



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Manager, Indigenous Affairs	
Position Number(s)	Community	Division/Region(s)
11-12981	Yellowknife	Indigenous and Intergovernmental Affairs/Deputy Secretary's Office

PURPOSE OF THE POSITION

The Manager, Indigenous Affairs is responsible for providing comprehensive and strategic advice to support and ultimately lead to the successful completion and on-going implementation of land, resources and self-government agreements in the Northwest Territories with Aboriginal governments and with the Government of Canada. The Manager is accountable for the development of negotiating mandates for all subject matters at land, resources and self-government negotiation tables as well as for the development of implementation legislation to bring Final Agreements into force.

The incumbent is also accountable for providing GNWT departments with independent advice, guidance, analysis and interpretation on Aboriginal rights in the development of strategic plans, frameworks and other initiatives that are either departmental specific or have broad cross-departmental implications. In addition, the incumbent leads in the assessment of new policy announcements made by the federal government that have the potential to impact Aboriginal rights in the NWT.

SCOPE

The Indigenous Affairs branch of the Indigenous and Intergovernmental Affairs division is responsible for protecting, developing and promoting the interests of the territorial government and the residents of the Northwest Territories in the negotiation and implementation of land, resource and self-government agreements. Together, self-government and land and resources agreements will have a profound effect on the overall system of governance in the NWT, including the mandates and responsibilities of the GNWT.

Care must be taken to ensure that outcomes from each self-government and land and resources negotiations are compatible with each other and with the outcomes from other constitutional devilmint initiatives. All these factors have increased the number, complexity and consequences of the issues that the Manager, Indigenous Affairs needs to anticipate and address.

The position is located in Yellowknife and reports to the Deputy Secretary of Indigenous and Intergovernmental Affairs. The incumbent takes the lead role in managing and coordinating the development of options, proposals, legislative initiatives and negotiating mandates for the purpose of negotiating and implementing land, resources and self-government agreements in the NWT.

The incumbent oversees the development of negotiating mandates and consults with the Department's Senior Management Team, including the Secretary to Cabinet, Deputy Secretary Indigenous and Intergovernmental Affairs, Director of Negotiations and the Director of Implementation, and ultimately for the consideration by the Deputy Ministers' Committee on Aboriginal Rights and by Cabinet, on issues as they affect the negotiation and implementation of land, resources and self-government agreements.

By overseeing the development of negotiating mandates that are consistent with Cabinet direction, the Manager ensures that the GNWT negotiating teams have a consistent policy basis to represent the interests of the GNWT. This policy basis is developed within the highly sensitive and complex political and constitutional development environment of the NWT. GNWT interests are articulated to other governments, including Canada and Aboriginal governments, as well as municipalities. Providing effective advice is critical to the future mandate and constitutional direction of the NWT, incorrect advice could have significant negative consequences.

The manager is also accountable for leading the development of new or revised legislation related to land, resources and self-government agreements. These agreements are highly sensitive, politically charged and precedent setting and frequently must be completed in very short time frames by comparison to legislation in other departments. As they arise, situations are discussed with the department's senior management team, legal counsel, legislative drafters and other key departmental and interdepartmental representatives.

A team of professionals, consisting of Senior Advisor Indigenous Affairs positions, report directly to the Manager, Indigenous Affairs.

RESPONSIBILITIES

1. Recommends, through the Deputy Secretary of Indigenous and Intergovernmental Affairs, to the Minister and Executive Council, new policy direction with respect to land, resources and self-government negotiations as well as changes to, or adaptions of, current Cabinet direction, noting the inter-relatedness with political, constitutional and governance development in the NWT. Recommendations are developed by the Senior Advisor positions who report directly to the incumbent as well as by the incumbent directly.

2. Leads in the development of negotiating frameworks and instructions for all subject matters negotiated within the context of land, resources and self-government agreements. Oversee, evaluate and participate in the following activities:
 - Researching & analysing precedents, emerging case law and current developments in negotiating processes;
 - Articulating GNWT interests and rationale as the basis for policy development;
 - Consulting with the Director of Negotiations, the Director of Implementation, GNWT negotiators, GNWT departments and other jurisdictions as required;
 - Ensuring consistency with Cabinet Direction
 - Developing frameworks/mandates for consideration by the Executive Council
3. Leads in the review and assessment of draft milestone agreements (framework agreements, Agreements-in-Principle, final agreements) reached in the negotiation of land, resources and self-government agreements prior to ultimately recommending to Cabinet for signing to ensure that the text of the agreement aligns with existing Cabinet approved negotiating mandates. This works is undertaken by inter-departmental working groups consisting of the Senior Advisor positions, Implementation advisors, and, if necessary, legal counsel.
4. Monitors, analyses and makes recommendations with respect to instruments such as sub-agreements, Agreements-in-Principle, and Final Agreements as well as implementation and financing matters to ensure compliance with Cabinet approved direction and for consistency among tables. This is accomplished by the Senior Advisor positions who report directly to the incumbent as well as by the incumbent directly.
5. Leads the preparation of documents (including Cabinet submissions, presentations, briefing notes, correspondence and reports) related to the negotiation and implementation of land, resources and self-government agreements for consideration by Cabinet, the Premier, Secretary to Cabinet, and the Deputy Secretary of Indigenous and Intergovernmental Affairs to ensure they have the clear and concise information they need to make informed decisions.
6. Represents the Department on matters related to the negotiation and implementation of land, resources and self-government agreements in a variety of cross-government forums and/or working groups. The incumbent undertakes a leadership role in this regard and ensures that Aboriginal rights are properly considered and respected in the development of strategies, frameworks and other initiatives that are either departmental specific or have broad cross-departmental implications.
7. Ensures the provision of quality advice, information and assistance for the Deputy Secretary of Indigenous and Intergovernmental Affairs, Secretary to Cabinet, and the Premier on matters related to the negotiation and implementation of land, resources and self-government agreements. This is accomplished by the Senior Advisor positions who report directly to the incumbent as well as by the incumbent directly.

- Researches and monitors relevant developments and trends, including case law, in other jurisdictions
- Develops and prepares briefing materials and speaking notes
- Develops and prepares presentations for a variety of audiences
- Provides analysis, comment and advice on documents as required

8. Manages the provision of support to the GNWT negotiating teams. The incumbent assigns staff to specific tables and ensures consistent and professional support to all negotiating tables.

9. Manages the development of legislative proposals, legislations and regulations related to Final land, resources and self-government agreements.

10. The Manager supports the work of the Deputy Ministers' Committee on Aboriginal Rights (CAR) which ensures a consistent, corporate approach in developing the GNWT interests and negotiating positions. The incumbent is also called upon to chair interdepartmental working groups as required and established by CAR.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

The incumbent often spends extended periods of time in meetings dealing with complex and sensitive issues. This requires simultaneous use of auditory and visual senses for extended periods of focused listening and observation.

Mental Demands

There are deadlines with competing priorities and demands. The position operates in a high-risk environment, as much is at stake in land, resource and self-government negotiations.

There can be extended travel, in small aircraft, to small communities where meeting and accommodation facilities may lack "hotel-like" amenities.

KNOWLEDGE, SKILLS AND ABILITIES

- The incumbent must demonstrate knowledge of the sensitive and complex system of governance in the NWT and an understanding of the NWT's economic, social, cultural and political environment.

- The incumbent must demonstrate thorough knowledge of Aboriginal Rights in Canada, the constitutional context, including the Charter of Rights and Freedoms, as well as relevant case law.
- The incumbent requires an understanding of lands, resources and self-government agreements and how they relate to the political environment of the NWT.
- Demonstrated ability to lead teams and to manage large inter-departmental and inter-governmental projects with diverse membership and competing interests.
- The incumbent must demonstrate excellent research, analytical, problem solving and strategic planning skills.
- Thorough knowledge of existing GNWT legislation and the ability to develop new legislation.
- Thorough knowledge of federal, provincial and territorial policies with an emphasis on Indigenous issues, especially related to land, resources and self-government.
- The incumbent must demonstrate excellent communication skills – oral, written and presentation – for a variety of diverse audiences as well as excellent inter-personal skills.
- The incumbent must exercise discretion, tact and diplomacy in representing the GNWT's interests in a variety of forums.
- The incumbent must demonstrate the ability to work calmly in stressful circumstances, manage several complex assignments at one time, and meet tight timeframes in politically sensitive situations.
- Leadership and supervisory skills, including the ability to arrange appropriate and helpful assignments to promote employees' learning and development.

Typically, the above qualifications would be attained by:

A university degree in Political Science, Public Administration, Social Sciences with 7 years of related work experience, including at least 3 years of supervisory/management experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

No criminal records check required
 Position of Trust – criminal records check required
 Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)
 French preferred

Aboriginal language: To choose a language, click [here](#).

Required
 Preferred