



## IDENTIFICATION

Department	Position Title	
ECE	Cultural Places Officer	
Position Number(s)	Community	Division/Region(s)
71-11010	Yellowknife	Culture and Heritage

## **PURPOSE OF THE POSITION**

The Cultural Places Officer administers the inventories, registries, and public programming related to the NWT Cultural Places Program in order to ensure the accurate recording, storage, dissemination and promotion of the NWT's cultural places and their associated information.

## **SCOPE**

The Culture and Heritage Division's NWT Cultural Places Program administers information and access to a variety of spatial and non-spatial digital databases including Aboriginal graves, historic places, and geographic names.

The incumbent is responsible for administering the Culture and Heritage Division's cultural place programs by gathering and analyzing data on NWT heritage places; storing information in filing systems and databases; helping to maintain a set of electronic inventories and registers; making recommendations on official status of geographical or community names, for naming and name change, or for historic site commemoration proposals; disseminating heritage place information; communicating with municipal governments, federal government heritage agencies, land claim and self-government authorities, and the general public on all matters related to heritage places; and, helping to facilitate community-based heritage place research projects. The incumbent will be required to travel to NWT communities, will work independently on many projects, and will interact directly with the public, other governments, and other sections of the Division. Decisions made by this position affect public perception of the Division. This position is located in the Prince of Wales Northern Heritage Centre and reports to the Territorial Archaeologist.

## **RESPONSIBILITIES**

### **1. Administers the NWT Geographical Names Inventory:**

- Receives submissions from NWT residents for name changes, new names, or name enquiries and processes these according to procedure.
- Prepares approved changes for data entry and administers the NWT Geographical Names database.
- Prepares and/or modifies policies and procedures relevant to NWT names and naming as directed.
- Provides support to the NWT representative on the Geographical Names Board of Canada (GNBC) through the preparation of statistical summaries and other documentation relating to annual geographical names activity.
- Prepares annual reports for submission to the Geographical Names Board of Canada and other venues on NWT place name activities.
- Maintains and updates as required web resources and documents related to the dissemination of official NWT geographical names.
- Works closely with community partners to ensure that place name projects are managed effectively and that all reporting requirements and document standards are met.
- Uses GIS software to create and maintain digital spatial extents of all official NWT geographical names in accordance with GNBC delineation guidelines.
- Liaises with the GNBC Secretariat to ensure that the national database is up-to-date with respect to NWT official names.

### **2. Administers the NWT Graves Inventory and Tłı̨ch̨o Aboriginal Graves Register:**

- Receives site information from Aboriginal claim organizations, self-government agencies or from members of the public and prepares appropriate database updates for data entry.
- Maintains regular contact with Aboriginal claim or self-government institutions to develop policies and procedures for updating, maintaining, and accessing the inventory and register.
- Facilitates community participation in the program by working closely with community partners to ensure that grave inventory projects are managed effectively and that all reporting requirements and document standards are met.

### **3. Administers the NWT Historic Places Inventory and Register:**

- Develops and maintains NWT historic place designation criteria.
- Maintains regular contact with Aboriginal claim or self-government institutions, NWT heritage organizations, and municipal governments to develop policies and procedures for updating, maintaining, and accessing the inventory and register.
- Maintains regular contact with other Federal/Provincial/Territorial historic place registrars to ensure that NWT submissions to the Canadian Register of Historic Places are complete, current, and meet all documentation standards.

- Receives reports of historic places information and nominations from members of the public, municipal governments, heritage or cultural organizations, land claim authorities, or Aboriginal self-governments and prepares appropriate database updates.
  - Undertakes research associated with historic site nominations to ensure they comply with designation criteria and procedures.
  - Assists NWT residents, municipal governments, and Aboriginal self-government agencies in listing sites on the NWT inventory, and on the Canadian Register of Historic Places.
  - In consultation with community groups and government agencies solicits sites and events historical significance to the NWT to be placed on the inventory.
  - Prepares plaque text, brochures and supporting documentation, and arranges for production and placement of the plaque.
  - Administers the NWT plaque database.
  - Organizes and facilitates meetings of the ad hoc historic places committee.
- 4. Initiates and maintains private and public sector contacts through correspondence, meetings, committees, etc., to facilitate heritage place management and information exchange:**
- Keeps abreast of heritage activities in the Northwest Territories and nationally.
  - Communicates the policies and concerns of the heritage places program to the private and public sector.
  - Responds to external inquiries and carries out public and speaking engagements and various educational activities in order to promote heritage places management in the NWT.
  - Disseminates information on NWT Heritage Places through appropriate means.
  - Promotes the various heritage place programs managed by the Division by maintaining regular contact with NWT heritage and cultural organizations, municipal governments, Aboriginal land claim authorities and self-government agencies, and with the general public.
  - Prepares an annual work plan and a year-end report of work undertaken.
- 5. Works closely and in collaboration with other Cultural Places Program staff.**
- Assists with administration of the archaeological permitting system.
  - Assists with archaeological fieldwork.
  - Meets regularly with the GIS Officer to develop and maintain data management procedures.
  - Assists with GIS data entry and quality checking as required.
  - In partnership with the GIS Officer and the Division's web-master ensures that all PWNHC web resources related to heritage places are current.
  - Assist the GIS Officer in creating maps and graphic displays of heritage place information for internal or public use.

## **WORKING CONDITIONS**

### **Physical Demands**

Much of the incumbent's time is spent working on a computer, with frequent opportunities to move about. Duties will include examining details on small scale maps, consulting microfiche or film, or examining old documents and books, all of which may cause eyestrain and headaches. Throughout the year the incumbent may be required to travel to communities to attend meetings often outside of regular work hours, requiring mental and physical alertness. Fieldwork in remote conditions may be physically challenging, requiring extensive walking and lifting often in cold temperatures or inclement weather.

### **Environmental Conditions**

The incumbent is required to travel by small plane or by road to NWT communities or remote field settings to participate in community meetings or research sessions often in poorly ventilated, cigarette smoke-filled rooms. Exposure to second-hand cigarette smoke, cramped airplanes, and dusty northern roads may create respiratory discomfort and other health hazards. Fieldwork may require accommodation in tents, in cold or inclement environmental settings.

### **Sensory Demands**

The incumbent must pay precise attention to minute detail, which may cause eyestrain and headaches in all aspects of work. Aural acuity is important when working in cross-cultural situations, especially in relation to language skills.

### **Mental Demands**

The incumbent is responsible for a wide variety of tasks and projects and must balance these on daily basis. The incumbent must be flexible and have the ability to adjust to different working environments and conditions easily. In community situations the incumbent is required to work in cross-cultural situations requiring particular attention to culturally appropriate behaviour and conduct. Travel for periods of 4-5 days or, sometimes longer periods when engaged in remote fieldwork, may lead to mental stress and fatigue requiring mental alertness at all times.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- This position requires extensive and specialized knowledge of social science research and analysis methodologies.
- The incumbent must have a sound knowledge of both territorial and federal policies and procedures, plus working knowledge of the national standards and rules to which provincial and territorial programs must adhere, when handling and processing cultural place information.
- The incumbent must be energetic, team-oriented, and familiar with and sensitive to northern cultures and languages, places, politics, and environments, and be able to demonstrate advanced knowledge of heritage resource management practices.

- Solid written and verbal communication skills are critical as is the ability to communicate effectively in cross-cultural and public settings.
- The incumbent must ensure that work is completed according to professional standards and ethical guidelines, and therefore must have intimate knowledge of such regulations.
- The incumbent should have some basic archaeological field training and/or experience working with Indigenous communities on heritage projects.
- The incumbent must have basic working knowledge of ESRI GIS software, be conversant in spatial data handling protocols, and have experience with MS Access.
- The incumbent is required to use computers, word processing, and other specialized software on a daily basis, and consequently requires substantial operating skills and familiarity with multiple software programs.

**Typically, the above qualifications would be attained by:**

The level of cognitive and analytic skill required for this position is most commonly acquired through a Bachelor's degree in Archaeology, Anthropology, Geography, Cultural Resource Management, or a related subject, and four years of experience in the geographic names and/or cultural and heritage resource management fields.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B)  Intermediate (I)  Advanced (A)
  - READING COMPREHENSION:
    - Basic (B)  Intermediate (I)  Advanced (A)
  - WRITING SKILLS:
    - Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred