

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title: Manager, Implementation and Governance
Department: Governance
Supervisor: Executive Director
Date: September 2017
Status: Regular Full-time Term
Classification: Level 8

Job Summary:

Reporting to the Executive Director, this pivotal management position is responsible for managing negotiations with various governments, First Nations, agencies and industries including the ongoing negotiation tables of the PSTA (Program and Service Transfer Agreement)/ GEB (Gross Expenditure Base), IWG (Implementation Working Group), TBA (Transboundary Agreement), and AJA (Administration of Justice Agreement) and coordinating the activities of the contractors on these files, as well as, being actively engaged in the preparations, reporting, and budgeting for these files. As a member of the Management Team, the Manager, Implementation & Governance is the focal point of communication and coordination to facilitate the successful implementation of the Final and Self Government Agreements between FNNND and inter-agencies and within the FNNND government structure.

Main Duties:

- Manage the re-negotiation of the consultation protocol with Yukon Government (YG) and the Government of Canada;
- manage the renegotiation of the Financial Transfer Agreement (FTA) renewal;
- manage and negotiate new protocols or other agreements that may arise;
- participate in the Yukon Forum and other intergovernmental forums;
- ensure that the activity and financial reporting for the implementation of agreements are reviewed, analyzed and forwarded to the appropriate bodies;
- coordinate with FNNND's internal Implementation Team including the supervision of support staff and contractors;
- Provide support to FNNND Management Team on Implementation issues;
- Working with other governments regarding program service and delivery;
- Coordinate community response and issues to the Negotiators;
- Assist the Negotiators to answer questions and issues which arise from the negotiation process;
- Work closely with government (FN, YTG and Federal) to develop an orderly and achievable implementation plan;
- Contribute and actively participate with FNNND's overall strategic plan and multi-year plan and maintain FNNND's obligations arising out of the Treaty agreements;
- The Agreements require formal reporting requirements and is responsible for identifying all such obligations, developing a reporting calendar, and ensuring that all such requirements are properly met and on schedule;
- All reporting requirements under the Agreements will be approved, where required, by Chief and Council in consultation with the Executive Director. For example: a) Government Official (GO) appointment letters issued by Chief and Council; b) Annual

Section 17 PSTA Negotiation Priorities of SFN Government; c) Multi-Year Funding Report; d) FTA Fiscal Capacity Report; e) Citizenship List; f) Statistical reports / summaries, Chapter 22; g) Scheduled Reviews under the Agreements; h) Funding Agreement Reports, as required by Contribution Agreements; and

- Other duties as required.

Impact / Accountability:

The work of the position is primarily facilitative in nature; however, the work of this position directly impacts the effectiveness of the Department’s management plans, programs, activities, boards, committees, policies, proposals, etc., and therefore has a direct impact on the overall mandate of FNNND. The incumbent is fully accountable to the Executive Director for the overall achievement of management goals and plans. This position is a key advisory role to FNNND Government and is a technical expert on the Self-Government Agreements and the Financial Transfer Agreement.

A primary role of the position is to provide the Executive level advice to Chief and Council with interpretations, strategies, options, implications, impacts, benefits and recommendations based on extensive reviews, research and analysis. In addition, the incumbent will provide regular updates and will be instrumental in preparing FNNND leadership for issue-based government-to-government meetings, forums, bi-lateral agreements and other negotiations with other government leaders.

Decision Making:

Goals and objectives for the position are established by the Executive Director and the work of the position is assigned. Problems are of a recurring nature and solved by reference to standards and precedents. Supervisor is available for more complex problems. The work of the position will be conducted in accordance with established laws, policies and procedures. Independent judgment is accepted within policy and procedures in re-occurring situations. This position has no signing authority.

The incumbent is expected to use a considerable degree of initiative and independence in applying specialized skills, knowledge and judgment to address, in an interdepartmental and intergovernmental context, ongoing negotiations and implementation activities. The Manager, Implementation & Governance requires minimal supervision and is responsible for managing day-to-day activities and work projects.

Key Personal Contacts and Nature of Contacts:

| WHO | NATURE OF CONTACT |
|--|--|
| Elders | Traditional cultural rules apply |
| NND Citizens | Create awareness of relevant information |
| Chief and Council | May be asked to exchange information with and give advice to |
| Executive Director | Reports to and will advise; prepare reports for |
| Management Team | May be asked to provide advice and reports to |
| Staff | To exchange information regarding intergovernmental matters |
| First Nation Organizations | To coordinate efforts with YFN’s and AFN if needed |
| Federal, YTG, Private Business Sector and Industry | To exchange and receive information on behalf of NND |

| | |
|--|---|
| <p>Advocacy Organizations in support of First Nations Interests:</p> <ol style="list-style-type: none"> 1. Council of Yukon First Nations (CYFN). 2. Assembly of First Nations (AFN). 3. Land Claims Agreement Coalition (LCAC). 4. Self-Government Secretariat (SGS). 5. All Chiefs Forums / Summits. 6. Others as directed | <p>To exchange information, caucus and strategize in advancing First Nations rights and interests</p> |
|--|---|

Positions to Supervise:

- Contractors and Negotiators working on behalf of FNNND.

Working Conditions:

Interruptions occur often. Some concentration is required in performing duties under deadline. Due to the expectations associated with the position, the incumbent may have to deal with upset individuals. The employee may often have to work overtime or a flex work week and respond to “emergencies”.

Qualifications:

1) Education & Experience:

- Degree in Political Science, Public or Business Administration, or First Nations Management, or an equivalent combination of education, skills and experience;
- In-depth knowledge of FNNND First Nation social structure, traditions and cultural values and education;
- Knowledge of and ability to lead, direct and manage program and policy development and delivery are essential;
- Good general management and supervisory skills are required;
- Strong interpersonal skills for problem solving, conflict resolution and negotiation;
- Standard office and financial management skills are desirable;
- Must have a working knowledge of budgeting, report writing and awareness of local and regional workforce, environmental and social issues;
- Good planning, organizational, communications and research skills are required; and
- Good interpersonal skills are required to coordinate program initiatives, negotiate agreements with employers and agencies, and obtain maximum cooperation and participation from members and other agencies.

2) Office Procedure/ Equipment Skills:

- Computer skills (Microsoft Office);
- Phone, fax, copier;
- Aboriginal Information System (AIS);
- Internet, E-mail, word processing, and Excel; and
- General office procedures, filing, and database management.

Conditions of Employment:

- Valid Class 5 Driver’s License and Driver’s Abstract
- Security Clearance