



Ta'an Kwäch'än Council

A	<u>Position Title:</u>	Governance Manager
	<u>Department:</u>	Governance
	<u>Supervisor:</u>	Executive Director
	<u>Date:</u>	September 18, 2024
	<u>Status:</u>	Permanent Full-time

B **Context Statement:**

As an order of Government in Canada, the Ta'an Kwäch'än Council (TKC) has authority and responsibility to provide quality programs and services for its Citizens, and to manage its resources for the benefit of future generations, in accordance with the Ta'an Kwäch'än Final Agreement, the Self-Government Agreement, and the Ta'an Kwäch'än Constitution.

C **Job Summary:**

Reporting to the Executive Director, the incumbent oversees the implementation of TKC Final and Self-Government Agreements and through the overseeing of the Implementation Officer, works closely on the negotiation of amendments to these agreements and their implementation plans, as well as protocols, Financial Transfer Agreements, Program/Service Transfer Agreements and related matters. The incumbent is also responsible for managing consultants, representatives and lawyers related to the above. The Governance Manager has a large team that along with the Implementation Officer, includes the Legislation & Policy Analyst, Clerk of the Council, and Communications Officer. The incumbent is responsible for ensuring their team fulfills their obligations as per their specific roles within the government. The Governance Director is a member of the Senior Management Team and works closely with the Executive Department.

D **Main Duties:**

- Oversees negotiations regarding TKC financial agreements.
- Ensures that TKC legislation, policies, processes and procedures are developed, as needed.
- Leads ongoing review and updating of TKC policies and legislations.

- Ensures that Chief and Council, the Executive Director and impacted departments are briefed on negotiation matters, as required.
- Plans, develops and oversees implementation of a communications strategy for TKC.
- Develops and maintains strong intergovernmental relations with other First Nation Governments, Government of Canada, Yukon Government, Boards & Committees and organizations.
- Manages projects as assigned by Executive Director.
- Supervises staff, consultants and others as needed, ensuring that all duties and responsibilities of team are being accomplished, so as to not jeopardize the integrity of the TKC government.
- Oversees Enrolment
- Ensures overall vision and goals of TKC are followed.

Other Duties

- Maintains a group of contacts in various governments and other organizations doing related work.
- Maintains awareness of activities and issues of other governments and relevant organizations, such as new or changes to legislation and regulations, legislation and policy development.
- Leads the hiring, supervision, monitoring and annual performance reviews of departmental staff.
- Liaison to the Judicial Council and Election Committee where necessary.
- Other relevant duties, as assigned by Chief & Council or the Executive Director.

E Knowledge and Skills:

Education and Experience

- Successful completion of an undergraduate degree in public administration or a related field of study.
- A minimum of 3 years of experience in a senior public sector position, preferably with a Self-Governing Yukon First Nation.
- Extensive knowledge and experience in negotiations is a considerable asset.

Knowledge:

- Knowledge of TKC's history, culture, language, demographics, strategic plan.
- Knowledge of the Land Claims process.
- Knowledge of the Final and Self-Government Agreements.
- Knowledge of Yukon and Federal Government structures and processes.

- In-depth knowledge of TKC laws and Constitution.
- Knowledge of issues related to agreements, plans and matters related to assigned duties.
- Knowledge of a broad range of functions of all TKC departments and programs.

Management Skills:

- Strong time management and organizational skills.
- Ability to exercise sound judgment in highly stressful and time constrained situations.
- Ability to work with and supervise staff and consultants that have a widely varying degree of training and knowledge.
- Strong computer skills.
- Ability to research, analyze, critically assess and summarize a wide variety of documents and information.
- Ability to translate political direction into tangible outcomes.

Interpersonal Skills:

- Ability to function in a cross-cultural environment.
- Excellent communication skills with well-developed cultural sensitivity.
- Ability to foster trust and acceptance at the community level.
- Ability to establish and maintain professional working relationships with staff, citizens, and the general public.
- Excellent oral and written communication skills.
- Conflict management and problem-solving skills.
- Ability to maintain professional approach to matters that may impact personal values/interests.

F Decision Making:

Goals, objectives and long-term priorities for this position are established by TKC Chief & Council.

General direction is provided by the Chief & Council, but this position is directly supervised by the Executive Director. The incumbent is responsible for making general decisions on day-to-day operations and is often required to analyze complex information and be innovative when solving problems. Problems to be solved can sometimes include complicated issues with no precedence for guidance.

G Key Contacts:

WHO	NATURE OF CONTACT
Chief & Council	Provides general direction. Incumbent may report to Council on particular matters.
Executive Director	Provides direction and is reported to.
Chief & Deputy Chief	Provides general direction. May be asked to provide advice or prepare briefings.
TKC Managers	Information exchange.
TKC Staff	Supervise team, provide advice, direction and enrolment staff member.
Contractors	Provides direction.
Representatives of other governments	Make decisions as needed, during negotiations.
TKC Elders	Traditional cultural rules apply.
TKC Citizens	Information exchange.

H Positions to Supervise:

- Implementation Officer
- Clerk of Council
- Policy & Legislation Analyst
- Communications Officer
- Minute Taker
- Other Contracts

I Impact and Accountability:

Impact of errors can be serious in nature and may affect the entire TKC government and TKC Citizens. The functioning of the General Assembly, Chief & Council and the effective implementation of TKC's agreements and legislation is dependent on this position.

J Working Conditions:

This position is located in a normal office setting. The position is expected to meet established and often short-term deadlines in a variety of areas. The position must work amidst constant interruption while maintaining attention to detail to ensure the accuracy and integrity of the administrative requirements. The position is

expected to deal occasionally with angry or emotional clients. The position may, on occasion, be required to work evenings and/or weekends.

K Conditions of Employment:

- Value and Ethics Code of Employees
- Security Clearance
- Valid drivers' license
- Other _____

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.

TKC Chief/Deputy Chief

Date

I have reviewed the duties and responsibilities assigned to the position.

Executive Director

Date

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

Incumbent

Date