

FIRST NATION OF NACHO NYAK DUN (FNNND)

POSITION TITLE: Executive Director
DEPARTMENT: Administration
SUPERVISOR: Council
DATE: December 2020
STATUS: Regular Full Time
CLASSIFICATION: Level 10

JOB SUMMARY

The Executive Director reports to NND Council and is responsible for the effective implementation of NND Laws, Acts and policies. The Executive Director is responsible for the functioning of the FNNND government, including FNNND administration and programs to reflect the priorities of the NND government.

MAIN DUTIES

- Consultation with Council, citizens on the restructuring of the FNNND administration to reflect the priorities of the government.
- Reviewing, together with management and Council, the redesign of FNNND citizen-oriented programs (i.e. housing, income support, wellness, education, etc.) to provide a more holistic, and flexible approach toward building self-reliance. A case management approach will be adopted, where the case managers will conduct or arrange needs assessments (i.e. mental and physical health, standard of living, vocational assessments, etc.) and help the client to develop life and/or career plans with a focus on developing self-reliance. Then, depending on the need, the case managers find customized support for that client in the manner that makes the most sense for that client to build their own self-reliance. Ongoing personal support will be provided for every client, as needed. New policies and guidelines will need to be developed to implement this approach.
- Providing recommendations to Council on policy issues, ensuring alignment of administration, policies, and regulations with the strategic direction of the government.
- Implementing Council and Assembly resolutions, and components of the Council Work Plan where the Executive Director is identified as the lead.
- Improving communications, both within the government and with all FNNND citizens.
- Improving records management and information systems for better decision-making, including improving the enrolment system.
- Ensuring that financial resources, assets, and human resources are allocated and used effectively including:
 - Coordinating, together with management and Council, the development of annual work plans and budgets;
 - Monitoring and ensuring that First Nation of Na-Cho Nyak Dun expenditures remain within approved budgets and responding to Council requests for reports and updates on such issues;
 - Ensuring all contracts are met and tendering processes are followed in accordance with principles, guidelines and procedures set out in FNNND policy as well as the financial manual and NND finance laws;

- Overseeing the coordination and implementation of continuously improved financial management systems and ensure that good accounting and record keeping practices are followed;
- Working in conjunction with other key staff to assist and participate in the development of negotiating mandates for Program and Service Transfer Agreements, Financial Transfer Agreements, and other agreements and accords;
- Directing the execution of all legal documentation and by-laws duly authorized by Council and related entities; and
- Establishing performance and development goals with all staff, and conduct regular reviews to assess improvements in meeting those goals.
- Providing administrative expertise and overall direction to departmental managers.
- Establishing corporate and department-specific goals, objectives and expectations, in conjunction with staff and Council.
- Reporting on government performance in achieving the Council's Vision.
- As directed, liaising, on behalf of Council, with officials of the Federal, Territorial, Provincial, First Nation Governments and other boards, councils, committees, agencies, organizations, and officials in support of the First Nation of Na-Cho Nyak Dun Vision.
- Other tasks as directed by Council or the Assembly.

MANDATORY QUALIFICATIONS

Demonstrated track record of successful change management in an organization with 20 or more employees

Completion of First Nations 101 Course

DESIRED QUALIFICATIONS

- Completion of a degree in Public Administration and 5-plus years experience in multi-discipline program management, Certified Aboriginal Professional Administrator (CAPA), or equivalent of several years' experience and post-secondary education; and
- Experience in working within a government (preferably FN) in a senior management capacity.

KNOWLEDGE AND SKILLS

- Good knowledge of or demonstrates ability to quickly acquire knowledge and understanding of FNNND culture and history, the FNNND Self-Government Act, the Final Agreement, and the Constitution
- Experience with public administration practices and procedures.
- Knowledge of personnel policy, labour standards, and human rights legislation
- Knowledge of financial management and accounting practices and procedures
- Knowledge of and able to work with computer software programs and systems
- Knowledge of contracting specification, terms and conditions, and progress payment procedures
- Ability to work in a developing, culturally unique government setting
- Ability to organize, coordinate, and effectively manage multi-disciplined programs and services through the development of, mentoring or, and empowerment of employees

MANAGEMENT SKILLS

- Experience working at the management level, including the ability to direct, supervise and evaluate the performance of personnel;
- Ability to develop and manage established budgets;
- Ability to lead and direct program and policy development;
- Strong decision-making, problem-solving and conflict resolution skills;
- Ability to manage high levels of stress effectively; and
- Must have excellent organizational and time management skills.

INTERPERSONAL SKILLS

- Excellent communication skills, both oral and written;
- Must demonstrate discretion, tact, diplomacy, compassion and good judgment at all times;
- Ability to effectively conduct meetings;
- Ability to resolve conflicts and foster unity in making difficult decisions, exercising cultural sensitivity;
- Ability to work effectively as part of a management team in establishing and maintaining professional working relationships with staff, citizens and the general public;
- Ability to provide strong leadership skills, motivating and empowering people;
- Ability to work flexible hours;
- Must maintain confidentiality, honesty and trust.

DECISION MAKING

The Executive Director position receives political and policy direction from the Council and the Assembly. The incumbent is expected to make financial, operational, human resources, and administrative decisions within that general direction and any priorities set by the Council. In doing so, he/she will take the lead in setting/developing new practices and procedures and devising new courses of action, systems, and program initiatives.

The decisions made and direction provided by this position have a significant impact on the organization and the nation. The position is responsible for ensuring direction, goals and objectives are met through effective supervision and leadership. Poorly thought-out decisions or recommendations can impact the FNNND government's ability to effectively manage its operations and services as a whole, thereby impacting the citizen's confidence in the FNNND government and Council.

IMPACT/ACCOUNTABILITY

This position has full accountability for the effectiveness of day-to-day operation of the organization and must ensure activities meet the requirements of relevant legislation, regulations, and policies.

WORKING CONDITIONS

This position may be required to and is not limited to:

- Occasional travel;
- Intense mental concentration to meet regular and ad hoc deadlines in the performance of duties (e.g. in the development of new policies, analysis of budget proposals, etc.), which may be interrupted by employees, residents, clients, and contractors, throughout the day;

- Physical activity is rare. The incumbent will spend long hours sitting and using office equipment and computers, which may cause muscle strain and sensory demands, such as, eye strain and occasional headaches. The working environment maybe busy, distracting and the incumbent will need excellent organizational, time and stress management skills to complete the required tasks.

CONDITIONS OF EMPLOYMENT

- Security Clearance
- Valid Class 5 Yukon Driver's License and Abstract
- References

POSITION APPROVAL

We approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

Deputy Chief

Date

Human Resources

Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Executive Director

Date