

JOB DESCRIPTION

JOB TITLE

MANAGER OF LOGISTICS AND ADMINISTRATION

PURPOSE

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

The goals of the Qaujigiartiit Health Research Centre are to work towards having people and facilities in place in Nunavut communities to facilitate and conduct community-driven health research and raise awareness about health and wellness.

- The goal of Qaujigiartiit is to enable health research to be conducted locally, by northerners, and with communities in a supportive, safe, culturally-sensitive and ethical environment, as well as promote Inuit Qaujjimajatuqangit and western science ways of knowing to address health concerns, create healthy environments, and improve the health of Nunavummiut.
- Qaujigiartiit is an independent, community driven, Nunavut-lead, health and wellness research institute that facilitates the identification of and action health research priorities in Nunavut.
- Qaujigiartiit ensures best practices in health research through participation in health research activities, data management, dissemination of findings, training of health researchers, and knowledge translation to ensure transfer of findings to policy, practice and community programming.

The purpose of the *Manager of Logistics and Administration* position is to work under the supervision of the Executive and Scientific Director to carry out operations-related tasks for the successful running of the Qaujigiartiit Health Research Centre.

Such responsibilities include but are not limited to:

- minute-taking
- payroll and timesheets and some human resources coordination
- travel logistics
- banking, processing invoices and receipts, and keeping excellent financial records in partnership with bookkeeping service
- monitoring contribution agreements
- managing office space logistics
- mail and cargo
- filing documents
- etc..

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 Manager of Logistics and Administration:

- Will enter data into spreadsheets and word processing documents
- Will communicate effectively with the 7 full-time research staff and 6-10 casual staff throughout Nunavut on matter related to operations of the centre.
- Will oversee all administrative matters including payroll, correspondence, record-keeping, finances, audit, bill payments, and related tasks.
- Will provide basic and descriptive reports as needed
- Will coordinate research activities/logistics for specific projects as directed.
- Will participate in training and skills-building opportunities at QHRC related to both these and other research initiatives.
- Will work in a cross-cultural environment, developing partnerships with community members and organizations that wish to support the programs in this positions portfolio
- Will possess a keen desire to learn from local community members.
- Will possess a deep respect and understanding of Inuit Qaujimajatuqangit and Inuit values and practices relevant to programs and interventions in this portfolio
- Will help literature reviews and results dissemination

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.

- Collecting and sending mail, checking the post office box, processing incoming mail
- Email and correspondence
- Processing receipts, invoices for payment, paying bills
- Monitoring payments for contracts
- Assisting with travel bookings and logistics
- Filing paperwork, keeping excellent records
- Assist with records retrieval for audit and year-end reporting
- Filing documents with Legal Registries
- Assisting with administration for Qaujigiartiit Corporation and Inuusirvik Community Wellness Hub
- Processing time sheets and related HR tasks, such as engaging contractors and related logistics
- Working with bookkeeper to process payments and manage finances for audit
- Other operational tasks related to our high-functioning community research centre.

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.

KNOWLEDGE

- Post-secondary training in a related field is acceptable. Equivalencies and relevant experience will be considered.
- Experience as a project co-ordinator is preferred.
- Must enjoy working with Nunavummiut and have relevant experience working with people of all backgrounds and abilities
- Some financial and budgeting knowledge is required
- Organizational and operational knowledge of small organizations is an asset

SKILLS

- A solid working knowledge of computers and software is required.
- Must be skilled with Excel and MS Word
- Planning and organizational skills are required
- Social and 'people skills' are required
- Excellent record-keeping and organizational skills are required in paper and digital formats
- Technical skills with computers, scanners, email.

ABILITIES

- Problem solving and ability to think through and diffuse situations on the spot if necessary
- Flexibility and adaptability – must be able to adapt to the unique contexts of each member of the staff (full-time and part-time)
- Using a respectful, strengths-based approach in all facets of position
- Must be open to feedback and suggestions for improving the quality of work and program
- Welcoming and collaborative spirit is most desired
- Excellent mind for logistics and task management

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).

Time deadlines are a key part of the work (frequent).
Travel in Nunavut and some travel in Canada may be possible (rare).

PHYSICAL DEMANDS

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The position does not entail significant physical labour, as the *Manager of Logistics and Administration* time will be spent in an office environment.

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.

None at present.

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 through one or more of the incumbents' senses.

A significant amount of time involves work on computers.

A significant amount of time involves working in a team environment with other staff.

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.

Some pressure during year-end and key financial reporting times, but no other stress exposures.

SALARY AND HOLIDAYS

- 7.5 hours per day, 5 days per week (37.5 hour work week)

Item	Cost (annual)
Salary	\$78,000-90,000 annually (commensurate with experience)
Northern Allowance (and 12 month probation)	\$15,000
Health and Dental Benefits	Included
Housing Allowance	\$5000
TOTAL	\$98,000 to \$110,000 per year

Other benefits:

- paid professional development
- flexible work hours
- dynamic and exciting workplace
- welcoming and inclusive family-friendly work environment
- volunteerism and community contributions are encouraged