



JOB OPPORTUNITY

The Kativik Regional Government (KRG), which is a supra-municipal organization with jurisdiction over the territory of Québec located north of the 55th parallel, is currently looking for a candidate with strong analytical and organizational skills to join the Transportation Department in the capacity of;

Coordinator, Transportation Regulatory Process (Full-time, permanent)

Reporting to the Assistant Director of the KRG Transportation Department, the Coordinator Transportation Regulatory Process implements, supervises and participates in duties related to the safety of transportation operations in Nunavik. More specifically, the Coordinator will have the following responsibilities;

- Ensure all 14 airports operated by the KRG meet applicable sections of the Canadian Aviation Regulations, Canadian Aviation Security Regulations, TP 312 Aerodrome Standards and Recommended Practices; and other relevant Transport Canada publications;
- Manages the programs and services for Safety Management, Security, Emergency Planning, Airside Vehicle Operators Permit (AVOP), and Occupational Health and Safety along with two Assistant Coordinators, Transportation Regulatory Process;
- Provide regulatory expertise and advice to the multi-discipline team of the department;
- Maintain, review, and update regulated manuals and internal policies;
- Communicate safety-related information and regulations to employees and management, and disseminate safety-related information across the Transportation Department;
- Review incoming daily incident/accident reports in the SMS database, investigate the events occurred, provide analysis and recommendations based upon regulations and best practices in a timely manner;
- Monitor and analyse trend, including data for the maintenance reliability program, as well as results of corrective and preventive actions;
- Organize and lead emergency exercises and safety meetings;
- Identify potential hazards in the Hazard Registry Database, execute risk analyses, provide recommendations and ensure implementation and follow-up of such recommendation in the Transportation Department;
- Perform ongoing training to staff and regular audits of all airports to ensure full compliance to regulations and policies;
- Establish and maintain a solid working relationship with Transport Canada, NAV CANADA, CATSA, local airlines and air operators, and other airport stakeholders;
- Develop and train staff in applicable sections of the Canadian Aviation Regulations;
- Perform any other duties as required.

The selected candidate must have the following qualifications:

- Post-secondary accreditation or equivalent work experience in management of airports field is required;
- Five years of relevant work experience and a minimum of two years working on Safety Management Systems;
- Experience configuring and using VORTEX program is an asset;
- Knowledge of Airport Safety Management Systems;
- Goal oriented and team player as well as excellent problems solver;
- Good communication and writing skills in at least two of the following languages: Inuktitut, English or French;
- Proficient knowledge of *Microsoft Office* software is required;

This position requires frequency travel within and outside of Nunavik, Quebec.

Act as the Duty Manager during evenings and weekends for approximately 60 days of the calendar year.

Place of work: Kuujjuaq
Salary: Min: \$67 232 yearly – Max: \$92 445 yearly
Other benefits: Cost of living differential: Minimum of \$8 500/year;
Food allowance: Minimum of \$3 707/year;
Annual leave trips: maximum of 3 per person annually;
Group benefits including Pension Plan;
Vacation: 30 days/year;
Statutory holidays: 19 days including 10 days during the Christmas holidays.

Please submit your application to:

**Human Resources
Kativik Regional Government,
P.O. Box 9
Kuujjuaq, Québec J0M 1C0
Fax: (819) 964-2975
Email: humanresources@krg.ca**

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.