





## GOVERNMENT OF NUNAVUT

### EMPLOYMENT OPPORTUNITY

**Title:** Instructor, Carpenter Program  
(Re-advertisement)

**Department:** Nunavut Arctic College

**Community:** Rankin Inlet

**Reference Number:** 051-2023-ICP-12302

**Type of Employment:** Indeterminate  
(If there is no successful Nunavut Inuit this position will be offered as a 3 Year Term.)

**Salary:** \$101,265 to \$114,917 per year for 37.5 hours/week

**Northern Allowance:** \$18,517 per year

**Union Status:** Nunavut Employees Union

**Housing:** Subsidized Staff Housing is Available

**Closing date:** Open until filled

This employment is open to all applicants.

This position is considered a highly sensitive position and requires a criminal record check.

This position is in Rankin Inlet, Kivalliq Campus and reports to the Manager, Constructions Trades, the incumbent's primary responsibility is to plan, instruct, evaluate and report on student learning in Nunavut's Apprenticeship Accredited Carpenter program, for all of the apprenticeship levels, 1 through 4; and to provide the same level of delivery/support for the Carpenter Pre-apprenticeship program.

In addition, the incumbent provides planning, instruction, reporting & delivery of Nunavut's Apprenticeship Accredited Housing Maintainer Serviceman program, for apprenticeship level 3. With Nunavut wide implications, the Instructor for the Carpenter Program monitors applicable trades programming and designs the trade's curriculum. Decisions and recommendations made by the incumbent will directly impact the operation of the Nunavut Trades Training Strategy, in a significant area of trades preparatory planning, and capacity building for Nunavummiut.

The successful incumbent is required to have a Journeyman Carpenter certificate, an undergraduate degree in the areas of instruction, and/or combined with a post graduate program in adult education. Applicants must hold or be eligible to hold a Canadian Teaching Certificate or a Certificate in Adult Education. Several years of positive and progressive work experience in instruction is required. The incumbent is required to have related experience teaching adults in learning settings. Solid working knowledge of computer programs such as; word processing, spreadsheet, database, e-mail and Internet programs is also required.

Fluency in more than one of Nunavut's official language and knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuqangit would be a definite asset.

Current indeterminate Government of Nunavut employees, who apply and are successful on this term position competition, may be offered a competitive transfer assignment for the duration of the term.

**If you are interested in applying for this job, please email your cover letter and resume to [NAC.HR@arcticcollege.ca](mailto:NAC.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.



**Poste :** Enseignant(e),  
programme de charpenterie  
(Re-Publicité)

**Ministère :** Collège de l'Arctique du  
Nunavut

**Localité :** Rankin Inlet

**Numéro de référence :**  
051-2023-ICP-12302

**Type d'emploi :** Poste à durée  
indéterminée (Si aucune Inuite ou  
aucun Inuit du Nunavut n'est retenu, le  
poste sera offert pour une durée de trois  
ans.)

**Salaire :** 101 265 \$ à 114 917 \$ par année  
(37,5 heures par semaine)

**Indemnité de vie dans le Nord :** 18 517 \$ par  
année

**Statut syndical :** Syndicat des employé-e-s du Nunavut

**Logement :** Un logement subventionné est offert  
pour ce poste

**Date de clôture :** Concours ouvert jusqu'à ce que le  
poste soit pourvu.

Cette possibilité d'emploi est offerte à toutes et à tous

Comme il s'agit d'un poste de nature très délicate, une vérification du casier judiciaire est requise.

Situé sur le campus de Kivalliq à Rankin Inlet, ce poste relève du gestionnaire, Métiers de la construction; la principale responsabilité de la personne titulaire consiste à planifier, enseigner, évaluer et rendre compte de l'apprentissage des personnes inscrites au programme d'apprentissage de charpentier agréé du Nunavut, à tous les niveaux (1 à 4), et à offrir le même degré de mise en œuvre et de soutien au programme de préapprentissage de charpentier.

De plus, la personne titulaire assure la planification, l'enseignement, la production de rapports et la mise en œuvre du programme d'apprentissage de préposé(e) à l'entretien de bâtiments du Nunavut, au niveau 3. Étant donné l'importance de ce poste à l'échelle du territoire du Nunavut, l'enseignant(e) du programme de charpenterie suit de près les programmes de métiers pertinents et conçoit le programme d'études en charpenterie. Les décisions et les recommandations de la personne titulaire de ce poste influencent directement la mise en œuvre de la Stratégie de formation aux métiers du Nunavut, et ce dans une grande partie de la planification préparatoire des métiers et du renforcement des capacités des Nunavummiut.

La personne titulaire retenue doit détenir un certificat de compagnon charpentier et un diplôme de premier cycle dans les domaines de l'enseignement, ou avoir fait des études supérieures en éducation des adultes. Les candidat(e)s doivent détenir ou être admissibles à détenir un brevet d'enseignement canadien ou un certificat en éducation des adultes. Plusieurs années d'expérience de travail positive et progressive en enseignement sont également requises. La personne titulaire doit posséder une expérience connexe en enseignement des adultes en milieu d'apprentissage. De solides connaissances pratiques de programmes informatiques tels que le traitement de texte, les tableurs, les bases de données, le courrier électronique et internet sont également requises.

La maîtrise de plus d'une des langues officielles du Nunavut et la connaissance de la langue, des collectivités, de la culture et du territoire inuits et de l'Inuit Qaujimagatuqangit constituent un atout certain.

Les personnes occupant actuellement un poste à durée indéterminée au gouvernement du Nunavut et qui se sont portées candidates pour ce poste à durée déterminée pourraient, si leur candidature est retenue, se voir offrir une mutation interne pour la durée de la période déterminée.

**Pour postuler, veuillez acheminer une lettre de motivation et votre curriculum vitæ par courriel à l'adresse [NAC.HR@arcticcollege.ca](mailto:NAC.HR@arcticcollege.ca). Veuillez inscrire le NUMÉRO DE RÉFÉRENCE dans l'objet de votre courriel.**

- Le gouvernement du Nunavut s'engage à ce que sa main-d'œuvre reflète la population nunavoise afin de bien comprendre et satisfaire les besoins de celle-ci. La priorité est accordée aux bénéficiaires de l'Accord sur les revendications territoriales du Nunavut.
- Quiconque désire profiter de la politique de priorité d'embauche du Nunavut doit explicitement indiquer son admissibilité à celle-ci.
- L'embauche à certains postes nécessite une vérification du casier judiciaire satisfaisante. Le fait de posséder un casier judiciaire n'exclut pas nécessairement la prise en compte d'une candidature.
- Il est possible d'obtenir les descriptions de poste par télécopieur, par courriel ou sur le site Web.
- Nous communiquerons uniquement avec les candidats et candidates retenus pour une entrevue.



### 1. IDENTIFICATION

<b>Position No.</b> 70-12302	<b>Job Title</b> Instructor, Carpenter Program	<b>Supervisor's Position</b> Manager, Construction Trades	
<b>Department</b> NAC	<b>Division/Region</b> Trades & Technology, Kivalliq Campus	<b>Community</b> Rankin Inlet	<b>Location</b> Nunavut Trades Training Center
<b>Freebalance Coding:</b> 03300-01-3-333-0302001-04			

### 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>Under supervision of the Manager, Construction Trades, Kivalliq Campus, the incumbent's primary responsibility is to plan, instruct, evaluate and report on student learning in Nunavut's Apprenticeship Accredited Carpenter program, for all of the apprenticeship levels, 1 through 4; and also provides the same level of delivery/support for the Carpenter Pre-apprenticeship program.</p> <p>In addition, the incumbent provides the planning, instruction, reporting &amp; delivery of Nunavut's Apprenticeship Accredited Housing Maintainer Serviceman program, for apprenticeship level 3.</p> <p>The incumbent must have expertise and qualifications to instruct the approved curriculum in a classroom setting; and to supervise the appropriate projects apprenticeship and post-secondary students are required to complete in the shop. This experience and background is required for the successful delivery of the Carpentry programs; including/up to Interprovincial Certification.</p>
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### 3. SCOPE

<p><b>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?</b></p> <p>This position is located in Rankin inlet, Kivalliq Campus, and reports to the Manager, Construction Trades, Kivalliq Campus. The position is responsible to the adult population of Nunavut's communities and works with various individuals, organizations, Industry and government departments in order to deliver the accredited apprenticeship trades program and</p>
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meet all standards and requirements of the Nunavut Apprenticeship, Occupational & Certification Board.

With Nunavut-wide implications, the Instructor for the carpenter program monitors applicable trades programming and designs the trades' curriculum to develop in adult students, the skills, knowledge, personal qualities and attitudes necessary for successful employment in business, industry and government, through the delivery of accredited trades programs.

Suitable training, on the job locations and selection of appropriate candidates are decisions and recommendations required to be made in this position. Decisions and recommendations made by the incumbent will directly impact the operation of the Nunavut Trades Training Strategy, in a significant area of trades preparatory planning, and capacity building, 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.**

**Incumbent plans and instructs Trades related Mathematics, Science & English; identifying materials, hand & power tools, construction techniques, interpreting blueprints, safe work habits, including Transportation of Dangerous Goods, WHMIS and First Aid courses, by:**

- Planning and implementing instructional processes including the development of lesson plans, program support materials and syllabus for College and Apprenticeship approved programs.
- Adhering to the most current program and course outlines, as prescribed and/or required by the Nunavut Apprenticeship, Occupational & Certification Board.
- Lecturing and assigning course work; including reviewing/evaluating assignments & quizzes.
- Providing fair and impartial course evaluations (testing) and mentoring of participants.
- Preparing evaluations, grade reports and narrative assessments, for formal transcripts.
- Maintaining student progress reports and daily attendance reports, as required by funders.
- Providing opportunities for student evaluation of course content and instructional quality.
- Administering recognized testing procedures, for student placement within programs.
- Accommodate varying ability and learning levels, in an inclusive learning environment.
- Maintaining and addressing culturally relevant learning styles and responding specifically to the challenges facing second language learners in Nunavut.
- Co-ordinating additional activities such as guest lecturers, and/or presenters.
- Ensuring Nunavut Arctic College academic standards and the Nunavut Apprenticeship, Occupational & Certification standards, guidelines and criteria are maintained.

**The Instructor, while maintaining the above standards, will also deliver individual and shop work/setting instruction in the practical portions of the program, by:**

- Providing a safe working environment for students and maintaining a clean and well organized shop setting that allows for the mentoring and interpretation of shop projects.
- Providing instruction and leadership on the safe use of tools, equipment and facilities; and

outlining and ensuring that practice is applied to safety and emergency procedures.

- Constantly monitoring and ensuring that safe work practices are adhered to at all times, in the curriculum's practical delivery portions.

**The incumbent ensures that the carpenter, housing maintainer serviceman apprenticeship, and carpentry pre-apprenticeship, programs are relevant & meets the needs of students, by:**

- Consultation with Senior Instructor in researching references, periodicals and reports to ensure that course content is current.
- Identifying skill requirements which graduates will require to obtain employment.
- Providing tutorial assistance.
- Sequencing and scheduling courses in consultation with the Senior Instructor
- Assessing student needs.
- Assisting in the selection of texts and resource materials, relevant to the prescribed vacation.
- Preparing resource materials which reflect unique Nunavut industry conditions and priorities.

**The Instructor will provide support services to adult students, developing and maintaining trades related proficiency and expertise, by:**

- Providing tutoring and counselling for academic and career development.
- Referring students to specialised counselling available through the College or other agencies.
- Independent study, research, and upgrading in technological advancements by theory courses and practical employment within the industry.
- Researching and studying course content and relating Nunavut trades practises.
- Completing on-going professional development as required by collective agreement.
- Discussions with colleagues, business, and apprenticeship officials.

**Incumbent provides liaison, support to programmers and curriculum service providers, involved trades delivery, by:**

- Represent the Nunavut Trades Training Center on meetings with articulation groups.
- Recommending to the Supervisor, improvements, development & enhancement of program.
- Assisting in the orientation of new instructors and explaining methods and procedures.

**The incumbent provides educational leadership completes other (administrative) duties related to effective program operation, by:**

- Assisting in identifying and purchasing materials, equipment and resources for both the shop and the classroom.
- Ensuring and modelling the industry safety standards.
- Encouraging student participation and effort.
- Promoting the success of the students and the program within Industry and the College.
- Preparing evaluation reports on student's preparation of mid-term and final reports on the program for the Senior Instructor.
- Assisting in making presentations regarding the program as requested by the Senior Instructor, such as Apprenticeship events and Career Fairs.
- Maintaining course attendance records.

- Assisting in selecting students for courses.

**Incumbent fulfills other duties as assigned by supervisor, including:**

- Supplementary duties related to overall program delivery, as assigned based on reviews.
- Conducts assigned and/or independent research and study, to support discussions with colleagues, government and community officials on matters relating to curriculum.
- Serve as college representation at meetings, presentations, and professional development. Assist in establishing human resource development plans for relevant program staff.

## 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 trade(s) being taught and trades related English, Mathematics, and Science, and experience in Adult Education are skills and abilities needed in the position.
- Familiarity with effective distance education techniques would be considered to be a strong asset, to supplement design and application opportunities across Nunavut.
- The incumbent must have knowledge of computer programs such as; word processing, spread sheet, database, e-mail and Internet programs.

### **Experience:**

- The incumbent would normally acquire this set of knowledge, skills and attitudes through completion of a trade or technical certification, an undergraduate degree in the areas of instruction, and/or combined with a post graduate program in adult education.
- Additionally, this background, knowledge, skills and attitudes would normally require several years of positive and progressive work experience in these areas of instruction.
- The incumbent is required to have related experience teaching adults in learning settings.

### **Abilities:**

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

### **Cross Cultural Awareness:**

- The incumbent requires knowledge of northern cultures, cross cultural processes and politics and an understanding of the organization and structure of the College, its relationships with various partners in the communities and the Nunavut Territory.
- Fluency in one or more Inuit language is desirable, preferably the language reflective of the communities or of the majority of the student body.

### **Education:**

- Journey person Carpenter certificate;
- Post-Secondary teaching experience would be considered an asset;

- Holds/eligible to hold, a Canadian Teaching Certificate; or a Certificate in Adult Education;
- The incumbent is required to have a detailed working knowledge of the trade's subject area,
- in particular how the apprenticeship/training programs are applicable to Industry.

**Equivalencies:**

- There is no accepted equivalency to a Journeyperson Carpenter Certificate.
- 2-3 years' experience teaching vocational-technical students, along with relevant instructional responsibilities that reflect delivery of adult educational programming, may be considered;

Industrial Arts Instructor Certificate; and 2-3 years teaching in Nunavut, may be considered.

Fluency in both written and oral Inuktitut along with an understanding of Inuit Cultural Traditions would be a definite asset.

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 and move training aids and demonstration equipment on an occasional basis, as part of teaching Carpentry.
  - Physical work is required when using/demonstrating application of tools and materials.
  - Instructor will be standing while giving lectures and overseeing student 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 carpenter shop is loud, dust 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 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 trades' development requires constant review of the program on a regular basis.
- The responsibilities of the job require the incumbent to work 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 has expectations of the instructor and the College. The incumbent's responsibility is to meet these expectations of both groups on a continual basis.

**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”.**