

**POSITION:** WILDLIFE BIOLOGIST

**REPORTS TO:** Director of Wildlife Management

**SUMMARY:**

The Wildlife Biologist supports the Executive Director and the Wildlife Management Director in carrying out the activities of the NMRWB by: helping to manage the Nunavik Marine Region Wildlife Research Fund (NMRWRF) and reviewing proposed wildlife research projects related thereto; Assessing and providing advice on the biological implication of wildlife management activities and decisions; maintaining research funding and other databases; assisting with coordination of meetings and workshops; reviewing research access permits; participating in the development of conservation education materials and programs for the NMRWB and assisting with other duties as required.

**ESSENTIAL RESPONSIBILITIES:**

**1. Provide assistance to NMRWB activities by;**

- preparing briefing notes as directed / required;
- consulting with Inuit organizations, Government agencies and others as directed / required;
- reviewing relevant species at risk documents and related reports;
- conveying NMRWB decisions to the appropriate organizations;
- attending meetings and other consultative forums as required;
- including relevant Inuit Traditional Knowledge in briefs and advice to the Board;
- maintaining the database on wildlife research projects; and,
- performing other duties as assigned.

**2. Assist in managing the NMR Wildlife Research Program, by:**

- informing potential applicants of funding programs;
- soliciting funding applications by required dates;
- assisting applicants in developing funding applications for the NMRWB and other funding agencies according to approved policy and procedures;
- working with and assisting proponents to fulfill funding conditions;
- compiling and reviewing project financial and activity reports;
- preparing updates on progress of funded research projects;
- assisting the Wildlife Management Director in evaluating wildlife research proposals;
- maintaining the database of past and present NMRWB funded projects.

**3. Develop a Conservation Education Program for the NMRWB by:**

- planning and developing public information and education material relevant to wildlife concerns identified by the Board; and,
- developing displays, posters, pamphlets, videos, and audio in consultation with other NMRWB staff, Board members and Government staff.

**4. Coordinate workshops and working group meetings by:**

- coordinating dates, travel, accommodation and other meeting requirements for workshops and public hearings established by the Board in support of NMR wildlife management activities;

- assisting the Wildlife Management Director in developing agendas and preparing meeting materials and minutes as required; and,
- participating in working group meetings / workshops as required.

**5. Assist the Wildlife Management Director in developing the NMRWB's wildlife management priorities by:**

- informing the RNUK and LNUKs and Government departments about the NMRWB's priority setting process;
- encouraging and working with the LNUKs to identify local priorities;
- coordinating with the RNUK and LNUKs to develop wildlife management priorities;
- disseminating NMRWB wildlife management priorities to the RNUK and LNUKs and other Government and non-government organizations; and,
- assisting the Wildlife Management Director in monitoring progress on activities identified in the priority setting process.

**6. Review wildlife research project applications by:**

- consulting with the RNUK and the LNUKs, Government departments, Makivik and others as required;
- assessing how the projects meet Board and RNUK / LNUKs research priorities
- maintaining files and a database on research applications; and,
- preparing recommendations for the Board on acceptance or rejection of proposed wildlife research projects; and,
- aiding in coordination of any interaction between the NMRWB Research Trust Fund, the NMRWB Community Research Program, and any other NMRWB research responsibilities or activities to ensure efficiency, avoid redundancies, and promote collaboration and synergy across knowledge systems.

**7. Review relevant wildlife research access applications, by:**

- consulting with the RNUK and LNUKs as required;
- collaborating with the Nunavik Marine Region Impact Review Board
- maintaining files and a database on such applications;
- bringing to the Board's attention any wildlife management concerns or special cases in accordance with present or future Board policy; and,
- preparing submissions for review by the Wildlife Management Director.

**8. Assist in the implementation of the NMRWB Community Research Program, by:**

- Keeping up to date on all stages of Community Research Program projects to determine if co-ordination with other NMRWB programs may be helpful; and,
- aiding in production of community research program applications by providing advice on specific topics or types of data which would carry the most significance for Board decision making, and which would be robust to comparisons with scientific studies; and,
- Generally, as needed, or as requested, working with the Community Research Coordinator and the Wildlife Liaison Officer to aid in the development or implementation of community projects.

**KEY WORK RELATIONSHIPS:**

- Executive Director
- Wildlife Management Director
- Other NMRWB staff

- NMRWB Chairperson and Board members
- Elected and senior personnel of the RNUK and LNUKs
- Staff from the Makivik Corporation
- Staff of other NMR institutions of public government (NMRPC and NMRIRB) and of equivalent IPGs in neighboring jurisdictions
- Government staff and researchers
- Research community
- Educational institutions.