

A. Identification: Policy and Intergovernmental Communications

Department: Executive Office

Supervisor: Executive Director

Date: June 2018

Status: Regular Full Time

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B. Job Summary:

Reporting to the Executive Director with dotted line to the Management Committee, this position ensures that communications within and, outside Vuntut Gwitchin Government are effective. This position also creates and follows processes to ensure that all policies are up to date and approved through proper channels and accessible. Provides administrative assistance when necessary.

D. Main Duties and Responsibilities:

- Responsible for VUNTUT GWITCHIN FIRST NATION overall policy processes. Ensures approved policies are up to date and accessible.
- Responsible to create and implement a system to ensure all policy changes are recorded and approved.
- Ensures Chief and Council communications within and outside the VUNTUT GWITCHIN FIRST NATION are timely, effective, and targeted to the right audience and responds to feedback and requests based on this communications.
- Follows, develops, implements, evaluates and revises external communications strategies, plans and programs for the VUNTUT GWITCHIN FIRST NATION to ensure smooth coordination of information inter-governmentally and between VUNTUT GWITCHIN FIRST NATION, its citizens and the public;
- Reviewing VUNTUT GWITCHIN FIRST NATION government initiatives and emerging issues on an on-going basis to identify external communications needs and opportunities;
- Developing, maintaining and updating an annual external communications plan to provide a communications framework for the VUNTUT GWITCHIN FIRST NATION government and to maintain the visibility of the VUNTUT GWITCHIN FIRST NATION government's initiatives on an on-going basis;
- Preparing speeches, correspondence and briefing papers for Chief and Council;
- Participates (when necessary) at VUNTUT GWITCHIN FIRST NATION's Management Committee in the development of corporate policies regarding communication programs and strategies and providing communications advice;
- Participates (when necessary) at VUNTUT GWITCHIN FIRST NATION Director's Meetings to ensure proper flow of information and to keep informed in the Government's affairs;
- Identifying and analyzing for the Chief and Council and Management Committee any communication gaps or problems within the VUNTUT GWITCHIN FIRST NATION government that detrimentally affect VUNTUT GWITCHIN FIRST NATION public relations and providing options and recommendations to address those gaps or problems;
- Directing the development and/or modification of new policies, as needs are identified, to encompass the corporate requirements of the Vuntut Gwitchin First Nation;
- Working with Management Committee to oversee, analyze, and resolve administrative and procedural challenges;
- Facilitating communication and procedural flow from staff, outside agencies, other governments, Citizens and community residents and the VUNTUT GWITCHIN FIRST NATION Chief and Council;

- Reviewing and summarizing reports and documents coming into the Chief and Council Office and preparing background documents as necessary. Prioritizing and /or assembling related background information or files, identifying issues, deadlines, action oriented items arising out of these materials and advising/highlighting these to bring to the Chief and Council's attention;
- Anticipate and preparing briefing notes on any communication issues that arises;
- Under the direction of the Executive Director, preparing reports, briefings, memos and documents;
- Drafting, editing, proof reading and finalizing documents;
- Coordinate the flow of materials from Directors to the ED and Management Committee and works with all entities within the organization to achieve timely submission of a quality product, allowing timely follow through by Chief and Council, ED, Financial Director, and Management Committee. This is done by offering guidance and assistance, by contacting appropriate staff and/or contractors to assist, by scheduling time for work on output and by offering effective and efficient support services;
- Under the direction of the Executive Director, assist with the efficient operation of the Chief and Council office by solving challenges as they arise, ensuring all requests for information are answered, scheduling, and directing inquiring to responsible Departments.
- Under the direction of Executive Director, provide assistance to Chief and Council and Management Committee on as needed basis

### **Relationship Management**

- Develops and maintains effective strategic relationships with key stakeholders including VUNTUT GWITCHIN FIRST NATION Chief and Council, Management Committee, Directors, Department Staff, Citizens, and other levels of Government.
- Develops a wide range of relationships and networks.
- Ensures the development of effective and innovative strategies in order to promote and protect the interests of Vuntut Gwitchin First Nation Citizens.

### **Strategy Formulation**

- Ability to formulate strategies, and create new approaches in adverse situations.
- Ability to take a broad based view of issues and events, and has an understanding of their longer-term impact or implications.
- Ability to translate strategies into operational activities.
- Take a proactive role in the formulation of future strategic objectives and bring them to the Executive Director and Management Committee for input, discussion and decision.

### **Conflict of Interest and Confidentiality**

- Be aware of and abstain from any conflict of interest
- Ability to maintain strict confidentiality.

## **E. Job Knowledge and Skills:**

### **Education & Experience:**

- Masters' Degree in Public Administration, Business Administration, Social Sciences, or a related field combined with coursework in communications or journalism and experience working with First Nations governments, preferably at a senior level;
- Sound knowledge of VUNTUT GWITCHIN FIRST NATION social structure, traditions, and cultural values;
- Sound knowledge of government program requirements and specifically, First Nation government program requirements;
- Knowledge of Federal and Territorial Government programs, regulations and procedures;
- Strong knowledge of Modern Treaties or Comprehensive Land Claims;
- General Knowledge of the VUNTUT GWITCHIN FIRST NATION Final Agreement;
- General Knowledge of Self Government Agreement and Implementation Plan;

- Ability to develop, implement and evaluate programs, policies and procedures.
- Knowledge of the Strategic Plan.
- General knowledge of VUNTUT GWITCHIN FIRST NATION Culture.
- Excellent communication skills, both oral and written skills.
- Conflict management and problem solving skills.
- Strong organizational and time management skills.
- Ability to deal effectively with representatives from other governments and agencies.
- Ability to conduct research and analysis and synthesize large amounts of information and documentation.

### Management Skills:

- Ability to plan, direct, control and evaluate a variety of diverse projects and initiatives;
- Excellent communication skills, both oral and written;
- Adept in conflict management, mediation and problem solving;
- Ability to lead, direct and manage policy development and delivery;
- Strong decision making.
- Ability to manage stress effectively;
- Excellent organizational and time management skills;
- Ability to use a computer and associated software.
- Ability to meet deadlines;
- Ability to effectively communicate with all stakeholders;
- Ability to draft a variety of reports and meet critical deadlines;
- Ability to influence or persuade others to gain acceptance or agreement of ideas and approaches.

### Interpersonal Skills:

- Discretion, tact, compassion and good judgment;
- Ability to deal respectfully and foster trust with Vuntut Gwitchin citizens;
- Ability to resolve conflicts and foster unity;
- Ability to work effectively as part of a management team;
- Ability to establish and maintain professional working relationships with staff, citizens and the general public;
- Ability to provide strong leadership and motivate people;
- Ability to work flexible hours;
- Ability to maintain confidentiality.
- Ability to work effectively as part of a team;
- Ability to work independently.
- Ability to establish and maintain effective, professional working relationships with industry and associations;
- Ability to analyze complex policy issues, draw correct conclusions and articulate clear and focused policy.

### Specific Skills:

- An inherent interest in First Nation political affairs and how government policy is developed at VUNTUT GWITCHIN FIRST NATION and other First Nations.
- Thorough knowledge of the socio-political climate in the Yukon
- Ability to prioritize, change priorities and be flexible, depending on work load and demands.
- Ability to assist in other areas as required.
- Ability to operate the following office equipment:
- Photocopiers and printers;

- Telephone and facsimile;
- Computer and associated software and accessories

F. Decision Making:

- Ability to understand issues and make systematic and rational judgments based on the relevant information.
- Ability to assimilate complex issues and use appropriate communication strategies.
- Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
- Has a personal commitment to organizational excellence; displays honesty, integrity, and a strong sense of ethics in all decision and actions.
- Is resilient; remains calm and deliberate under conditions of stress

As observer of the Chief and Council, Elder's Council, General Assembly and Management Committee, the incumbent must provide problem solving, advice and analysis of VUNTUT GWITCHIN FIRST NATION's communication policies and procedures and their implications while maintaining a positive working relationship with the management team. The position shows leadership on communications issues to ensure VUNTUT GWITCHIN FIRST NATION is proactive and open in its communications. The position must reflect VUNTUT GWITCHIN FIRST NATION's government-wide goals and reach intended audiences. The position must exercise discretion, as it is privy to items of a sensitive, confidential and/or political nature.

G Impact/Accountability:

Success in carrying out the functions of this position will contribute to the over-all mission of VUNTUT GWITCHIN FIRST NATION to “provide, promote, protect and sustain a healthy and strong lifestyle for our Citizens and future generations consistent with the traditional values of the VUNTUT GWITCHIN FIRST NATION as practised today, through governing our natural, human and financial resources effectively”.

H Key Personal Contacts and Nature of Contacts:

Key Personal Contacts:	Nature of Contact:
Executive Director	Receiving direction, establishing goals and objectives, providing information and recommendations.
Chief and Council	Upon direction from Executive Director, assisting Chief and Council in achieving their goals and objectives.
Directors	Providing direction, establishing goals and objectives and providing information and recommendations. Problem solving.
Departmental Staff	Assist with Executive related needs and challenges.
Citizens	Provide assistance and services as needed.

This position represents VUNTUT GWITCHIN FIRST NATION on all VUNTUT GWITCHIN FIRST NATION intergovernmental communications on the advice and/or direction from Executive Director.

I Positions Supervised: None

J Working Conditions:

This position works in a normal office environment. The position must work amid constant interruptions while maintaining attention to detail to ensure accuracy and integrity. The position is expected to meet established deadlines as well as occasionally dealing with angry or emotional staff or clientele. The position will be required to occasionally work evenings and/or weekends, and travel a minimum of 10 days per year.

K Conditions of Employment:

- Ability to maintain strict confidentiality is a mandatory requirement;

L Position Approval:

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

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Chief

\_\_\_\_\_

Date

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

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Executive Director

\_\_\_\_\_

Date