



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Research and Administration Officer	
Position Number	Community	Division/Region
11-6401	Yellowknife	Implementation

PURPOSE OF THE POSITION

The Research and Administration Officer provides comprehensive research, analytical, and administrative support to the Implementation Division. This role ensures that staff have the necessary resources, information, and logistical coordination to perform their duties effectively. In addition to supporting the Division, the Officer provides administrative support to the Deputy Secretary and other divisions.

SCOPE

The Research and Administrative Services Officer reports to the Director of Implementation and is based in Yellowknife. Operating within the Implementation Division of the Department of Executive and Indigenous Affairs (EIA), the Officer provides research, analytical, and administrative support, particularly in relation to settlement agreements.

Research and analysis activities directly contribute to the negotiation and implementation of:

- Financing agreements
- Program and service delivery arrangements
- Implementation plans
- Various intergovernmental agreements, MOUs etc.

Implementation and Reconciliation Accountability and Management System (IRAMS) is a centralized system used to track and report on Government of the Northwest Territories (GNWT) obligations and activities arising from settled lands, resources, and self-government agreements. It is designed to:

- Enhance accountability reporting.
- Strengthen understanding of the connections between commitments and the activities undertaken to fulfill them.
- Provide GNWT departments with a single access point to modern treaties, ancillary agreements, finalized implementation plans, and all current amendments.



IRAMS also improves the ability of departments to report on commitments that go beyond statutory requirements, reflecting the spirit and intent of treaty obligations. In addition, the system incorporates a crosswalk linking modern treaties to other reconciliation-focused frameworks, including:

- The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
- The Truth and Reconciliation Commission's Calls to Action
- The Missing and Murdered Indigenous Women and Girls Calls for Justice

RESPONSIBILITIES

1. Support the division's work in land, resources, and self-government agreements through research and analysis.

- Conduct research and analysis to support side agreement negotiations for fiscal, program, and service delivery models, as well as implementation planning.
- Research costing for land, resources, and self-government agreements in order to aid in the development of models for the costing of implementation of land, resources, and self-government agreements.
- Develop and maintain datasets on Northwest Territories (NWT) Indigenous governments, including contacts, governance structures, jurisdiction, budgets, critical milestones, political events, and operations.
- Research and analyze land, resources, and self-government agreements best practices and compile background materials for program and service delivery models.
- Review and summarize applicable legislation and land, resources, and self-government agreements.
- Research and analyze Government of the Northwest Territories (GNWT) programs and services, including operational approaches and budgets.

2. Maintain and update the Implementation and Reconciliation Accountability and Management System (IRAMS) database.

- Maintain and update the IRAMS database to reflect the creation or amendment of implementation plans and land, resources, and self-government agreements.
- Manage GNWT staff requests for access to IRAMS and provide related user support.
- Prepare and deliver IRAMS-generated reports for the Director and other senior staff of the Department of Executive and Indigenous Affairs (EIA) upon request.

3. Provide administrative assistance to ensure efficient operations of the Implementation Division and broader departmental functions as required.

- Coordinate administrative and office logistics.
- Draft correspondence, reports, and presentations.
- Support Implementation Committee meetings by preparing agendas, maintaining the BF/status report, and compiling relevant background materials.



- Assist in preparing briefing materials and binders.
- Carry out administrative tasks to ensure divisional staff have the resources and information necessary to perform their duties, including records administration, office supply management, and liaison with relevant parties regarding office environment matters.
- Coordinate and schedule appointments, meetings, conferences, and, where required, duty travel and accommodation for staff.

WORKING CONDITIONS

Physical Demands

Normal office environment. No unusual demands

Environmental Conditions

Normal office environment. No unusual demands

Sensory Demands

Normal office environment. No unusual demands

Mental Demands

The position encounters deadlines and competing priorities as part of a normal office environment. No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Research and analytical skills.
- Ability to acquire knowledge specific to the North, including its political environment, Indigenous governments and leadership, and social context.
- Ability to work effectively with minimal supervision.
- Knowledge of standard office procedures and records management systems.
- Verbal and written communication skills.
- Organizational skills.
- Skills in word processing, spreadsheets, databases, web-based applications, and presentation software.
- Human relations skills, with the ability to work collaboratively across teams.
- Ability to exercise discretion in handling sensitive information.
- Ability to acquire knowledge of Government of the Northwest Territories organizations, structure, communications protocols, and processes.
- 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:

Completion of a diploma or certificate in a program that requires research, plus one year of relevant experience.

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