

**Vuntut Gwitchin Government (VGG)**

A.	<u>Identification:</u>	Fish and Wildlife Coordinator
	<u>Department:</u>	Natural Resources
	<u>Supervisor:</u>	Director, Natural Resources
	<u>Date:</u>	October 2010
	<u>Status:</u>	Full-time
	<u>Level:</u>	7

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**B. Job summary:**

Reporting to the Director of Natural Resources, this position is responsible for managing a diverse portfolio consisting of a broad array of fish, wildlife, and habitat related plans, legislation, research projects, and occupies a lead role in local, regional, national, and international issues. Participation in government-to-government Consultations, delivery of programs and services within Vuntut Gwitchin settlement lands and traditional territory, and collaborative development of resource-related legislation is also vital. This position works closely with the public and fosters strategic relationships with co-management groups, other First Nation, Territorial and National governments.

**C. Main Duties:**

## 1.) Specific:

- Actively consults the North Yukon Renewable Resources Council and general public taking into account recommendations on Fish and Wildlife Coordinator files.
- Works independently and in collaboration with others while applying direction from the Director on key fish, wildlife, habitat and resource files.
- Prepares regular briefing notes for submission to the Director.
- Participates in environmental monitoring of Settlement and Traditional Territory lands.
- Maintains a comprehensive paper and electronic filing system.
- Maintains a current and complete harvest database.
- Seeks opportunities to access outside funding for research priorities by submitting proposals, managing projects and following through with final reports.
- Advocates VGG views and recommendations as an appointee on various working groups.
- Works with Parks Canada on Vuntut National Park related items as needed.
- Maintains a flexible, patient, and integrated attitude.
- Implements community-based fish and wildlife management plans that integrate traditional knowledge, practices and values with other practices of species and habitat management.
- Participates in conservation and resource management planning.

## 2.) General:

- Manages delivery of programs, sound management practices, projects, and services for Vuntut Gwitchin Settlement Lands and the Traditional Territory.
- Develops policies and procedures, goals, and work plans; implementing activities, evaluating and modifying as needed.
- Collaboratively develops fish, wildlife, and habitat management legislation as well as related aspects of land, fish, wildlife, and habitat management systems and framework.

- Participates in field-based activities including monitoring and research assistance.
  - Responds to Consultation requests from Federal and Territorial government proposed legislative amendments.
  - Assists YTG conservation officers to carry out fish and wildlife enforcement and related duties within the Traditional Territory.
  - Administers trapping programs and trap line management.
  - Ensures VGG interests and concerns are expressed and recognized in all issues related to management and protection of fish, wildlife, and habitat including ensuring the laws, regulations, and policies related to the use and occupation of Settlement Lands, and in co-management areas, are enforced and respected.
  - Delivers public information and education by preparing pamphlets and documents, prepares slides for presentations, responds to public queries and letters, and conveys information on programs and regulations through public contact.
  - Works with other VGG Natural Resources staff as required.
  - Incorporates traditional values, traditional ecological knowledge and traditional practices related to the land and uses.
  - Participates in applicable committees/commissions, technical working groups, symposiums, conferences, meetings and consultations with citizens and key associates.
  - Prepares and submits proposals and reports; prepares project budgets and approves expenditures.
  - When requested, prepares and presents information at Chief and Council meetings, forums, conferences, and other functions.
  - Gathers and reviews information related to land applications and land use permits, water license and other interests within Settlement Lands, and surrounding areas.
  - Determines the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.
  - Organizes and facilitates community consultations and workshops.
  - Ensures Territorial and Federal governments fulfill obligations as set out in the VGFNFA.
  - Seeks program/project funding, completes proposals and final reports.
  - Reviews applications to perform scientific research on Settlement Land and the Traditional Territory.
  - Informs federal and/or territorial government officials of VGG views, values, goals, concerns and recommendations.
- 3.) Practices fiscal responsibility by
- Prepares Fish and Wildlife budget for submission to supervisor for inclusion into departmental budget.
  - Follows established accounting policies and procedures.
  - Monitors expenditures and reports financial state to Director as required.
  - Submits project/third party claims as required.
  - Assesses and completes final reports as required.
- 4.) Supervises staff by:
- Conducting Performance Evaluations with staff supervised ensuring review occurs within the initial probation period and once per year thereafter.
  - Providing assistance in hiring departmental staff when requested.
  - Approving timesheets and leave requests in preparation for submission to the Director.
  - Ensuring compliance with WCB regulations and reporting job injuries to VGG Human Resources.
  - Identifying areas in need of further training.

**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.

- Knowledge of Umbrella Final Agreement (UFA), and Vuntut Gwitchin First Nation Final Agreement (VGFNFA).
- Knowledge of land management issues and legislation affecting First Nations both locally and nationally.
- Knowledge of the principles and practices of land resource planning and management.

#### Management Skills:

- Ability to problem solve.
- Ability to prioritize and rank issues in relation to the overall goals of the VGFN.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to negotiate contracts.
- Ability to manage projects.
- Ability to supervise and mentor staff.
- Ability to analyze, prepare and reconcile budgets and expenditures.
- Ability to research, analyze and develop strategic goals, work plans, and policies and procedures.
- Ability to comprehend and develop policy papers, technical/scientific papers, and present technical data to supervisors, citizens and other key partners.

#### Interpersonal Skills:

- Ability to function in a cross-cultural environment.
- 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, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

#### E. Decision Making:

This position is directly responsible to the Director of Natural Resources, the Vuntut Gwitchin Government, and the Vuntut Gwitchin First Nation. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. The position is expected to resolve a variety of fish and wildlife management issues. Decision-making is required for developing procedures where none exist, setting work priorities, ensuring fiscal accountability, implementing projects, systems and services, communicating with agencies and third-party partners, and determining which recommendations are forwarded to the Director of Natural Resources.

#### F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting goals identified by strategic planning, and General Assembly resolutions. The work of this position directly impacts the effectiveness of resource/land management plans, programs, activities, boards, committees, policies, proposals, etc., therefore having direct impact on the overall management of non-renewable and renewable resources. The incumbent is fully accountable to the Director of Natural Resources for the overall achievement of resource/land management goals and plans.

#### G. Key Personal Contacts:

Contact	Purpose	Frequency
Director	Informing and discussing tasks, and receiving direction.	Weekly/as required
Staff	Supervising; information exchange.	Daily

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Territorial Government	Co-managing resources; accessing programs; reports; information exchange.	As required
Federal Government	Co-managing resources; accessing programs; reports; information exchange.	As required
Vuntut Gwitchin Citizens	Discussing policy; delivering programs; resolving problems and conflicts; information exchange.	As required
Boards & Committees	For discussion, planning, policy reviews, consultation, information exchange.	As required

G. Positions Supervised:

This position requires the supervision of possibly one-three, full-time seasonal (summer) employees

I. Working Conditions:

This position is generally located in a normal office environment. Field trips are required with travel 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 80% of time is in an office environment.
- Travel approx: 10 trips per year to other communities, plus field trips
- Remote living conditions in extreme temperature and light changes.
- Working occasionally in outdoor, rugged and remote environments.

Mental:

- Regular need to meet deadlines (meetings, reports, ad hoc deadlines).
- Shifting priorities to respond to Vuntut Gwitchin Government and Vuntut Gwitchin First Nation requirements.
- 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 use of land.

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 work in varying weather conditions.
- Standard First Aid Certificate or Wilderness First Aid Certificate or willingness to obtain.
- PAL or willingness to obtain

**SIGNATURES:**

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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