



## EMPLOYMENT OPPORTUNITY

### Director, Natural Resources and Heritage

**Job Classification:** Director, Natural Resources and Heritage – Full-Time

**Competition #:** 2023-27

#### About the Role

Reporting to the Executive Director, as a senior leader within the Vuntut Gwitchin Government (VGG), the position oversees natural resources, lands, heritage, and energy programs. It leads strategic planning, develops achievable goals, and implements processes to ensure organizational effectiveness as it delivers services to citizens.

#### What you bring

- Post Secondary education including a Bachelor's degree in science, business/public administration, resource management or land management, or an equivalent combination of experience and training;
- Demonstrated leadership experience in:
  - managing conservation and/or cultural programs including strategic planning and evaluation,
  - leading and managing teams,
  - building partnerships with community resources and external contacts to promote and protect resources, and
  - financial management, including budgeting, and administering federal/territorial funding programs.
- Class 5 Driver's License with clean driver's abstract; and
- Current Criminal Records Check.

#### Working Conditions

- Adaptable to changing work assignments; and
- Location is Old Crow, YT.

#### What we offer

- A supportive and safe work environment;
- Competitive compensation will be commensurate with qualifications;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

#### Working with Vuntut Gwitchin First Nation

*Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.*

#### Applications are open until filled.

Please forward your resume to:

Human Resources Department  
Vuntut Gwitchin First Nation  
P.O. Box 94  
Old Crow, YT Y0B 1N0  
Email: [employment@vgfn.net](mailto:employment@vgfn.net)

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

*While we appreciate all applications, only those selected for further consideration will be contacted.*



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## POSITION PROFILE

INTRODUCTION	
Position Title: Director, Natural Resources & Heritage	Reports To: Executive Director
Dept: Natural Resources & Heritage	Location: Old Crow
Staff: 11+	Revision Date: February 2023
PURPOSE	
<p>As a senior leader within the Vuntut Gwitchin Government (VGG), the position oversees natural resources, lands, heritage, and energy programs. It leads strategic planning, develops achievable goals, and implements processes to ensure organizational effectiveness as it delivers services to citizens.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> <li>• Engages broadly with the Executive Director, other directors, and Council to identify and set the government’s strategic plan, business plans and operating principles.</li> <li>• Directs service delivery functions including departmental programming and policy. Strategizes with departments to create actionable plans that align activities with the government’s broader goals. Ensures programs and services are accessible and responsive to citizen needs and proactively identifies and manages risks, trends, and issues.</li> <li>• Oversees direct reports and indirect work teams and anticipates human resources needs. Communicates work goals, develops plans to accomplish goals, evaluates employee progress, and distributes information. Promotes individual capacity development through coaching, performance evaluation, encouraging development, and manages personnel issues and problem solving.</li> <li>• Develops and allocates the department’s annual budgets. Oversees expenditures and submissions to access external funding to supplement service delivery and program initiatives. Reviews variance reports with the Finance Director to identify projected shortages or surpluses to effectively manage financial resources and priorities.</li> <li>• Oversees or conducts public engagement and consultation sessions. Communicates information and facilitates community participation and feedback to inform problem solving, to improve services and to align departmental actions and priorities. Responds to citizen concerns as they arise.</li> <li>• Leads departmental projects to support program needs and improve VGG service delivery. Manages project stakeholders, planning, development, and implementation and ensures projects are completed within approved budgets and timeframes.</li> </ul>	

- Represents VGG interests by participating in joint initiatives and committees. Maintains strategic relationships across a variety of stakeholders including other First Nations, boards, councils, working groups, community partners and officials of the federal and territorial governments.
- As a member of the management team, engages with the Executive Director, directors, and committees to exchange information and develop integrated work plans to achieve the VGG 5-year strategic plan.
- Responds to crisis situations of employees and citizens and consults with appropriate parties to identify and achieve solutions.

### ACCOUNTABILITY & IMPACT

- Goals and priorities are strategically implemented across multiple departments to achieve the strategic plan objectives.
- Employees are engaged, competent and productive.
- A trusting and collaborative relationship exists with employees, management, Council, and external contacts.
- Political, behavioral, and systemic barriers are overcome to enable success and growth.
- Operations comply with the Governance Act, Constitution, Final Implementation Plan, Self-Government agreements and VGG policies.
- Accountable and transparent management of assigned budget.
- Council and management receive accurate information to make informed decisions.
- Delivery of services are critical to the well-being and future of citizens as individuals and families.
- The VGG Standards of Conduct are modelled and promoted.

### FINANCIAL CONTROL

Annual budget under direct control of this position:	Significant (1M-3.5M)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < 20k.

### WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions.
Physical:	Normal
Hazards/equipment:	None
Travel:	Occasional

*This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.*

## POSITION COMPETENCY PROFILE

<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in science, business/public administration, resource management or land management, or an equivalent combination of experience and training.</li><li>• Considerable leadership experience managing conservation and/or cultural programs including strategic planning and evaluation; in an indigenous community is an asset.</li><li>• Considerable experience leading and managing teams.</li><li>• Experience building partnerships with community resources and external contacts to promote and protect resources.</li><li>• Considerable financial management experience, including budgeting, and administering federal/territorial funding programs.</li></ul>
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"><li>• Strategic thinking</li><li>• Developing others</li><li>• Achieving results</li><li>• Decision making</li><li>• Communication</li><li>• Service orientation</li><li>• Collaboration</li><li>• Self-awareness</li></ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"><li>• Satisfactory Criminal Record Check</li></ul>