



JOB DESCRIPTION
General Manager, Nunavut

Job title	<i>GENERAL MANAGER, NUNAVUT</i>
Reports to	<i>EXECUTIVE DIRECTOR</i>

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PURPOSE

Since 1967 the Chamber of Mines (hereinafter the “Chamber”) has been the voice of the Northern mining and exploration industry. The overall goal of the Chamber is to promote the industry to northerners, Canadians and the world at large.

The Chamber’s Vision is: *A strong minerals industry that benefits the Peoples of the North.*

The Chamber’s Mission is: *To provide leadership on, and advocate for, responsible and sustainable mineral exploration and development in the NWT and Nunavut.*

The Chamber engages and advises governments, regulatory agencies, investors, communities, Aboriginal groups, non-governmental agencies, the media, schools, post-secondary educational institutions, and the general public. The Chamber’s primary objective is to encourage, assist and stimulate the prosperous, orderly and environmentally responsible development and growth of mining and mineral exploration in the NWT and Nunavut.

SCOPE

Reporting and accountable to the Executive Director, the General Manager (GM), Nunavut contributes to achieving the goals and objectives of the Chamber as determined by the Board of Directors. The GM is key to service and program delivery as well as Chamber operations in Nunavut. The GM provides advice and support to the Executive Director and the Board on all matters related to the Chamber in Nunavut, including acting as point of contact for the Nunavut exploration and mining industry.

PRINCIPAL ACTIVITIES:

The GM works to achieve the Vision and Mission of the Chamber in Nunavut by:

- Implementing and delivering on the Strategic Plan, including working to achieve the Chamber’s goals & objectives for Nunavut;
- Making decisions, taking actions, establishing practices, and developing programs, in compliance with the Chamber’s policies; and
- Maintaining an office and Chamber presence in Nunavut as an extension of Chamber programs and operations in Yellowknife.

The GM provides advice and support to the Executive Director and the Board by:

- Advising the Executive Director and the Board of Directors on Nunavut issues that may affect the Chamber or its members;
- Representing the interests of Nunavut members, by organizing and participating in working groups of the Board and/or participating in other Nunavut organizations to address issues of interest and concern;
- Providing the members and working groups with information that informs their decision-making, monitoring and incidental purposes;



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- Informing decision making or actions by the Board through preparation and presentation of correspondence, briefings, research and reports;
- Ensuring the interests of Nunavut members are presented to the Executive and Board of Directors in a timely manner for any decisions on implementation in accordance with Chamber policy, budget and directives;
- Informing the Executive and the Board on administrative, financial, legal, and procedural issues related to Nunavut;
- Researching information as requested or as is required to inform Chamber operations or decision making especially on new or emerging issues related to Nunavut;
- Identifying and taking action on Nunavut issues in conjunction with Nunavut members;
- At the direction of the Executive Director, negotiating and administering funding or other agreements with various governments, business development agencies and land claim organizations and Institutes of Public Government (IPGs);
- Representing the Chamber and membership at various meetings; and
- Scheduling, planning, organizing and following up on public meetings and community consultations related to Chamber activities, as appropriate.

The Chamber is a small organization, and the GM will also assist and participate in Chamber activities that serve the interests of members in both jurisdictions, eg, communications and public awareness activities, at the direction of the Executive Director.

The GM acts as point of contact for the NWT & Nunavut Chamber of Mines in Nunavut and the Nunavut mining and exploration industry by:

- Establishing and maintaining positive professional relationships with representatives from federal and territorial governments, land claim organizations, institutions of public government, other industry and business associations, companies, and the general public;
- Providing professional representation for the Chamber in public, community and other forums ensuring the Chamber's voice on Nunavut issues is heard in an impactful way;
- Establishing a "positive public image" for the Chamber by attending events and activities in Nunavut, the NWT and elsewhere in Canada, including preparing and delivering presentations, speeches, regulatory submissions and other public forums; and
- Providing interviews and writing articles to explain Chamber initiatives, policies and positions as they apply to Nunavut.

The GM manages the Chamber's operations in Nunavut by:

- Preparing, in consultation with Nunavut members and other Chamber members and staff, operational plans, and budgets for approval by the Board;
- Delivering on approved plans and budgets, including preparing funding applications and submitting activity and annual reports to funding agencies as required by those agencies;
- Advancing the NU office to self-sufficiency by soliciting new memberships, taking on revenue-generating projects, seeking outside funding support, etc.; and



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- Enhancing public and investor awareness by participating in public activities (i.e., trade shows, speeches, presentations, and by developing and distributing promotional and educational materials and a variety of Chamber communications tools.

EDUCATION & EXPERIENCE

- Degree in the geosciences, mining engineering, business management, political science, communications or social science fields;
- Experience working with elected Boards and not for profit organizations;
- Experience working with governance and operational policies;
- Experience in working with a variety of partners/funders, including industry, government, Designated Inuit Organizations and knowledge of their funding processes and programs;
- Experience working in the minerals industry would be an asset; as would
- Experience running a small office with minimal assistance.
- Equivalencies may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of northern and Inuit communities, and their political, socio-economic and cultural environment. Experience in working in Nunavut with Inuit organizations would be an asset;
- Knowledge of the northern minerals industry, the mining cycle and the potential for minerals development in the North, including the Nunavut Agreement;
- Knowledge of natural sciences, in particular, geology, would be an asset;
- Able to deliver effective multi-faceted marketing and communications plans and relevant communications tools;
- Able to work on a team where geographical challenges exist and able to work cooperatively with staff, volunteers, and other organizations;
- Able to create and manage budgets within an established framework and to prepare funding applications. Where funding is approved must be able to prepare and submit activity and annual reports fulfil funding agency requirements;
- Proficient in MS Office, specifically PowerPoint, Excel, Word, Outlook, social media.
- Ability to research and make effective use of the Internet;
- Must have excellent written and verbal communication skills, including public presentation skills;
- Ability to work without day to day supervision but able to take direction and feedback from Executive Director;
- Ability to summarize complex issues in concise briefing notes, on short notice, for the Executive Director and the Board.



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WORK LOCATIONS & CONDITIONS

- This position is situated in the NWT & Nunavut Chamber of Mines' office in Iqaluit, NU;
- The GM is expected to work a regularly-scheduled 40-hour week from Monday to Friday;
- The General Manager is expected to work some evenings and weekends for public awareness events such as Geoscience Forum in Yellowknife, the Nunavut Mining Symposium in Iqaluit and other annual industry conferences such as PDAC in Toronto and Round-up in Vancouver. Some travel to northern communities may be required;
- The work schedule is dependent upon operational needs and may be subject to change when travelling to communities or due to weather. There is flexibility in work hours and all reasonable requests for work arrangements will be considered;
- The General Manager will occasionally be required to work at inside and outside venues and in all weather conditions.

PHYSICAL REQUIREMENTS

- Physical demands of the job will be moderate and could include the requirement to carry moderately heavy boxes and display materials to various public and community events.
- The incumbent may be required to stand for extended periods during public presentations and trade shows, and to sit for extended hours working on a computer or attending meetings.

REPORTING

- The General Manager will report to the Executive Director, and will work cooperatively with the Office Manager and other staff in Yellowknife.
- This position has no direct reports.

SALARY

- Compensation will include salary commensurate with experience and education and a comprehensive benefits package.
- A northern allowance and a housing allowance is included in the compensation package for this position.

Approved by:	<i>Tom Hoefer, Executive Director NWT & Nunavut Chamber of Mines</i>
Date approved:	<i>June 19, 2017</i>
Reviewed:	