



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Executive and Indigenous Affairs	Director, Indigenous Intergovernmental Relations	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
11-13693	Yellowknife	Directorate

## **PURPOSE OF THE POSITION**

The Director, Indigenous Intergovernmental Relations (Director, IIR) provides strategic and policy advice and direct support to departments, boards and agencies, senior GNWT officials, the Deputy Secretary, Indigenous and Intergovernmental Affairs, Deputy Minister and Secretary to Cabinet and Minister of Executive and Indigenous Affairs to ensure that the GNWT builds and maintains mutually respectful relations between the GNWT and Indigenous governments and organizations.

This is accomplished by multiple approaches such as through the implementation of the GNWT's Indigenous Government Engagement Strategy, the NWT Council of Leaders Forum, Bilateral memorandums of understanding with Indigenous governments, and support to the Intergovernmental Council on Lands and Resource Management.

The Director is responsible for overseeing and managing the Memoranda of Understanding Bilateral agreements (MOUs) with Indigenous governments that outline matters of mutual interest related to intergovernmental cooperation and coordination. These bilateral agreements confirm the commitment of both parties to work together to strengthen government-to-government relations, and in so doing, establish a forum and process for leaders to discuss and advance shared concerns.

The Director is also responsible for managing the Northwest Territories Council of Leaders (NWTCOL). The NWTCOL, to which all NWT Indigenous governments are invited to be a member, provides a forum for a strong and unified approach on these issues within the Canadian federation and internationally with a view to improving the social and economic well-being of all Indigenous peoples and residents of the NWT.



The Director is also responsible for managing the Intergovernmental Council and associated Secretariat, as well as being responsible for coordinating the GNWT's overall Indigenous government engagement work across multiple Departments, ensuring that appropriate leadership and support is provided and the GNWT objectives to build stronger Indigenous government relations are met.

### **SCOPE**

The GNWT's Indigenous Government Engagement Strategy requires focused effort to build and maintain intergovernmental relationships. The Director is the lead contact with Indigenous government officials in setting up meetings and negotiating agenda items. The Director also works closely with colleagues in other departments with regular meetings to identify and resolve issues related to Indigenous government relations and follow up on matters raised. The Director ensures that Indigenous relations across the organization are consistent, respectful, and that issues of concern are identified and addressed appropriately.

The position also manages the operations of IIR, which provides GNWT staff in departments, boards, and agencies with a one-window Indigenous engagement advisory service. In particular, the incumbent sets out the priorities of IIR, provides direction and supervises the work of 3 Intergovernmental Relations Analysts and the Intergovernmental Council Advisor, and maintains an annual budget of \$475,000.00.

The Director leads GNWT relationships with Indigenous governments. The GNWT's primary intergovernmental relationship is increasingly with NWT Indigenous governments. This relationship is anticipated to expand and grow more complex as issues such as the implementation of the United Nations Declaration on the Rights of Indigenous Peoples proceeds and legislation evolves.

The Intergovernmental Council is a prominent feature of intergovernmental relations within the NWT. By providing Indigenous governments and the GNWT a forum to meet, discuss, and deliberate on matters of common interest relating to land and resource management, including legislation and policies, can be achieved. The Council is modeled in part after other intergovernmental arrangements in Canada, like the Council of the Federation, which provides Premiers opportunity to work on matters of common interest. Under the Council, Indigenous government leaders and GNWT leaders will work cooperatively to better land and resource management in the NWT. This work will be supported by officials from all participating governments.

The Intergovernmental Council is a key element of both the GNWT's intergovernmental relations function and the implementation of Devolution. It is effectively a council of leaders of NWT governments, including the GNWT and Indigenous governments. The Council must be set up and managed so that it is functional, productive, and supported by stakeholders.



The work of establishing and then supporting the council requires careful stewardship, and the Director is the primary steward.

The Director works in partnership with the Intergovernmental Council Chair (the Chair) enact the decisions of the Intergovernmental Council. The Director often assumes the role of Chair of the Intergovernmental Council Secretariat and is responsible for convening meetings, establishing agendas, and ensuring the work of the Intergovernmental Council is moved forward.

The Director leads collaboration with other Departments (such as ECE, ITI and ECC) to establish the GNWT's direction and position at the Intergovernmental Council and ensure that the GNWT's interests are effectively represented.

The Director works closely with other departments in coordinating material and presentations to support NWTCOL, MOU bilateral meetings, leadership meetings with Indigenous leaders, and IGC. This includes sharing information and updates as they arise on processes related to Indigenous engagement, often through established intergovernmental working groups or through regular presentations and training sessions with departmental senior management committees.

The GNWT has entered into formal intergovernmental memoranda of understanding (MOU) with the majority of NWT Indigenous governments. These agreements require each government to participate in formal meetings with the Premier and Cabinet and their respective leadership. Typically, one or two meetings are required for each Indigenous government each year depending upon the MOU.

More intergovernmental memoranda are expected to be negotiated and signed, with the potential for 11 or more regularized intergovernmental meeting required each year. Similar to the work supporting the Council, the Director is responsible for ensuring the meetings occur and that discussions and outcomes are documented and actioned.

The Director is responsible for developing and coordinating briefing material for Premier and Executive Council for the Bilateral MOU meetings, NWTCOL meetings, and Intergovernmental Council meetings. This requires substantial work with other Departments under sometimes short turn around times. The Director, along side the Deputy Secretary, also deliver the briefings to Premier and Executive Council.



The *United Nations Declaration on the Rights of Indigenous Peoples Implementation Act (UNDRIPIA)* provides a framework for the GNWT to collaborate with Indigenous governments and Indigenous organizations on priorities for the implementation of the UN Declaration in the NWT. The Director is responsible for overseeing and coordinating the GNWT's implementation of its responsibilities pursuant to UNDRIPIA among departments and through formalized processes with Indigenous governments. This includes the development of the UNDRIP Action Plan Committee Annual Report.

The Director position requires tact, diplomacy, professionalism, and discretion in order to develop and maintain positive and mutually beneficial intergovernmental and interdepartmental relationships.

The incumbent is expected to provide sound advice and guidance, and engage appropriately, in order to:

- Maintain positive communications with Indigenous governments
- Foster important intergovernmental relationships
- Maintain positive image of the Minister responsible for the Executive and Indigenous Affairs
- Set favourable and desirable precedents
- Overcome obstacles to important intergovernmental projects.

### **DIMENSIONS**

- Reporting Positions 4
- Compensation & Benefits (\$ 815,000)
- Operations & Maintenance (\$695,000)

### **RESPONSIBILITIES**

- 1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.**
- 2. Provides expert advice relating to Indigenous Intergovernmental Relations**
  - Acts as advisor to the Deputy Secretary to Cabinet, Deputy Minister and Secretary to Cabinet, other GNWT program departments, central agencies and internally within the Department to Senior Directors, Senior Policy Advisors, and intergovernmental relations analysts;
  - Supports the resolution of sensitive issues related to Indigenous relations, particularly where political involvement has occurred or may be likely to occur;



- Cultivates strong working relationships and networks within the GNWT and Indigenous governments in order to strengthen Indigenous relations.
- 3. Ensures the maintenance of the Intergovernmental Council**
- Understands and interprets the vision for the Council and the terms of the Agreement;
  - Engages with Intergovernmental leaders to create processes and structures for the Council;
  - Enacts actions from multi-partite planning meetings to get Council meetings and processes started.
  - Coordinates the annual leadership meeting and provides required presentations to leadership as Chair on behalf of the IGCS.
- 4. Oversees and manages the NWT Council of Leaders forum**
- Understands and interprets the vision for the NWTCOL and the terms of the NWTCOL MOU;
  - Engages with Indigenous government officials to create processes and structures for the NWTCOL;
  - Works with Indigenous governments officials to develop and coordinate the items of mutual interest to discuss at the NWTCOL Secretariat and annual NWTCOL Leaders meetings;
  - Tracks all commitments made at the NWTCOL and work with Departments to ensure commitments are moved forward.
  - Coordinates the annual leadership meeting, including any additional meetings that may occur in other jurisdictions to support joint engagement.
  - Work with Intergovernmental Relations on areas of joint federal engagement with Indigenous Governments
- 5. Oversees and manages the Memoranda of Understanding Bilateral agreements (MOUs) with Indigenous governments**
- Work with Indigenous governments to strengthen government-to-government relations;
  - Develop and maintain a forum and process for leaders to discuss and advance shared concerns.
  - Tracks all commitments made at the Bilateral MOU meetings and work with Departments to ensure commitments are moved forward.
- 6. Oversees and manages the GNWT's commitments to implement the *United Nations Declaration of the Rights of Indigenous Peoples Implementation Act, (the Act)***
- Work with departments and Indigenous governments on implementation of the UNDRIP Action plan
  - Oversee the production of the Action Plan Committee Annual Report



- Provide advice and support on the implementation of UNDRIP to departments and senior management.
- 7. Manage the human and financial resources of IIR to meet divisional, departmental, and Government objectives.**
- Develop and implement annual work plans which establish short and long term objectives for IIR;
  - Inform staff and legal advisors/council about priorities;
  - Manage IIR's budget;
  - Oversee and attend to human resource functions within IR, including staffing, training and performance reviews; and
  - Ensure there is access to necessary resources, supplies, equipment and information to carry out activities and meet objectives.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual environmental conditions.

#### **Sensory Demands**

No unusual sensory demands.

#### **Mental Demands**

The incumbent will attend meetings at short notice, and encounter competing demands. The incumbent is expected to travel to regional communities bi-monthly, for up to one week per trip.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of land, resource and self-government agreements, their intent, purpose and implications.
- Knowledge of the constitutional context of Aboriginal and Treaty rights in Canada.
- Knowledge of the complex system of governance in the NWT, and its economic, social, cultural and political environment.
- Knowledge of theories, principles and practices of governance, including Council composition, mandates and operations.
- Skills in conflict resolution, negotiation and consensus-building.
- Knowledge of the Intergovernmental Agreements and their terms.



- Ability to understand the nature, mandate and priorities of parties to the various intergovernmental agreements.
- Ability to understand relevant legislation, regulations, policies and guidelines.
- Knowledge of principles and practices in Land and Resource Management.
- Ability to understand and appreciate the unique political climate of NWT and the key role of Indigenous governments.
- Research, analytical, problem solving and strategic planning skills.
- Organization skills and the ability to handle a high volume of information.
- Oral and written communication skills.
- Ability to demonstrate tact and diplomacy.
- Ability to travel extensively, sometimes on short notice.
- Ability to work in a cross-cultural environment.
- Ability to manage several complex assignments at one time, to meet tight timeframes in sensitive situations.
- Ability to work in a team environment on large inter-departmental and inter-governmental projects with diverse membership and competing interests.
- Leadership and human resource management skills necessary to oversee the day- to-day management of staff.
- Ability to manage financial and business planning functions.
- Ability to influence, leverage and build alignment with resources where there is no formal reporting relationship.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Bachelor of Law degree, juris-doctor or other relevant degree, plus 7 years of directly related policy or intergovernmental relations experience, including 3 years of experience managing human and financial resources.

Equivalent combinations of education and experience will be considered.

**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

**Indigenous language:** Select Language

- Required  
 Preferred