementation plan to be developed;
 - Respond to enquiries from external stakeholders about food security projects and build their awareness and understanding of the Nunavut context, factors contributing to food insecurity and efforts underway to address food insecurity;
 - Advocate for and seek out additional funding sources to support food security and food sovereignty initiatives in Nunavut.

- Represent the Department and Coalition on a wide variety of inter-departmental, Federal/Provincial/Territorial and food security working groups.
- 3. Provide support to build the capacity of community-based food organizations and to strengthen community-based food security initiatives by;**
- Identify and build partnerships with community food security champions and organizations;
 - Support communities in developing project ideas, submitting funding proposals, and developing tools to monitor project impact;
 - Providing mentorship and coaching;
 - Communicate and share information about food security supports and initiatives;
 - Facilitate a sharing network amongst communities;
 - Developing training opportunities for community-based food organizations;
 - Develop tools and resources to help organizations in developing and managing projects.
 - Oversee the administration of the Nunavut Food Security Coalition's Community Food Security Project Fund, including the drafting of contribution agreements and ensuring accountability through the review of project reports.
- 4. Providing effective communication related to the project by:**
- Developing executive correspondence related to this interdepartmental initiative;
 - Facilitating meetings with officials from various departments;
 - Developing briefing and other materials for executive management and the public;
 - Representing DFS regularly in interdepartmental / intersectoral meetings and with senior executives.
 - Proposing and contributing content on the divisional and departmental website, newsletter and the Division's participation in social media.
 - Undertake the planning and coordination of Nunavut Food Security Coalition teleconference and in person meetings.
- 5. Ensuring responsible financial management by:**
- Overall administration of project funds Initiating contracts and processing invoices;
 - Maintaining records of activities and expenditures;
 - Working with DFS corporate services to ensure appropriate financial processes followed;
 - Completing reporting documentation required by Health Canada.
- 6. Implementing appropriate records management by:**
- Maintaining all project records (minutes of steering committee meetings, financial records etc.) using approved GN records management systems.
- 7. Performing administrative tasks as required:**
- Minimal administrative support is available for this position, therefore, incumbent will be responsible for all administrative tasks associated with this initiative.

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.

In order to effectively lead this project, the incumbent requires both strong project management skills and a solid understanding of government processes for the development of public policy, and preferably specific expertise in the area of food security.

Contextual Knowledge

- Theories, principles and practices of community development
- Theories, principles and practices of community engagement event planning and management
- Theories, principles and practices of facilitation
- Theories, principles and practices of building and maintaining inter-sectoral collaboration
- Theories, principles and practices of project management
- Theories, principles and practices of procurement and contract management
- Theories, principles and practices of policy development
- Theories, principles and practices of program evaluation
- Theories, principles and practices of financial administration
- Knowledge of Nunavut and Inuit Culture

Skills and Abilities

- Proficiency in word processing, spreadsheet, and presentation software applications
- Ability to track and manage multiple sources of data
- Highly skilled in interpersonal communication, problem solving, innovative thinking, active listening, oral presentation, and the communication of complex information
- Demonstrated superior writing skills for strong policy and advocacy documents, clear correspondence with academic partners, executive correspondence
- Strong verbal communication skills with demonstrated proficiency in group facilitation, community development activities and stakeholder engagement
- Advanced understanding of research to action, and research informed policy development.
- Time management skills and working to deadlines are essential.

The above knowledge, skills and abilities are typically acquired through

- An undergraduate degree in community or public policy development or other related field;
- 2 years of related experience
- An acceptable combination of education and experience may be considered.

The following are considered assets for the position:

- Ability to speak Inuktitut is an asset
- Experience working in Inuit Contexts
- Experience in working in the Public or Not for profit Sector

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.

Sitting for prolonged periods of time in front of a computer or on the telephone
Lifting and carrying boxes up to 20 pounds

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.

Exposure to noise related to open working environment

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.

Focused listening requirements
Keen observation during group facilitation Intense reading of proposals and reports for clarity and understanding, communications and updates
Open office working environment can be noisy or distracting
Regular use of teleconferencing requiring close attention

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.

Intense concentration requirements for teleconferences, meetings, development of documents etc. may contribute to anxiety or tension

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”.