

1. IDENTIFICATION

Position No. New - 2020	Job Title President, Kivalliq Development Corporation	Supervisor's Position Chairperson of the Board, KDC	
Organization Kivalliq Development Corporation	Region Manitoba	Community Winnipeg	Location Kivalliq Inuit Centre

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Under the Nunavut Land Claim Agreement, Sakku Investments Corporation (Sakku) and Nunasi Corporation (Nunasi), deemed as Inuit Birthright Development Corporations, owns 100% of the Kivalliq Development Corporation (KDC) in equal shares. As the shareholders, Sakku and Nunasi appoints the Board of Directors for KDC to provide the direction and focus of long-term goals, strategies, and policies reflective of Inuit values.</p> <p>The President's responsibilities consist of providing organizational leadership in directing and coordinating the activities of the Kivalliq Development Corporation in its capacity of operating the Kivalliq Inuit Centre (KIC) in Winnipeg. The position provides leadership in formulating policies, managing daily operations, and planning the use of materials and human resources for all KDC's functional requirements. These duties extend to provide KDC's Board of Directors with operational information for the Board to fulfil its oversight functions.</p> <p>In this position, the incumbent provides oversight and guidance for the continuing development and upkeep of operational procedures and performance requirements related to KIC's activities. The President also has hiring responsibilities for the company's human resources requirements, in compliance with fiscal controls approved by the Board of Directors for the Kivalliq Development Corporation. Human resource allocations are to meet the operational needs, and in compliance with the requirements of the Government of Nunavut's Boarding Home Contractual Agreement, as identified by KDC's senior managers and set forth by the Board of Directors.</p>
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3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other joint venture companies, the organization 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 President, Kivalliq Development Corporation's position is located in the Kivalliq Inuit Centre in Winnipeg, Manitoba and reports directly to the Chairperson of the Board for KDC. This position is responsible for overseeing the management team responsible for running the daily operations and for its planning and use of materials and human resources that supports a multi-faceted business structure, as part of KIC's administration.</p> <p>The President is required to provide managerial and operational leadership, ensuring that the operational capacities of the company are adequately met. The President is also responsible for producing financial and operational reports used to inform the Board of Directors for KDC regarding activities and performance of the company. Additionally, the President of KDC attends and participates at synergy meetings which are held with other Boarding homes that are owned by the Kitikmeot Corporation, Qikiqtaaluk Corporation and Nunasi Corp.</p>

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.

Oversee the development of operational plans for the Kivalliq Inuit Centre and support KDC's senior management in forecasting budgets and activities related to the GN's Boarding home contract, by:

- Providing independent and objective advice and recommendations, regarding decisions or courses of action being proposed for the Kivalliq Inuit Centre, and offering corrective evaluations;
- Providing professional advice and support to KDC's management in the implementation of budgets and operational forecasts for the analysis and reporting of a project's viability;
- Identifying potential problems or difficulties in the budget, and in expenditure or revenue management, and recommending solutions to the Chairperson and Board of Directors for KDC;
- Providing timely and comprehensive briefings on the expenditures and revenues against budgets and cash flows to senior management and the Board of Directors as and when warranted;
- In consultation with staff, reviewing existing procedures and revenue collection cycles, and making recommendations to the Board of Directors for improvements to KDC's working practices.

Prepare operational information and/or reports for management, the Board of Directors, and for submission to stakeholders as required, related to KDC's operations, by:

- Working closely with the Chairperson of the Board and by providing operational advice and analytical support in the production of reports, regarding the status of business initiatives;
- Organizing and presenting KDC's operational budget, including development of annual cash flow reports showing the company's projected monthly expenditure/revenue;
- Where appropriate, providing professional opinion and support for the evaluation of cost-benefit returns on investments, economy, efficiency and effectiveness on business initiatives;
- Taking appropriate action to bring together information regarding collaborative investment opportunities, such as for P3 or negotiated projects, researching industry government initiatives.

Provide organizational & operational leadership in directing/coordinating the activities of the Kivalliq Inuit Centre, and in overseeing the management of the operations for the company, by:

- Establishing operational policies/procedures pertinent to KDC's functional requirements, and working with senior managers, to ensure that company goals & objectives are being met;
- Identifying operational needs and coaching, mentoring, and helping senior managers to improve their working knowledge or skills, so that all units are operating efficiently and effectively;
- Providing guidance and direction to subordinates, including setting performance standards and monitoring their performance, based on clear objectives and specific goals for the tasks;
- Preparing work schedules and assigning duties as required, while developing and maintaining constructive and cooperative working relationships with others;
- Providing oversight and support in formulating policies and procedures related to KDC's human resources, including wages, leave entitlements, and other related employee benefits.

Oversee the hiring and professional development responsibilities for the company's human resources requirements, in compliance with the KDC's goals and objectives, by:

- Contributing in KDC's professional development activities and taking a leadership role that encourages others to build mutual trust, respect, and cooperation among team members;
- Supervising and administering the maintenance of performance evaluations for KDC's staff, and others as requested, including overseeing annual reviews of the system's data;
- Consulting on legal or regulatory requirements, to ensure that appropriate adherence to training requirements are maintained, positioning KDC to meet its contractual obligations;
- Identifying the educational needs of KDC's staff and working with management to develop strategies for training programs and instructional materials pertinent to KDC's undertakings.

Other duties as assigned by supervisors include:

- Providing guidance and expert advice to management, or other groups, advocating KDC's business interests with a focus on obtaining new or additional work from related industries;
- Communicating, sometimes in public settings such as in job fairs and delivering presentations, representing the company to customers, government, and other external sources;
- Providing instructional and training support on the use of various equipment and their related functions or applications and promoting safety and proper use to KDC's staff.

Supervisory:

- The incumbent functionally oversees delivery of the company's operational requirements by supervising KDC's senior managers, ensuring compliance with all work-related protocols;
- This position also supervises KDC's administrative staff, consulting with management for the upkeep and hiring of the company's employees needed to conduct business.

Working Environment:

- The incumbent works directly with the company's senior managers as supervisor on a daily basis and provides professional advice and support to the Chairperson of the Board as and when warranted;
- Operational engagements include collaborating with the Chairperson of the Board regularly and in meeting with KDC's management and/or the Board of Directors quarterly (in person & by telephone).

Operational Network:

- The President provides organizational leadership in the areas of operations & business management, including exploring funding opportunities and efficiencies within a hospitality & services environment.
- The incumbent also acts as a key liaison to other operational and commercial service providers, which are 3rd party, and/or joint ventures, including when meeting with other Inuit owned Boarding homes.

Political/Organizational:

- Kivalliq Development Corporation is assigned with providing medical Boarding home services to the Inuit of the Kivalliq region through a publicly tendered contract by the Government of Nunavut.
- Responding to the mandate of its owners, KDC is required to make a profit and in turn provide a dividend to its shareholders, balancing services and profits considering its client base and their needs.

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.

Knowledge:

- 5 years or more of progressive management experience, with a thorough understanding of practices and standards relevant to KDC's business interests, is necessary in this position;
- Demonstrated strengths in operational planning, supplemented with a strong understanding of financial and human resource management, is compulsory when running a medical Boarding home;
- The incumbent must have a strong working knowledge of computer programs, specifically with word processing, spreadsheets, database, e-mail, and related Internet programs and various record keeping.

Skills:

- Strong background in managing human and operational resources, supplemented with solid oral and written communication skills, normally gained through work experience, is required;
- Reliable capabilities in producing operational/statistical reports, understanding and interpreting contractual agreements & policies, and the ability to relay information to others are firm pre-requisites;
- A high level of communication skills, tact, and diplomacy are required to provide an appropriate level of service to business/client groups, which can include external 3rd party and commercial funders.

Abilities:

- Proven ability to organize own work and that of others, often to meet tight deadlines, acquired through work experience and/or formal education in related fields is compulsory;
- Established work history in administrative and operational fields supplemented with supervisory experience, with an aptitude to lead, is also a strong attribute for the position;
- Similarly, this background, knowledge, skills and attitudes would normally require several years of positive and progressive work experience in a field of hospitality services and management.

Education and Experience:

- Completion of a bachelor's degree in Business Administration and/or in a field related to the activities of the Kivalliq Inuit Centre;
- A Diploma in Business or Public Administration and/or 5 years of work experience in a managerial capacity may be considered;
- Above must include a positive history of directly related work experience at a management level.

Cross Cultural Awareness:

- The incumbent requires knowledge of Inuit cultures, cross cultural processes, and an understanding of the organization and structure of the Designated Inuit Organizations.
- A functional level of fluency in written & oral Inuktitut is a definite asset in this position.

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.

- Physical effects are experienced due to prolonged interaction with computer in a sitting position including eye strain, back discomfort, and keyBoard induced tensions;
- Workload and work environment result in limited opportunity for the incumbent to control these effects and reading/producing operational reports may add to these fatigue factors;
- The incumbent is required to work overtime during critical periods of operational cycles.

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.

- Work is conducted in a busy office with phones, fax machines, photocopiers, and visitors to the office on a daily basis and the requirement to provide informational support is high;
- Incumbent works in an office environment with some exposure to conditions that are external to the working nature of administration, when responding to the needs of clients that are on medical travel;
- The high number of clients that are accommodated at the KIC, combined with KDC's high service standards is a significant demand requiring an elevated degree of attentiveness to provide comfort.

Sensory Demands

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

- The nature of work requires regular use of a computer at a desk with a high degree of concentration and focus reading legal and written material of an interpretative nature;
- The incumbent also spends time reviewing various financial documents that require astute attention to detail, particularly when intended to provide information to others;
- Strong focus during operational reporting & providing insight during meetings 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.

- The incumbent works in an area of high interest that must meet the public's expectations;
- Pressure to meet deadlines and perform urgent tasks simultaneously can place considerable stress & fatigue, which can be a challenge due to industry partners that rely on the work;
- Disruptions in lifestyle may be caused by periodic travel to meeting/workshops in other locations to attend, along with frequencies that may increase as the client base of the operations expands.

7. CERTIFICATION

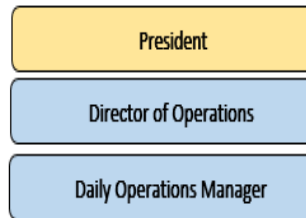
<p>_____</p> <p>Employee Signature</p>	<p>Chairperson, Kivalliq Development Corporation</p> <p>_____</p> <p>Supervisor Title</p>
<p>_____</p> <p>Printed Name</p>	<p>_____</p> <p>Supervisor Signature</p>
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify this job description is an accurate account of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Chairperson, Kivalliq Development Corporation</p> <p>Date: _____</p> <p>I approve the delegation of the responsibilities outlined herein and agree that these duties are applicable within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

An Organizational Chart attached, page 7, indicates the incumbent’s position, peer positions, subordinates and supervisor positions, and includes representation of corporate accountability.

“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”.

Kivalliq Inuit Centre - Organizational Chart



Department	Full-time Employees	Part-time Employees	Casual Employees
Recreation	1		
House Keeping	3	3	5
Reception	16	5	7
Transportation	9	4	8
Kitchen	10	3	
Administrative	1		

