NUNAVUNMI INIRNIRIT ILIHARVIAT
COLLÈGE DE L'ARCTIQUE DU NUNAVUT

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NUNAVUT ARCTIC COLLEGE

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
70-13222	Senior Instructor, Equipment Operator Programs	Chair, Industry Training

Department	Division/Region	Community	Location
Nunavut Arctic College	Industry Training/Kivalliq	Rankin Inlet	320

Freebalance Coding:	03300- 01-3-333-0302001-04-????

2. PURPOSE

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

Under the supervision of the Chair, Industry Training, the incumbent is responsible for the management of the program's trades staff in the Kivalliq Campus and for all aspects in the delivery of Equipment Operator trades programming that are based in Nunavut. Organizational responsibilities include for the administration of base funded and 3rd party trades programming offered in the Kivalliq Campus and third party funded programs throughout Nunavut; overseeing the budgeting and financial aspects, and for providing the accountability of the various programs, accordingly.

In addition, the incumbent provides for the overall planning, instruction, reporting & delivery of Nunavut's Equipment Operator Program and professional driver training programs; and is responsible for also providing program management for the delivery of related Pre-employment and Equipment Simulator programs.

The above duties require the incumbent to manage the Nunavut Equipment Operator Trades Training and the inventory of equipment, tools and supplies, including the stock of traveling supplies sent with related programs being offered across Nunavut. As part of a key management team, the incumbent provides educational leadership in related Equipment Operator programming and driver training programs, being in part responsible, for the successful delivery of the GN's Trades Training Strategy.

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?

The incumbent provides a pivotal role for successful delivery of equipment programs for adult learners across Nunavut. The incumbent works closely with Nunavut Arctic College trades programming, delivered through Territorial, Regional Campuses & Community Learning Centers, across Nunavut. The incumbent also works closely with community groups, governments, and businesses; particularly with the Nunavut Apprenticeship, Occupational & Certification Board, to assist in the planning, and the successful delivery, of Nunavut's trades development and training.

The incumbent will also consult/negotiate with client groups, for the delivery of 3rd party funded programs, throughout Nunavut, on behalf of the College. Decisions and recommendations made by the incumbent will directly impact the operation of the GN's Trades training programs, in a significant area of trades build-up for Nunavummiut.

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.

Planning, coordinating delivery of Nunavut Arctic College, Territorial, Regional and Community based Pre-employment & Equipment Industry Accepted programs, by:

- Consulting with special interest and working groups involved in Nunavut's trades training.
- Providing information to community organizations, municipal and Territorial governments and to private businesses, as is required for the set up and delivery of the training programs.
- Consulting with the College's Senior Management Staff, for training needs, and planning for the delivery in the Territorial Centres, Regions and/or Communities, as required.
- Providing cooperation & close working relationships with related Grades School programs.
- Responding constructively to requests for training & provide appropriate up-dates to others.
- Organizing all aspects of course and program delivery including the set-up, including for the ordering of educational materials, supplies, tools and equipment, as required.
- Planning and arranging the shipping, housing and travel to communities, and conducting community relations and/or marketing of courses and programs, on behalf of the College.
- Interviewing and assisting with selection of program staff and establishing a human resource and professional development plan for newly recruited and existing staff.
- Supervising staff performance, conducting or reviewing performance evaluations annually.
- Providing educational counseling for program instructors and course learners.
- Ensuring that all documents concerning registration, learner and instructor reports and evaluations, terminations, and program records for learners are accurate and up to date.
- Assisting in participant recruitment and final selection; and confirming learner promotions.
- Monitoring learner attendance and performance; advising sponsors of learner

terminations.

Monitors and evaluates training activities to ensure the program and services meet established standards, including Apprenticeship Accreditation, and obligations, by:

- Monitoring delivery of courses including sequencing, course content and course objectives in consultation with instructors, client groups and regional/community staff.
- Ensuring through monitoring and measuring that programs meet established client needs.
- Developing and maintaining lists of resources useful to regional/community based staff.
- Reviewing program documentation including registration, progress and attendance reports.
- Maintaining a large inventory of supplies and equipment that represents current technology used in Industry, that meets CSA safety Standards, and Accreditation requirements.
- Maintaining a selection of trades-related resources that are relevant to the program being delivered; and as essential for Accreditation requirements, for Apprenticeship Programs.
- Ensuring that Trades Programs and Course Outlines are current with Nunavut's Industry and/or Apprenticeship requirements meet accreditation standards, and are approved by the College President.
- Ensuring that Lesson Plans, Syllabus and Timetables are current for the applicable delivery.
- Identifies resources that are to be purchased by the Campus Library, related to the Trades.
- Maintaining health & safety policies, ensuring enforcement and practices are followed.
- Ensuring Instructors maintain Profession Development to stay current with technology.
- Ensuring classroom and shop training facilities are safe; and adequately prepared, to meet current Industry training requirements.

Provide administrative and contractual support to Nunavut Arctic College staff, and to the College's Senior Management Team, by:

- Managing and controlling program base funded & 3rd party funded budgets; $750k – $1M.
- Maintain accurate financial records for the payment(s) of contractors and suppliers.
- Maintaining detailed statistics and course evaluations, for NAC/SMT planning purposes.
- Reviewing program/centre expenditure reports and preparing reports on program activities.
- Participating in informal evaluations of programs & providing updates to working groups.
- Collating and reporting on approved learner evaluations and performance of courses.
- Periodic preparation of reports/statistics related to program activity or for specific groups.
- Writing proposals for program and course delivery, on behalf of the College and 3rd parties.

Design, select and evaluate courses including equipment operator programs and driver training programs, to ensure that training programs and courses are relevant and meet the needs of the learners, by:

- Planning course content, timetables, sequencing, weighting, and scheduling courses.
- Determining instructional requirements and hiring staff for the programs.
- Conducting periodic reviews of courses and programs, course materials, learner evaluation and instructor evaluation techniques.
- Reviewing programs and courses at other educational institutions, reviewing periodicals and literature, industry meetings, board meetings, conferences, etc. to identify and acquire appropriate course/program materials.

Instruct courses on site, to provide intensive, high quality education, and assist others in the scheduling and implementation of community-based training programs, by:

- Arranging the developed curriculum into sequential blocks of instructions.
- Coordinate shop and classroom instruction for shared resources and accommodations.
- Preparing lesson plans, syllabus, methodology of selected instructional techniques & aids.
- Evaluating student performance/requirement, meeting applicable criteria.
- Planning of the delivery of the training courses with college staff and management.
- Traveling to communities to deliver or evaluate community courses programs, or facilities.
- Securing, with the assistance of regional/community staff, facilities for course delivery such as classrooms, shop space, learner and/or instructor travel & accommodations.
- Assist in ensuring equipment, material and resources are available and in working order.
- Preparing and broadly distributing delivery schedules and participant recruitment documents.
- Preparing service contracts to support course delivery, negotiate program/course delivery details such as location, schedule, costs, etc., working with Regional/community staff.
- Providing/distributing College approved instructor qualifications and job descriptions.
- Assisting in the recruitment and selection of instructional and programming staff.
- Assists in coordinating participant recruitment and selection, for course intake, as required.

Conducts other duties, as assigned by the supervisor, including the following:

- Serving as College representation at meetings & presentations, including on advisory bodies.
- Managing and building relationships between the College, clients and with the public.
- Participating in meetings with other educational institutions regarding transfer of credits.
- Preparing documents for contracting of casual & contract staff to prepare program curricula.
- Recommending, prepare briefs, presentations, & summaries for the Senior Management Team.

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:

- Solid knowledge of the construction trades being taught and trades related English, Mathematics, and Science, and experience in Adult Education.
- Familiarity with effective distance education techniques to supplement design and application opportunities across Nunavut.
- Solid knowledge of computer programs such as; word processing, spreadsheet, database, e-mail and Internet programs.
- Detailed working knowledge of the trade's subject areas, how the apprenticeship and related training programs are applicable to Industry.
- Knowledge of northern cultures, cross cultural processes & politics; and an understanding of the organization and structure of the College, its relationships with various partners in the communities, lands claims organization and Nunavut Territory.

Skills and Abilities:

- Demonstrated strengths in organizing, planning and delivering instruction, supplemented with a strong background in both oral and written communication skills.
- Ability to complete research, write and negotiate at a high level;
- Strong aptitude for administrative matters is needed to coordinate all aspects of delivery.

Experience and Education:

- Certification in the field of Equipment Operations;
- An undergraduate degree in the areas of instruction, and/or certificate in adult education is an asset;
- Two years teaching/instruction experience, preferably in a northern setting;
- Management or supervisory experience in a team environment is considered an asset;
- Certificate in Explosive Activated Tools, WHMIS & First Aid would be considered an asset.

An acceptable combination of education and experience maybe considered.

Short-listed candidates may undergo a vulnerable sector check as necessitated by the demographics of the learners participating in the program.

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.

- The responsibilities of this position require the incumbent to lift, roll/move training aids and demonstration equipment on an occasional basis, as part of teaching equipment programs.
- Physical work is required when using/demonstrating application of tools and materials.
- Instructor will be standing while giving lectures and overseeing learner work progress.
- The position requires some traveling to deliver/monitor courses in other communities.

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.

- The equipment in the trades' shops are loud, airborne particulate producing, and dangerous, which requires the following of strict safety procedures at all times.
- Instructors are in a highly visible and responsible position which can be demanding and stressful while dealing with a multiple number of students and delivering training.

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.

- Incumbent spends long hours in intense concentration both of a technical and on an interpersonal nature that requires the ability to listen, read, watch, and discuss issues.
- The incumbent must spend long hours in a classroom and/or shop providing instruction.
- Operation of shop equipment and tools requires constant alertness to potential hazards, especially where there is the added responsibility of ensuring student safety.

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.
• Ongoing occupation development requires constant review of the program on a regular basis. • The responsibilities of the job require the incumbent to work or meet late occasionally. • Incumbent is often made aware of many social problems affecting the students and other people in the community. This makes it difficult to separate work from personal feelings. • The community and Industry's expectations of the Instructor and the College, and of the responsibility to meet the expectations of both groups on a continual basis, is demanding.

7. CERTIFICATION

_____ Employee Signature _____ Printed Name _____ Date:	_____ Supervisor Title _____ Supervisor Signature _____ 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.
_____ President 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 <u>the general nature and level of work</u> 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".

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ᑕᐃᒫᓯᐊ: ᐃᓕᓴᐃᔨᑉ ᐊᖓᔪᖅᑳᖕᒐ, ᓄᓇᓯᐅᑎᕐᔪᐊᓄᑦ ᐊᐅᓚᑦᑎᔨᒧᑦ ᐱᓕᕆᐊᒃᓴᑦ
ᐱᓕᕆᕝᕕᒃ: ᓄᓇᕗᒻᒥ ᓯᓚᑦᑐᖅᓴᕕᒃ
ᓄᓇᓕᒃ: ᑲᖏᖅᓱᓂᖅ
ᓇᓗᓇᐃᒃᑯᑕᖕᒐ: 051-042619-EOP-13222
ᐃᖅᑲᓇᐃᔾᔭᖅ ᖃᓄᐃᑦᑑᓂᖕᒐ: ᐃᖅᑲᓇᐃᔭᐃᓐᓇᕐᓂᐊᖅᑐᖅ

ᑮᓇᐅᔾᔭᒃᓴᓇᔭᖅᑐᖅ: $95,882–ᒥᑦ ᐊᕐᕌᒍᒧᑦ 108,810–ᓄᑦ ᐃᑲᕐᓱᓄᑦ/ᐱᓇᓱᐊᕈᓯᕐᒥ
ᐅᑭᐅᖅᑕᖅᑐᒥ ᐃᓚᒋᐊᕈᑎᖕᒐ: $18,517 ᐊᕐᕌᒍᒧᑦ
ᑲᑐᔾᔨᖃᑎᒌᓄᑦ ᖃᓄᐃᓕᖕᒐᓂᖕᒐ: ᓄᓇᕗᒻᒥ ᐃᖅᑲᓇᐃᔭᖅᑏᑦ ᑲᑐᔾᔨᖃᑎᒌᖕᒐᑦ
ᐃᒡᓗᖃᖅᑎᑕᐅᓂᖅ: ᐃᒡᓗᖃᖅᑎᑕᐅᔪᖅ
ᒪᑐᕝᕕᐊᑕ ᐅᓪᓗᖕᒐ: ᐃᐅᕈ 26, 2019

ᐅᓇ ᐃᖅᑲᓇᐃᔾᔭᒃᓴᖅ ᐱᓇᔪᒃᑕᐅᔪᓐᓇᖅᑐᖅ ᑭᒃᑯᓕᒫᓄᑦ.

ᐱᔪᒥᒋᔭᐅᔪᑦ ᐱᓇᔪᒃᓯᒪᔪᑦ ᐱᓕᕆᕝᕕᐅᑐᐃᓐᓇᕆᐊᖃᖅᐳᑦ ᐊᒃᑐᖅᑕᐅᓴᕋᐃᓐᓂᕐᒧᑦ ᖃᐅᔨᓴᕐᕕᐅᓂᕐᒥᒃ ᑕᐃᒪᐃᑦᑕᕆᐊᖃᖅᑎᑕᐅᓂᖕᒐᓄᑦ ᖃᓄᐃᓕᖕᒐᓂᖕᒋᓐᓄᑦ ᐃᓕᓐᓂᐊᖅᑏᑦ ᐃᓚᐅᕙᖕᓂᖕᒋᓐᓄᑦ ᐱᓕᕆᐊᖑᔪᒥ.

ᑲᒪᒋᔭᐅᕙᒡᓗᓂ ᑲᑎᒪᑎᑦᑎᔨᒥ, ᓴᓈᖅᑖᕈᓐᓇᖅᓯᓂᕐᒧᑦ ᐱᓕᕆᔾᔪᑎᓄᓪᓗ ᐃᖅᑲᓇᐃᔾᔭᑦ, ᑖᓐᓇ ᐃᖅᑲᓇᐃᔭᖅᑎᑖᕆᔭᐅᔪᖅ ᑲᒪᒋᔭᖃᕐᓂᐊᖅᑐᖅ ᐊᐅᓚᑦᑎᓂᕐᒥᒃ ᐅᕿᙱᑦᑐᓂᒃ ᐃᖏᕐᕋᔾᔪᑎᓂᒃ ᐊᐅᓚᑦᑎᔪᓐᓇᕐᓂᕐᒧᑦ ᐃᖅᑲᓇᐃᔭᖃᑎᒌᖕᓂ ᑭᕙᓪᓕᕐᒥ ᓯᓚᑦᑐᖅᓴᕕᖕᒥ ᓇᐅᒃᑯᓕᒫᕐᓗ ᑲᒪᒋᔭᖃᕐᓂᕐᒧᑦ ᐅᕿᙱᑦᑐᓂᒃ ᐃᖏᕐᕋᔾᔪᑎᓂᒃ ᐊᐅᓚᑦᑎᔪᓐᓇᕐᓂᕐᒧᑦ ᐱᓕᕆᐊᒃᓴᓂ ᓄᓇᕗᒻᒦᑦᑐᓂ.
ᐊᐅᓚᑦᑎᕕᖕᒋᑦᑕ ᑲᒪᒋᔭᒃᓴᖕᒋᑦ ᐃᓚᖃᖅᑐᑦ ᑎᑎᕋᕕᓕᕆᓂᕐᒥᒃ ᑐᙵᕕᖕᒋᓐᓂᙵᖅᑐᓂ ᑮᓇᐅᔭᕐᑯᑎᓂᒃ ᓯᓚᑖᓂᙵᖅᑐᓂ ᓂᐅᕐᕈᑎᖃᕐᓂᕐᒧᑦ ᐱᓕᕆᐊᒃᓴᓂ ᒪᓂᒪᑎᑕᐅᔪᓂ ᑭᕙᓪᓕᕐᒥ ᓯᓚᑦᑐᖅᓴᕕᖕᒥ ᐊᒻᒪ ᓯᓚᓵᓂᙵᖅᑐᓂ ᑮᓇᐅᔭᕐᑯᑎᖃᖅᑎᑕᐅᓂᕐᒧᑦ ᐱᓕᕆᐊᒃᓴᓄᑦ ᓄᓇᕗᒻᒥ; ᑲᒪᒋᔭᖃᕐᓂᕐᒥᒃ ᑮᓇᐅᔭᓂ ᐊᑐᖅᑐᒃᓴᓂ ᐊᒻᒪ ᑮᓇᐅᔭᓕᕆᓂᕐᒧᑦ ᐱᓕᕆᐊᖑᓇᔭᖅᑐᓂ, ᐊᑐᐃᓐᓇᐅᑎᑦᑎᓂᕐᒥᓪᓗ ᑭᐅᔭᐅᔪᓐᓇᕐᓂᕐᒥᒃ ᑖᒃᑯᓇᖕᒐᑦ ᐊᔾᔨᒌᙱᑭᔭᖅᑐᓂ ᐱᓕᕆᐊᒃᓴᓂᑦ, ᒪᓕᒃᓗᓂ.

ᑖᓐᓇ ᓂᕈᐊᖅᑕᐅᔪᖅ ᑲᒪᒋᔭᖃᕐᓂᐊᖅᑐᖅ ᑕᒪᐃᓐᓄᓕᒫᖅ ᐱᕙᒌᔭᕐᓂᕐᒥᒃ, ᐊᔪᓇᖅᓯᐅᔾᔨᓂᕐᒥᒃ, ᐅᖃᕐᕕᖃᕐᓂᕐᒥᒃ ᑲᒪᒋᔭᖃᕐᓂᕐᒥᒃᓗ ᓄᓇᕗᒻᒥ ᐱᕐᑯᑎᕐᔪᐊᓂ ᐊᐅᓚᑦᑎᓂᕐᒧᑦ ᐱᓕᕆᐊᒃᓴᓄᑦ ᐊᒻᒪ ᐊᕐᑯᑎᒻᒪᓇᐅᓂᕐᒧᑦ ᐱᓕᒻᒪᒃᓴᓂᕐᒧᑦ ᐱᓕᕆᐊᒃᓴᓄᑦ, ᑲᒪᒋᔭᖃᕐᓂᐊᓇᓪᓗᓂᓗ ᐊᑐᐃᓐᓇᐅᑎᑦᑎᓂᕐᒥᒃ ᐱᓕᕆᐊᒃᓴᓕᕆᓂᕐᒧᑦ ᐊᐅᓚᑦᑎᓂᕐᒥᒃ ᑲᒪᒋᔭᖃᕐᓂᕐᒥᒃ ᐃᓚᒋᖃᓯᐅᑎᒪᔪᓂ ᐃᖅᑲᓇᐃᔭᓚᐅᙱᓐᓂᙱᓐᓂᒃ ᐊᒻᒪ ᐱᕐᑯᑎᓄᑦ ᐋᖅᑭᐅᒪᑎᑦᑎᔾᔪᑎᙱᓐᓄᑦ ᐱᓕᕆᐊᒃᓴᓄᑦ.

ᑖᓐᓇ ᓂᕈᐊᖅᑕᐅᔪᖅ ᐃᓕᓴᕆᔭᐅᔾᔪᑎᑖᖅᓯᒪᔭᕆᐊᓕᒃ ᐱᕐᑯᑎᓂᒃ ᐊᐅᓚᑦᑎᓂᕐᒥ. ᐊᒻᒪᓗᑦᑕᐅᖅ ᓇᓗᓇᐃᔭᖅᓯᒪᔪᒥᑦ ᖃᐅᔨᒪᓂᖃᕐᓗᓂ ᓴᓇᔨᐅᓂᕐᒧᑦ ᐱᓕᕆᐊᖑᕙᑦᑐᓂᑦ, ᐱᓗᐊᖅᑐᒥᑦ ᖃᓄᖅ ᓴᓇᔨᕈᕆᐅᖅᓴᓂᖅ/ᐃᓕᓐᓂᐊᓂᕐᒧᑦ ᐱᓕᕆᐊᑦ ᐊᑐᖅᑕᐅᔪᓐᓇᕐᒪᖔᑕ ᐅᕐᑯᒪᐃᑦᑐᓄᑦ ᐊᐅᓚᐅᑎᓕᕆᓂᕐᒧᑦ. ᒪᕐᕉᓐᓂᒃ ᐃᓕᓐᓂᐊᑎᑦᑎᓂᕐᒧᑦ ᓄᓇᕗᒻᒥ ᐃᓱᒋᔭᐅᓂᐊᖅᑐᑦ ᐃᓕᓐᓂᐊᑎᑦᑎᖃᑦᑕᖅᓯᒪᓂᖕᒐᓄᑦ. ᐃᓕᓐᓂᐊᒃᑲᓐᓂᖅᓯᓂᕐᒧᑦ ᐃᓕᓴᐃᔨᐅᖃᑦᑕᖅᓯᒪᓂᑰᓗᓂ ᐃᑲᔪᕐᓂᖃᕋᔭᖅᑐᖅ, ᐃᓚᖃᕐᓗᓂ ᐃᓕᓴᕆᔭᐅᔾᔪᑎᑖᖅᓯᒪᓗᓂ ᖃᖓᑕᓲᒃᑰᖅᑎᑦᑎᓂᕐᒥᒃ ᕐᑯᐊᖅᓵᕐᓇᖅᑐᓂ ᐱᕐᑯᑎᓂᒃ, WHMIS ᐊᒻᒪ ᐋᓐᓂᖅᑐᓕᕆᓂᕐᒧᑦ ᐃᓕᓴᕆᔭᐅᔾᔪᑎᑖᖅᓯᒪᓗᓂ.

ᖃᐅᔨᒪᓗᓂ ᐃᓄᐃᑦ ᐅᖃᐅᓯᖕᒐᓐᓂᒃ, ᓄᓇᓕᓐᓂᑦ, ᐱᖅᑯᑐᖃᕐᒥᑦ, ᓄᓇᒥᑦ ᐊᒻᒪ ᐃᓄᐃᑦ ᖃᐅᔨᒪᔭᑐᖃᖏᓐᓂᑦ.

ᑖᔅᓯᒧᖕᒐ ᐃᖅᑲᓇᐃᔾᔭᒃᓴᒧᑦ ᐱᓇᔪᒍᒪᒍᕕᑦ, ᐃᖏᕐᓈᖅᑕᐅᒃᑯᑦ ᑎᑎᕋᖅᑕᑎᑦ ᐊᒻᒪ ᐱᔪᒥᔭᐅᑎᑦ ᐃᖅᑲᓇᐃᔾᔭᖃᑦᑕᖅᓯᒪᔭᕐᓄᑦ ᓇᓗᓇᐃᔭᖅᓯᒪᔪᑦ ᓇᔅᓯᐅᑎᓗᒋᑦ ᐅᕗᖕᒐ hr@arcticcollege.ca. ᓇᓗᓇᐃᒃᑯᑕᖕᒐᑕ ᓈᔭᐅᑖ ᑎᑎᕋᕐᓗᒍ ᐃᖏᕐᓈᖅᑕᐅᒃᑯᑦ ᑎᑎᕋᖅᑕᐃᑦ ᐱᔅᔪᑎᖕᒐᓄᑦ ᑎᑎᕋᕐᐃᒋᔭᕆᐊᓕᖕᒧᑦ.

- ᓄᓇᕗᑦ ᒐᕙᒪᒃᑯᑦ ᓴᖅᑭᑦᑎᓂᖅᓴᐅᔪᒪᖕᒐᑕ ᑭᒃᒐᖅᑐᐃᔪᓂᒃ ᐃᖅᑲᓇᐃᔭᖅᑎᓂᒃ ᑐᑭᓯᐊᔪᓐᓇᕐᓂᖅᓴᐅᔪᒪᖕᓗᑎᒃ ᐱᔨᑦᑎᕋᑦᑎᐊᕐᓂᖅᓴᐅᔪᒪᖕᓗᑎᒃᓗ ᓄᓇᕗᒥᐅᑦ ᐱᔭᕆᐊᖃᖅᑕᖕᒋᓐᓄᑦ. ᓄᓇᕗᒻᒥᐅᑉ ᐃᓄᐃᑦ ᓯᕗᓪᓕᖅᐸᐅᒃᓴᐅᓂᐊᖅᑐᑦ.
- ᐱᓇᔪᒃᑐᑦ ᓇᓗᓇᐃᖅᓯᑦᑎᐊᕆᐊᖃᖅᐳᑦᐊᔪᖕᒋᓐᓂᖕᒋᓐᓂᒃ ᓯᕗᓪᓕᐅᒃᓴᐅᖃᑕᐅᔪᒪᑐᐊᖅᐸᑦ ᓄᓇᕗᒻᒥ ᐃᖅᑲᓇᐃᔾᑕᕐᓱᒃᑐᑦ ᓯᕗᓪᓕᐅᑎᓴᕆᐊᓕᑦ ᐊᑐᐊᒐᖅ ᒪᓕᒃᓗᒍ.
- ᐃᖅᑲᓇᐃᔾᑦ ᐃᓚᖏᑦ ᐱᕐᑯᐅᔪᒪᓲᕐᒍᖕᒐᑕ ᓈᒻᒪᒋᔭᐅᔪᓂᒃ ᐱᕋᔪᓚᐅᖅᓯᒪᖕᒐᓗᑦᑐᖅᐸᑦ ᐅᖃᐅᔨᓴᕈᑎᓂᒃ. ᐱᕋᔪᓚᐅᖅᓯᒪᓂᕐᒧᑦ ᑎᑎᖅᑲᑦᑯᑎᓗᓪᓕ ᐊᔪᕈᑕᐅᖏᑦᑐᐃᓐᓇᕐᓂᖅᑐᖅ ᐅᒃᑐᕐᓂᕆᔭᕆᑦ ᐃᓱᒪᒋᔭᐅᒃᑲᓐᓂᑐᐃᓐᓇᕋᔭᖅᑐᑦ.
- ᐃᖅᑲᓇᐃᔾᔭᖅᐅᑦ ᐅᓂᒃᑳᖅᓯᒪᓂᖕᒐ ᐱᔭᐅᔪᓐᓇᖅᑐᖅ ᓱᒃᑲᔪᒃᑯᑦ, ᐃᖏᕐᓈᖅᑕᐅᒃᑯᑦ ᐅᕝᕙᓘᓂᑦ ᐃᑭᐊᖅᑭᕕᒃᑯᑦ.
- ᐱᓇᔪᒃᑐᑦ ᐊᐱᖅᓱᖅᑕᐅᔪᓗᑎᒃ ᓂᕈᐊᖅᑕᐅᔪᑑᐊᑦ ᑐᓴᖅᑎᑕᐅᔪᑑᓂᐊᖅᑐᑦ.

NUNAVUNMI INIRNIRIT ILIHARVIAT
COLLÈGE DE L'ARCTIQUE DU NUNAVUT

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NUNAVUT ARCTIC COLLEGE

GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: Senior Instructor, Equipment Operator Program
Department: Nunavut Arctic College
Community: Rankin Inlet
Reference Number: **051-042619-EOP-13222**
Type of Employment: Indeterminate

Salary: $95,882 to $108,810 per annum for 37.50 hours/week
Northern Allowance: $18,517
Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is Available
Closing date: April 26, 2019 Midnight EST

This employment opportunity is open to all applicants.

Short-listed candidates may undergo a vulnerable sector check as necessitated by the demographics of the learners participating in the program.

Under the supervision of the Chair, Industry Training, the incumbent is responsible for the management of Heavy Equipment Operator Trades staff in the Kivalliq Campus and for all aspects in the delivery of Heavy Equipment Operator trades programming that are based in Nunavut. Organizational responsibilities include for the administration of base funded and 3rd party trades programming offered in the Kivalliq Campus and third party funded programs throughout Nunavut; overseeing the budgeting and financial aspects, and for providing the accountability of the various programs, accordingly.

The incumbent will be responsible for the overall planning, instruction, reporting & delivery of Nunavut's Equipment Operator Program and professional driver training programs, and will also be responsible for providing program management for the delivery of related Pre-employment and Equipment Simulator programs.

The ideal candidate must have Certification in the field of Equipment Operations, plus a minimum of 2 years teaching/instruction experience, preferably in a northern setting, as well have a detailed working knowledge of the trade's subject area, in particular how the apprenticeship/training programs are applicable to Industry.

A certificate in Transportation of Dangerous Goods, WHMIS & First Aid would be considered an asset.

Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatugangit is an asset.

If you are interested in applying for this job, please email your cover letter and resume to hr@arcticcollege.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Land Claims Beneficiaries.
- Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Staffing and HR Consultant
Nunavut Arctic College
PO Box 600, Iqaluit, Nunavut X0A 0H0
www.arcticcollege.ca

Phone: (867) 979-7209
Fax: (867) 979-7108
Email: hr@arcticcollege.ca

NUNAVUNMI INIRNIRIT ILIHARVIAT
COLLÈGE DE L'ARCTIQUE DU NUNAVUT

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NUNAVUT ARCTIC COLLEGE

POSSIBILITÉ D'EMPLOI AU GOUVERNEMENT DU NUNAVUT

Titre : Enseignante ou enseignant principal du programme de conduite d'équipement lourd
Ministère : Collège de l'Arctique du Nunavut
Localité : Rankin Inlet

Référence : 051-042619-EOP-13222

Type d'emploi : Poste permanent

Salaire : De 95 882 $ à 108 810 $ par année (37,5 heures/semaine)

Indemnité de vie dans le Nord : 18 517 $ par année
Syndicat : Syndicat des employés du Nunavut (SEN)
Logement : Un logement subventionné est offert pour ce poste.
Date de clôture : 26 avril 2019

Cette possibilité d'emploi est ouverte à toutes et à tous.

Il s'agit d'un poste de nature très délicate; par conséquent une vérification satisfaisante du casier judiciaire et des antécédents en vue d'un travail auprès de personnes vulnérables est requise

Sous l'autorité de la direction des programmes de métiers et de technologies, l'enseignante ou enseignant principal du programme de conduite d'équipement lourd a pour mandat de gérer le personnel du Campus Kivalliq affecté aux programmes de conduite d'équipement lourd et d'encadrer tous les aspects de la prestation de ces programmes qui sont offerts au Nunavut. La ou le titulaire assume des fonctions organisationnelles, notamment administrer le financement de base et les fonds provenant de tiers pour les programmes de métiers offerts au Campus Kivalliq ainsi que les programmes financés par des tiers offerts partout au Nunavut; superviser l'élaboration des budgets et les aspects financiers de divers programmes; et rendre des comptes à cet égard.

La ou le titulaire assure de façon générale la planification et l'enseignement du programme de conduite d'équipement lourd du Nunavut et des programmes de formation professionnelle en conduite et produit des rapports à ce sujet. Elle ou il gère aussi la prestation des programmes de préparation à l'emploi et de simulation connexes.

Les candidates et candidats doivent posséder une attestation dans le domaine de la conduite d'équipement (il n'existe pas d'équivalent officiel au certificat en conduite d'équipement), et détenir un brevet d'enseignement canadien – ou pouvoir l'obtenir – ou un certificat en éducation des adultes.
Constitue un atout le fait d'avoir de l'expérience en enseignement au niveau postsecondaire, d'avoir suivi une formation sur le transport des marchandises dangereuses et le SIMDUT et de posséder un certificat de secourisme.

La connaissance de la langue, des communautés, de la culture et du territoire inuits ainsi que de l'Inuit qaujimajatuqangit est aussi un atout.

Si vous souhaitez postuler, envoyez votre CV et une lettre d'accompagnement à l'adresse hr@arcticcollege.ca. Veuillez indiquer le NUMÉRO DE RÉFÉRENCE du poste en objet.

- Le gouvernement du Nunavut souscrit au principe de la représentativité de l'effectif, afin de mieux comprendre et satisfaire les besoins des Nunavummiutes et Nunavummiuts. La priorité est accordée aux bénéficiaires de l'Accord sur les revendications territoriales du Nunavut.
- Les candidates et candidats qui désirent profiter de la Politique de priorité d'embauchage doivent clairement indiquer qu'ils y sont admissibles.
- Pour certains postes, l'embauche est permise sous réserve qu'en l'existence d'un casier judiciaire, celui-ci soit jugé acceptable. Le fait de posséder un casier judiciaire n'élimine pas d'emblée l'étude de la candidature.
- Il est possible d'obtenir les descriptions de poste par télécopieur, par courriel ou sur le site web.
- Nous communiquerons uniquement avec les candidates et candidats retenus pour une entrevue.

COORDONNÉES : Conseiller en dotation et en ressources humaines
Collège de l'Arctique du Nunavut
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