

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title:	NND Victoria Gold Liaison
Department:	Lands and Resources
Supervisor:	Manager, Lands and Resources
Date:	March 2012
Status:	Regular, Full-time
Classification:	Level 6

Job Summary:

Reporting to the Manager of Lands and Resources, the NND Liaison is responsible for the administration and implementation of the FNNND responsibilities agreed to in the Comprehensive Cooperation and Benefits Agreement (CBA) with Victoria Gold Corporation (VG). The NND Liaison will be the link between the FNNND and Victoria Gold. The incumbent will work collaboratively with the Victoria Liaison and meet on a regular basis with FNNND Council, NND citizens, and Victoria Gold representatives as well as pertinent government agencies to help develop social, health, educational, training and economic strategies and methods to implement the CBA.

Main Duties:

- Meet on a regular basis with the Council as well as pertinent agencies within the governments of FNNND, Yukon Government or Government of Canada (social, health educational training and NND DC) to identify and develop strategies and methods to implement all aspects of the CBA;
- Meet on a regular basis with Council, NND Citizens and NND Businesses to:
 - analyze, validate and document any issues and concerns raised by the FNNND government and citizens; and
 - report and where appropriate make recommendations to the CBA Committee on any issues or concerns raised by FNNND departments and citizens regarding the Eagle Gold Project;
- Meet regularly and work with the Victoria Liaison to:
 - identify training, employment and business contracting opportunities to enable optimal FNNND participation in VG's exploration projects and the Eagle Gold Project; and
 - identify and develop strategies and methods to enable NND Citizens and NND Businesses to identify business development opportunities related to the Eagle Gold Project and VG's exploration projects;
- Work with the Victoria Liaison to prepare, organize and present quarterly reports at the CBA Committee quarterly meetings;
- Work with the Victoria Liaison to develop an annual CBA Implementation work plan and budget, to be reviewed by the CBA committee and approved by Victoria Gold;
- Implement employment opportunities:
 - establish and maintain a registry of NND Citizens interested in working at or in relation to the Eagle Gold Project (Human Resources Inventory), inclusive of their experience and skills
 - identify NND Citizens interested in employment opportunities with the companies projects and encourage them to apply for these positions

- work with the Victoria Liaison to help mitigate and resolve issues with regard to employment of NND Citizens
- bring systemic and high level concerns that the NND and Victoria Liaisons cannot resolve and that are impeding NND employment to the CBA Committee;
- Implement NND Businesses opportunities:
 - establish and maintain a registry of NND Businesses with skills and experience relevant to the Eagle Gold Project and the companies exploration programs within NND Traditional territory
 - identify NND Businesses that would be interested in providing project related employment opportunities, inform those NND Businesses of the potential opportunities related to the eagle Gold Project and bring those businesses to the attention of the Victoria Liaison; and
 - work with the Victoria Liaison to resolve issues with regard to potential business opportunities and bring unresolved implementation concerns with regard to potential business opportunities to the CBA Committee;
- **Other Job Duties:**
 - Work with Victoria Liaison to develop and propose evaluation mechanisms (such as identifying indicators and developing monitoring programs) to the CBA Committee to ensure components of CBA are implemented and that monitoring is followed and written reports are current;
 - Attend to mail and messages; implement daily work-plan, attend meetings, and draft briefing notes;
 - Prepare updates for CBA Committee quarterly meetings;
 - Work with the Victoria Liaison to prepare for and assist with the organization and advertising of Eagle Gold project related community meetings, workshops, and site tours; and
 - Other duties as assigned.

Impact / Accountability:

The Incumbents decisions and actions will affect the efficiency of communication and cooperation between FNNND, NND Citizens, NND Businesses and VG; therefore, diplomacy, cooperation and planning will be required by the incumbent to fully implement the FNNND's responsibilities agreed to in the CBA.

Decision Making:

Objectives for this position will be developed in conjunction with VG and the CBA Committee. The incumbent is responsible for implementing the NND's responsibilities as outlined in the CBA, Schedule F. The incumbent is responsible for meeting and working with the Victoria Liaison and the CBA Committee. This position works with considerable latitude in managing the incumbent functions and allows the incumbent to devise new approaches and courses of action to achieve the work plan.

Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply.
NND Citizens	Create awareness of available employment and business opportunities with VG.
FNNND Council	Provide updates on the implementation of the CBA, prepare briefings / reports; may be asked to exchange

	information on strategies.
CBA Committee	Will to provide advice and reports; concerning employment, training, business opportunities.
Executive Director	May be asked to provide advice and reports to and exchange information with.
Manager, Lands and Resources Dept.	Will report to and take direction from regarding all aspects of the implantation of the CBA
Victoria Liaison	Will work in conjunction with to implement CBA.
FNNND Staff	Work with staff to incorporate existing programs and monitor effects on project on community.
Victoria Gold Staff	may be asked to advise project site staff and exchange information.
Education/Training Institutions	To exchange and receive information on training and funding for NND citizens.
Federal, YTG, Private Business Sector and Industry	To exchange and receive information on relevant aspects of the CBA.

Positions to Supervise:

- None

Working Conditions:

This position is located in a normal office environment. The incumbent will be working in high-pressure situations, and will work in an environment characterised by rapid change, deadlines and adaptation. The incumbent will deal with a considerable range of emotions when dealing with citizens, and policy areas. The incumbent may experience dissatisfied citizens who have issues or concerns with regard to the project. The incumbent will encounter a considerable range of emotions with clients, trainers, and officials who are unfamiliar with the cross-cultural environment they are training/working under. The incumbent may be dealing with sensitive personal information and the confidentiality is paramount. The incumbent will travel to the Eagle Gold Project Site, and may occasionally be required to spend several days at site. The incumbent may be required to work outside normal working hours. The incumbent will be required to follow all health and safety requirements at Victoria's project site.

Qualifications:

1) Education & Experience:

- Completion of a two-year diploma program in Education (Adult), Career Counselling or Business Administration and/ or;
- Relevant post-secondary coursework supplemented with experience in the adult educational system and/or in developing and implementing training or employment programs, and /or equivalent in education and experience.
- Knowledge of the mining industry, types of skills and education required in that industry.
- Ability to provide guidance and quality advice to management and staff, NND citizens on training and employment matters and business opportunities
- Ability to resolve conflict situations, problem solve and work co-operatively and facilitate the development of a team environment
- Demonstrated leadership and professionalism
- Knowledge of training, education, social and health programs and funding agencies
- Knowledge of Training and Educational institutions available within the Yukon and Provinces
- Ability to analyse and identify training requirements within the community to derive the maximum benefit from training and employment opportunities.

- Knowledge of social structure in FNNND, families, and the social conditions and social dynamics prevailing in the community
- Knowledge of First Nation Government (land claim & self-government agreements, NNDFN Constitution), and social issues affecting First Nations.
- Knowledge of NNDFN history, culture, language, demographics, goals & aspirations.

2) Office Equipment Skills:

- Computer skills (Microsoft Office); and
- Use of multi-line phone, fax, copier.

3) Specific Skills:

a) Technical Skills:

- Report writing, letter writing skills, research skills, data tracking and financial reporting
- Strong oral and written communication skills
- Ability to do presentations internally or externally
- Ability to analyze and recommend problem-solving approaches
- Strong ability in reading and interpreting acts, regulations, standards, policy and procedure etc.

c) Management Skills:

- Administrative management skills (time management; planning, organizing, implementing, controlling, reviewing; budget development / management)
- Planning & development skills (work-planning, budget management, opportunity assessment, administrative systems for 'good government', strategic planning)
- Organizational development skills (articulating strategy, team management, facilitation skills)
- Demonstrated professionalism
- Skills in researching evaluating and analysing data on training and employment results
- Commitment to obtaining training and employment opportunities for NNDFN citizens

d) Interpersonal Skills:

- Ability to maintain strict confidentiality
- Good conflict resolution and mediation skills
- Ability to foster trust, credibility and acceptance from Citizens, Staff, Managers, Executive Director and Chief/Deputy Chief and Council
- Motivational skills (to follow high professional standards and facilitate professionalism in others)
- Excellent team skills
- Ability to be tactful, courteous, and respectful of NNDFN culture and traditions. Ability to establish co-operative working relationships with NNDFN employees, Chief/Deputy Chief and Council, Elders and community members. Empathy and tolerance when working with others

Personal Suitability:

This position requires an individual who is genuinely interested in the development and implementation of the CBA. This individual must be able to maintain an unbiased approach towards citizens and comply with all applicable FNNND policies. This individual must be able to gain credibility with others and be a good listener. This position must have the ability to establish co-operative working relationships. This position requires strong conflict and dispute resolution skills as well as excellent written and verbal skills.

Conditions of Employment:

- Valid Class 5 Driver's License and Driver's Abstract
- Security Clearance
- FAC (or willing to obtain)
- Wilderness First Aid (or willing to obtain)
- Boat Operator Certificate (or willing to obtain)
- All-Terrain Vehicle (ATV) and Snow machine Operations Certificate (or willing to obtain)