



IDENTIFICATION

Department	Position Title	
Executive and Intergovernmental Affairs	Deputy Secretary of Indigenous & Intergovernmental Affairs	
Position Number(s)	Community	Division/Region(s)
11-6374	Yellowknife	Indigenous and Intergovernmental Affairs

PURPOSE OF THE POSITION

The Deputy Secretary of Indigenous and Intergovernmental Affairs is accountable for leading the strategic development and promotion of GNWT interests among other governments.

These interests include developing, negotiating, and implementing a comprehensive approach to the political and constitutional development of the NWT and ensuring mutually respectful intergovernmental relations between the GNWT and Aboriginal, provincial, territorial, national and international governments (other governments).

The Deputy Secretary is responsible for overseeing the development of government-wide strategies to address Aboriginal, provincial and/or other territorial, national and international intergovernmental relations; advocating GNWT interests and advancing GNWT priorities through relations with other governments; overseeing the comprehensive and strategic policy development, communication, negotiations and implementation pertaining to the Aboriginal lands, resources and self-government agreements in the NWT; and establishing, maintaining and coordinating official contacts between the GNWT and other governments, and, where appropriate, non-government organizations.

In this capacity, the Deputy Secretary is also responsible for ensuring the effective ongoing implementation of devolution plans and agreements, and ensures the alignment of devolution implementation with indigenous and intergovernmental relations strategies. This includes accountability for the mandate of the Intergovernmental Council and future negotiations.

This position manages the expert advisors on indigenous and intergovernmental strategies, relations, communications, negotiations, and implementation to other GNWT Departments including central agencies, crown corporations, and non-government organizations.

SCOPE

The Department of the Executive and Indigenous Affairs has the mandate to protect, develop and promote the interests of the territorial government and the residents of the Northwest Territories in the negotiation and implementation of land, resources and self-government agreements that address Aboriginal rights in the Northwest Territories (NWT); to participate in the political and constitutional development of the NWT; and to ensure that mutually respectful intergovernmental relations between the territorial government and Aboriginal, provincial, territorial, national and international governments are developed and maintained.

The Premier is the lead minister on all intergovernmental relations, including Aboriginal, Federal, provincial and territorial government. As the NWT evolves and the Government of the NWT (GNWT) takes on an increasingly important role on the national and international stage (reflecting an enhanced intergovernmental role with post-devolution responsibilities for land, water, minerals, oil and gas), the strategic importance of indigenous and intergovernmental relations continues to grow. The portfolio managed by The Deputy Secretary includes expanded responsibilities post devolution including:

- Intergovernmental Council and Secretariat
- Aboriginal Consultation
- Resource Revenue Sharing
- Devolution Implementation (long term)

Leadership for ensuring mutually respectful intergovernmental relations between GNWT and Aboriginal territorial, provincial, national and international governments becomes increasingly important with the devolution of a final set of province-like powers to the NWT, including responsibility for land, water and resources. Post devolution intergovernmental agreements expand materially in scope as the GNWT gains autonomy to shape and negotiate the future of NWT land, water and resources. The Deputy Secretary of Indigenous and Intergovernmental Affairs has accountability to lead the implementation of more formal intergovernmental agreements and processes in an environment that is no longer federally controlled.

Reporting to the Secretary to Cabinet, the Deputy Secretary of Indigenous and Intergovernmental Affairs provides strategic oversight for the GNWT's relationships with Aboriginal governments, which are critical to the social, economic, and environmental interests of the NWT. The Intergovernmental Council established and directed by the Deputy Secretary of Indigenous and Intergovernmental Affairs, is a prominent feature of intergovernmental relations within the NWT. By providing Aboriginal governments and the GNWT a forum to meet, discuss and deliberate on matters of common interest relating to land and resource management, greater intergovernmental cooperation and harmonization of 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, Aboriginal government leaders and GNWT leaders work cooperatively toward better land and resource management in the NWT. This work is supported by officials

from all participating governments, under the strategic leadership of the Deputy Secretary of Indigenous and Intergovernmental Affairs.

The GNWT has entered into eight formal intergovernmental memoranda of agreement with Indigenous governments. These agreements require each government to participate in formal meetings with the Premier and Cabinet and their respective leadership. The Deputy Secretary of Indigenous and Intergovernmental Affairs provides strategic oversight as these and other memoranda are negotiated and agreed.

Located in Headquarters in Yellowknife, the Deputy Secretary of Indigenous and Intergovernmental Affairs reports to the Secretary to Cabinet and is accountable for intergovernmental, negotiations and implementation activities within the Department. The nature of accountabilities for the Deputy Secretary of Indigenous and Intergovernmental Affairs means that there are impacts across all of GNWT as well as significant interaction with all levels of government.

DIMENSIONS

- Reporting Positions (direct)6; four Directors, one Manager, one Administrative Assistant
- Compensation & Benefits (\$5.3 million)
- Operations & Maintenance (\$1.0 million)
- Grants & Contributions (\$600,000)

RESPONSIBILITIES

1. Oversee the development of government-wide strategies, policies and frameworks that guide indigenous and intergovernmental affairs.

- Work closely with the Secretary to Cabinet, Premier and Cabinet to understand and define the long term political, economic and social interests of the NWT that require collaboration and negotiation with other governments.
- Clarify and align policy direction, in particular with respect to land, resource and self-government negotiations as well as changes to or adaptations to current Cabinet direction to ensure clear and consistent communication of NWT interests within the GNWT and externally to all entities and organizations involved.
- Ensure that the governance system that is being set up for NWT continues to remain governable as rights for aboriginal governments and other stakeholders are established in the constitution.
- Engage in long term strategic planning with senior leaders across the GNWT to ensure consistency in approach, messaging, and policy direction as leaders develop strategies that impact the future state vision of the NWT as it relates to aboriginal governments, and other strategic partnerships.
- Leads the development and implementation of a federal engagement strategy for the NWT, including identification of commonalities and priorities of other jurisdictions to effectively align NWT interests to those of other provincial and territorial jurisdictions. Works collaboratively with leaders across GNWT to align the full breadth of NWT interests in the federal engagement strategy.

- Lead the development of GNWT positions on a broad range of national and international issues.
 - Engage with senior leaders in GNWT departments to communicate government-wide strategies, policies, frameworks and relevant information regarding intergovernmental and Aboriginal relations matters.
 - Oversees the development of specific policies relating to aboriginal rights, aboriginal relations, and indigenous groups.
- 2. Oversee the negotiation of long term NWT interests and rights with federal, provincial, territorial and aboriginal governments, to ensure that agreements are in place to ensure the long term strategic interest of the people of the NWT.**
- Oversee the negotiation of aboriginal rights in the NWT, including successful conclusion of self-government agreements and on-going agreements and relations, that impact aboriginal rights.
 - Represents GNWT at the Council of the Federation and acts on behalf of GNWT in negotiating pan-Canadian agreements such as the Pan Canadian Framework on Climate Change.
 - Aligns the strategic interests of the three territories to improve negotiating power with the federal government and ensure a strong, cohesive future for the North.
 - Ensure the proposal and positions of the other negotiations parties are consistent across the NWT and that the negotiations are being carried out within the GNWT mandates, policies and direction.
 - Ensure the negotiations of a comprehensive self-government financing arrangement with Canada, including the incremental cost associated with implementing self-government agreements in the NWT.
 - Collaborates across government to ensure that negotiations have government-wide support and represent the best interests of the whole of GNWT. Similarly, provides advice and guidance to GNWT leaders as they negotiation and build relationships with interest groups.
- 3. Promote and maintain strong partnerships and intergovernmental relationships with the Federal, provincial, territorial, and aboriginal governments.**
- Develop and maintain relationships with officials in GNWT departments and agencies, with Aboriginal governments, and with other stakeholders as appropriate to ensure that accurate and appropriate information is communicated, and to ensure that appropriate consultation takes place on on all aspects of negotiations, implementation planning and coordination.
 - Promotes a positive relationship with Aboriginal leadership and governments in the NWT to ensure Aboriginal interests are fully considered in the GNWT policy development and program delivery negotiations and implementation.
 - Represent the GNWT in intergovernmental forums - political and constitutional development, Aboriginal and treaty rights, including land, resource and self-government agreements - informing and influencing national and international governments in the negotiation and implementation process.
 - Promotes the continuing constitutional development of the NWT.

- Support the NWT's political and economic evolution through the management of territorial interests and agendas.
 - Promotes interests of the residents of the NWT in negotiations and implementation of self-government agreements.
- 4. Lead the integrated delivery of long term strategic outcomes for Indigenous and Intergovernmental Affairs for NWT**
- Ensures strategic alignment of negotiation, consultation and implementation teams to deliver the best long term out comes for the NWT
 - Recognizes and addresses the competing interests of teams accountable for negotiation, consultation and implementation of aboriginal rights in the NWT.
 - Creates a culture of open communication and collaboration within Indigenous and Intergovernmental Affairs, to enable positive relationships across these fuctions that lead to positive outcomes for the people of the NWT
 - Fosters sound decision making in fields of political and constitutional development, Aboriginal and Treaty rights and Aboriginal relations.
- 5. Ensure and provide strategic advice, analysis, recommendation and support.**
- Ensure and provide strategic advice and analysis to Secretary to Cabinet, Premier and Cabinet.
 - Ensure and provide up-to-date and accurate information for the Secretary to Cabinet, Deputy Ministers' Committees, Ministers, Premier, Executive Council and Members of the Legislative Assembly.
 - Advise senior managers from across GNWT in areas related to the Deputy Secretary of Indigenous and Intergovernmental Affairs mandate, to ensure that GNWT is properly represented and its interests are effectively supported in intergovernmental relations, negotiations, policy, and implementation.
 - Oversee the preparation of related correspondence, materials, presentations and other communications for Indigenous and Intergovernmental Affairs.
- 6. Ensure the effective, completion and timely implementation of devolution.**
- Ensure the implementation of the Devolution Agreement, including leading inter-departmental working groups and ensuring all Federal commitments are fulfilled.
 - Establish and support the work of the Intergovernmental Council.
 - Administer and negotiate Resource Revenue Sharing Agreements with Aboriginal parties
- 7. Manage the Indigenous and Intergovernmental Affairs branch financials and human resources to meet goals and objectives in an effective and efficient manner.**
- Establish a succession plan within the Department focusing on Affirmative Action candidates using a range of tools including, but not limited to: developmental assignments, mentorship, and educational opportunities.
 - Manage the budget to ensure that work is completed within budget and that resources are used effectively and efficiently in indigenous and intergovernmental affairs.

- Collaborate with the Department of Executive's senior management as well as the senior management of other departments on corporate goals and activities.

8. Provides financial and administrative support to other government agencies or secretariats as required to support their ongoing development and participation in intergovernmental activities.

WORKING CONDITIONS

Physical Demands

Normal office environment. No unusual demands.

Environmental Conditions

Normal office environment. No unusual demands.

Sensory Demands

The incumbent is exposed to demands of high concentration and attentive listening while observing and interpreting body language during difficult and sometimes adversarial meetings or negotiations. Such meetings occur approximately 15 times per month.

Mental Demands

There are competing demands around tight deadlines, and competing priorities.

The incumbent deals with Ministers and senior staff who may have divergent perspectives and demands.

Advice offered by the incumbent may not always be accepted and/or implemented. Political considerations beyond the scope and control of the incumbent may affect outcomes.

The incumbent is expected to travel frequently, approximately 15 - 20 times per year, for 1-5 days per trip.

KNOWLEDGE, SKILLS AND ABILITIES

- Diplomatic skills necessary to propose and defend the Cabinet and directors' recommendations that might differ from, or directly contradict recommendations offered by Ministers and departments.
- Excellent interpersonal and communications skills, including expert skills in consultation, collaboration and negotiation.
- Demonstrated ability to lead and manage in a matrix management environment, including directing the efforts of individuals and working groups who are and are not direct reports, and of external consultants, to obtain the desired results.
- Demonstrated expertise in project management and an ability to manage large and small projects from planning to implementation and evaluation.
- Demonstrated leadership and facilitation skills in building consensus and developing agreements in complex multi-stakeholder environments.

- High understanding of the GNWT's structure and operations, including legislation and policy framework, financial management, business strategies, organizational design, and headquarters and regional operations.
- Demonstrated leadership skills, including the ability to manage diverse groups with differing members and capacities to achieve a common objective.
- Proven ability to deliver results and execute strategy in a rapidly changing and challenging environment.
- Creativity and ingenuity to offer solutions and work well in a team environment.
- Proven ability to analyze, evaluate and interpret a wide range of information and apply it within the unique socio-political environment in the NWT.
- Proven ability to build and maintain a good working relationship with colleagues throughout the GNWT, and with partners in other governments and organizations.
- Proven ability to effectively represent the GNWT and its positions accurately and professionally.
- Strong leadership skills to effectively lead and motivate staff in a cross cultural setting.
- Strong tactical and strategic thinking, problem solving skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Thorough knowledge of federal and territorial government policies, legislation, roles, functions and structures
- Proven ability to thoroughly understand lands, resources, and self-government agreements, policies and issues, both in the NWT and elsewhere in Canada
- Demonstrated negotiation and listening skills and knowledge of negotiating tactics and strategies
- Demonstrated discretion and diplomacy in dealing with materials and matters of a confidential and politically sensitive nature, which will have significant impact on the relations with Aboriginal governments and the federal government.
- Financial and budget management skills, and experience with GNWT or similar business and financial planning and management processes.
- Advanced written and verbal communication skills.
- Strong organizational skills and the ability to handle a high volume of information, meetings and parallel initiatives/projects.
- Effective time management skills to meet tight deadlines, and adaptability to frequently changing deadlines.
- Understanding of and ability to interpret various acts, regulations, policies of federal and territorial governments and positions of other negotiating parties.
- Working knowledge of NWT land, resources and self-government agreements currently in place, or under negotiation, together with a solid understanding of Aboriginal- Territorial- Federal relations.
- Advanced knowledge of the national, provincial/territorial and domestic political environments, and other governments' positions and policies; ability to assess implications for the NWT.
- Expert knowledge of the complex system of governance in the NWT and the NWT's economic, social and cultural environment.

Typically, the above qualifications would be attained by:

The above knowledge, skills and abilities are typically obtained through a university degree in public administration or a related field as well as a postgraduate degree, plus 10 or more years of progressive senior management experience in a complex organization.

In addition, experience would typically include responsibility for complex multi-stakeholder relationships and agreements, to develop top-notch stakeholder management, political and influencing skills.

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