

### **Vuntut Gwitchin Government**

- A. **Identification:** Natural Resources Planner
- Department:** Natural Resources
- Supervisor:** Manager, Natural Resources
- Date:** March 2007
- Status:** Full-time
- Level:** 6
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- B. **Job summary:**  
Reporting to the Lands Manager, this position is responsible for representing VGFN views and values through steering and planning committees, boards, working groups and symposiums and conferences. The position also has the responsibility to share information with and educate community members on natural resources and environmental issues and trends.

- C. **Main Duties:**

**Participates in the work of planning and steering committees/commissions, management boards, technical working groups and with other partners by:**

- Attending meetings, symposiums and conferences attended by First Nations and NGO staff, federal and territorial government officials, and other professionals associated with natural resources and wildlife planning
- Reviewing and analyzing documents such as memorandums of understanding, terms of references, information summaries, and planning and directional papers in order to write responses or interpretations of the information and relate to daily activities
- Researching information, and writing reports
- Consulting with Lands Manager and Director to keep them informed of current status of group work, review information, and receive direction for continued work
- Sharing VGFN's views, values, goals, concerns and recommendations
- Receiving reports from and exchanging information with VGFN representatives who serve on other boards and committees

**Coordinates public awareness of and involvement with natural resources by:**

- Organizing and delivering workshops, presentations and programs to citizens and community residents, and public school students
- Creating informational newsletters, flyers, brochures and posters
- Developing exhibits and displaying informational and educational materials
- Sharing information and consulting with department staff and VGFN Citizens

**Assists with natural resources, fish and wildlife and environmental planning by:**

- Researching, monitoring and evaluating current and future trends in land use, climate change, energy efficiency, used oil, recycling and others that may have impact on Vuntut Gwitchin land and citizens
- Recommending changes in practices, policies, and activities
- Determining projects, preparing proposals, developing budgets, implementing and monitoring plans and submitting reports
- Traveling through wilderness and camping at sites for first hand observations

**D. Job Knowledge and Skills:****Education:**

- Degree or diploma in one or more of the following: natural or renewable resource management, land management, or environmental studies.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge in the theory, principles and practices of integrated resource management, ecosystem management, fish and wildlife issues and research methods

**Management Skills:**

- Ability to be a team player
- 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 research, analyze and plan
- Ability to follow budgets

**Specific Skills**

- Ability to use email, Word, Excel, and Power Point
- Ability to read and understand various land maps
- Understand of GIS data manipulation, data entry and data collection
- Ability to travel through wilderness using various means of transportation
- Ability to camp in an outdoor environment

**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, community residents, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Lands Manager, and Vuntut Gwitchin citizens. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, planning and delivering projects, and determining which recommendations are forwarded to the supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor. Proper natural resource and fish and wildlife plans are critical in meeting VGFN’s values and current and future needs.

G. Key Personal Contacts

Who	Nature of Contact	Frequency
Who	Purpose	Frequency
Supervisor	Informing and discussing tasks; receiving direction; information exchange.	Weekly/ as required
Vuntut Gwitchin Citizens	Discussing plans; education; sharing information	As required
Steering & Planning Committees, Boards & Working Groups	Planning; consultation; information exchange	As required
Federal/Territorial Governments	Planning; consultation; information exchange	As required

H. Supervised positions

Number of positions supervised directly:	1 summer student
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I. Working Conditions:

This position is generally located in a normal office environment. Some 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 natural resources and the environment with modern practices.

**Physical:**

- Approximately 80% of time using the computer
- Travel approx: 8 trips per year to other communities, plus field trips in summer.
- Remote living conditions in extreme temperatures and light changes.
- Working occasionally in outdoor, rugged and remote environments (includes travel and camping)

**Mental:**

- Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Multiple long days in intense meetings often held one after another – information overload at times

**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 travel frequently
- Standard First Aid Certificate or Wilderness First Aid Certificate 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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