

Vuntut Gwitchin Government

- A. **Identification:** Director
- Department:** Natural Resources
- Supervisor:** Executive Director
- Date:** March 2006
- Status:** Full-time
- Level:** 8
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B. **Job summary:**

Reporting to the Executive Director, this position is responsible for directing the business of the Natural Resources Department in lands, environment, heritage, and fish and wildlife. This position also serves as a member of the Senior Management Team.

C. **Main Duties:**

Directs the business of the Natural Resources Department by:

- Advising on VGFN legislation, monitoring, evaluating and recommending changes
- Developing policies and procedures, strategic plans, goals, objectives and departmental work plans
- Keeping informed of new trends, current and future issues, federal and territorial laws, regulations, policies and procedures, programs and services, and assessing implications and usefulness to Vuntut Gwitchin First Nations
- Monitoring implementation of land claims and self government goals, informing Chief and Council of non-compliance from federal and territorial governments, and discussing concerns with government officials
- Receiving recommendations from Chief & Council standing committees
- Developing, implementing and overseeing the delivery of specific programs, activities and services
- Locating funding opportunities and ensuring proposals are submitted
- Advising staff members who are preparing proposals for third party funding and when negotiating contracts
- Ensuring that sufficient resources are obtained and made available for implementing programs and services
- Ensuring that contracts, contribution agreements, programs and services are properly administered and reported upon.

- Determining the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.
- Analyzing statistical data and ensuring that data systems are maintained
- Identifying how services and programs can be integrated with other Vuntut Gwitchin Government departments, and consulting with those departments.

Liases with citizens, community residents, governments, consultants, agencies, boards, committees and other business associates by:

- Participating in committees, boards, forums, commissions, meetings and working groups on the national, territorial and community levels as well as with other First Nations
- Ensuring that there is VGFN representation at intergovernmental meetings, boards, committees, and symposiums
- Ensuring information sessions and public meetings are held regularly with citizens and community residents, and attending such sessions and meetings
- Providing information to consultants and contractors

Directs the finances of the department by:

- Gathering budgets from staff, and compiling into one yearly departmental budget and making final decisions as to content of budget
- Submitting and defending the yearly budget request to the Senior Management Team and Chief and Council
- Preparing variance reports
- Reporting to the Finance Director of any projected shortages or surpluses.
- Reconciling revenues of contribution agreements to expenses.
- Approving departmental purchases and contracts, monitoring budget and expenditures, and deciding when to move budget dollars to other budget items as needed

Hires and Supervises staff by:

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- Discussing training needs with staff and the Human Resources Dept. and monitoring implementation of plans, and evaluating effectiveness of training
- Assisting with problem solving and personnel issues
- Approving timesheets and leave requests
- Ensuring compliance with WCB regulations and reporting job injuries to the Human Resources Dept.

Participates as a member of the senior management team by:

- Attending weekly Director meetings to discuss and develop organizational policies and procedures and plan government wide business and integration of services amongst departments

- Attending Chief and Council meetings as required
- Developing organizational strategic plans and goals.
- Preparing briefing notes as needed
- Responding with other senior management members to critical incidents as needed.

D. Job Knowledge and Skills:

Education:

- Degree or diploma in one or more of the following: natural or renewable resource management, land management, environmental studies, and five years work experience.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA)
- Knowledge of intergovernmental commissions, boards and working groups
- Knowledge of government legislation regarding natural resources management
- Knowledge of natural resources issues affecting First Nation peoples both locally and nationally.
- Knowledge of federal and territorial funding programs for natural resources
- Knowledge of financial management

Management Skills:

- Ability to lead by example.
- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to delegate.
- Ability to multitask in a high paced environment
- Ability to problem solve and resolve conflicts
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to supervise and mentor staff.
- Ability to negotiate contracts
- Ability to analyze, prepare and reconcile budgets and expenditures
- Ability to research and analyze organizational and departmental needs and develop strategic goals, work plans, and policies and procedures.
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.
- Ability to develop policy papers, technical papers and presenting technical data to Senior Management Team, Supervisor, Chief and Council and government officials.

Specific Skills

- Ability to use email, Word, Excel and Powerpoint
- Basic understanding of information and database systems
- Ability to interpret land management related legislation
- Basic understanding of GIS data manipulation, data entry and data collection.
- Ability to read and understand various land maps

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Executive Director, and Vuntut Gwitchin Citizens. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for the day-to-day operation of Vuntut Gwitchin Natural Resources Department for developing procedures where none exist, setting work priorities, and ensuring fiscal accountability and making changes to operational procedures. Decision-making is also required in long-range planning, when communicating with associates, and determining when information needs to be forwarded to Chief and Council.

F. Impact/Accountability:

This position is accountable for compliance with legislation, directing strategic planning, establishing and meeting departmental goals and work plans, that expenditures do not exceed budget and revenues, and enforcement of standard operational policies and procedures. Proper management of Natural Resources is critical to the well being of Vuntut Gwitchin citizens.

G. Key Personal Contacts

Who	Purpose	Frequency
Executive Director	Supervision, information exchange	Weekly/as needed
NR staff	Informing and discussing current and proposed projects.	As needed
Chief & Council	Discussing strategic plans, budgets and expenditures, legislation, policies & information exchange.	As needed
VGG Directors	Developing policies and procedures, integrating services; government direction, information exchange.	Daily
Governments, agencies and partners	Negotiating contracts and contribution agreements; intergovernmental planning; resolving problems; information exchange.	As needed

Consultants & Researchers	Planning and project delivery; information exchange	As needed
Boards & Committees	For discussion, planning, policy reviews, consultation, information exchange	As needed
VGFN Citizens	Discussing policy, procedures, programs and services; resolving problems and conflicts.	As needed

H. Positions Supervised

Number of positions supervised directly: 4	<ul style="list-style-type: none"> Heritage Manager, Lands Manager, Fish & Wildlife Coordinator, and Administrative Assistant.
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I. Working Conditions:

This position is located in a normal office environment. There is the occasional field trip where travel is by snow machine, ATV, boat, helicopter or small aircraft.

Spiritual:

- Balancing traditional beliefs and practices relating to use and conservation of land and natural resources with modern practices.

Physical:

- Approximately 70% of time using the computer
- Travel approx: 6 trips per year long distance
- Remote living conditions in extreme temperatures and light changes.

Mental:

- Regular need to meet critical deadlines (meetings, reports, ad hoc deadlines)
- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Program and service delivery affected at times by conditions due to remote, rugged environment

Emotional:

- Dealing regularly with community members who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes in the community or with management of natural resources.

J: Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals.
- Willingness to work extra hours to meet deadlines.
- Willingness to respond to critical incidents outside of regular scheduled work hours.

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Executive Council:

_____ Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

_____ Supervisor:

_____ Date:

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

Employee:

_____ Date: