



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Education, Culture and Employment	Director, Indigenous Languages Secretariat	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
71-11457	Yellowknife	Indigenous Languages Secretariat /HQ

## PURPOSE OF THE POSITION

The Director of the Indigenous Languages Secretariat (ILS) is accountable for providing Northwest Territories (NWT)-wide leadership, strategic planning, and direction to improve the maintenance, revitalization, promotion and support of all nine (9) NWT Indigenous languages.

The Director is also accountable for all aspects of the coordination, monitoring, evaluation and reporting of government programs and services related to Indigenous languages to the Government of the Northwest Territories (GNWT) Departments, Boards and Agencies, Indigenous Governments and Organizations, and language communities.

The Director of the Indigenous Languages Secretariat is responsible for working closely with the Director, Francophone Affairs Secretariat in being accountable for the administration of the *NWT Official Languages Act*, and for negotiating with and reporting to the Federal government as it relates to NWT's official languages.

## SCOPE

The Director, Indigenous Languages Secretariat is based in Yellowknife and reports to the Assistant Deputy Minister (ADM), Languages and Culture.

A key priority of the Legislative Assembly of the NWT, and the Department of Education, Culture and Employment (ECE) is to work to maintain the strength of Indigenous languages as a means of communication and as a connection to culture, and to increase access to public services in all official Indigenous languages.

A key function of the Department is to support the reclamation, revitalization, maintenance and strengthening of the NWT official Indigenous languages, and improvement of publics' access to governments programs and services in all nine (9) official Indigenous languages. The Director is responsible for providing leadership and direction on governmental activities related to



Indigenous languages services and communications in the NWT, including supporting administration of the *NWT Official Languages Act* and the development of government legislation and policies. The Director is expected to incorporate traditional knowledge into all aspects of Secretarial work, which requires a deep understanding of the history and context of NWT Indigenous peoples and their Indigenous languages.

As ECE has undertaken a process of significant renewal, independent initiatives and approaches often no longer stand alone. It is expected that the Director will work closely and collaboratively with all ECE Directors and staff, and representatives from other GNWT Departments, Boards and Agencies, Indigenous Governments and organizations, non-government agencies, as well as the public, including languages communities.

Key to success in this position is the management and general oversight of intra and inter-departmental files and priorities. Thus, the Director must work closely with program and senior managers of ECE and other GNWT departments in the facilitation of evidence-based decision-making. The Director must devise innovative and well-integrated solutions to complex problems. To this end, ECE expects all senior managers to do their part in the attainment of the following outcomes:

- Lateral, systems-wide thinking in support of program integration wherever possible;
- Holistic and multi-disciplinary approaches to complex problem areas;
- Leaner, more efficient service delivery;
- Well-defined project charters, including implementation plans and pre-approved budgets for larger departmental projects;
- Evidence-based decision-making;
- Solid research supporting ECE's mandate;
- Matrix management and inter-departmental collaboration;
- Transparent communication in support of public accountability;
- Clearly articulated roles and responsibilities between ECE, partners and stakeholders (i.e., improving the governance and accountability frameworks with ECE's partners);
- Strategic partnerships across sectors, communities, and government agencies.

The Indigenous Languages Secretariat supports and monitors the activities of GNWT Departments, Boards and Agencies associated with the planning, implementation and delivery of NWT official Indigenous languages' policies, programs and services. The Secretariat works in partnership with Indigenous Governments and Organizations representing the Indigenous languages communities and other non-government agencies engaged in Indigenous languages revitalization and promotion in the NWT, through the direction, implementation and management of strategic frameworks and plans, such as the *2017 NWT Aboriginal Languages Framework: A Shared Responsibility*, the *NWT Indigenous Languages Action Plan* and the five-year Regional Language Plans. The Secretariat is responsible for administering the distribution



of Indigenous languages funding to Indigenous Governments and Organizations, communities, Indigenous languages interpreters and translators, and Indigenous language speakers and learners.

The Director works closely with the corporate services divisions of ECE to ensure the development, implementation, monitoring and evaluation of sound pilot projects, strategic Frameworks, Action Plans, and a number of other programs and initiatives.

The Director is responsible for coordination with the Francophone Affairs Secretariat to ensure that both entities are aligned where possible and efficiencies and lessons learned may be applied across both secretariats.

The Director must work in accordance with the *NWT Education Act*, the *Official Languages Act of the NWT*, the Official Languages Policy and Guidelines, the Indigenous languages component of the *Canada-NWT Cooperation Agreement for French and Indigenous languages in the NWT*, the *Financial Administration Act*, and all related regulations, policies, guidelines, directives, strategies, and procedures.

The mandate of the Indigenous Languages Secretariat is multifaceted and performs as a corporate function for GNWT Departments, Boards and Agencies, Indigenous Governments and Organizations, and Indigenous language communities; accordingly, the decision-making and accountability of the Director is wide-ranging and complex.

Areas of responsibility in the division include:

### **Indigenous Languages Revitalization**

This section is responsible to promote, revitalize and support the nine (9) NWT official Indigenous languages. Activities include management and coordination of strategic plans, Ministerial directives and major projects, leading partnerships with Indigenous Governments, and partner organizations; and providing linguistic support and services.

### **Indigenous Language Services**

This section is responsible to manage and coordinate the development, implementation and evaluation of GNWT Indigenous languages services, Ministerial directives and major projects, as well, to provide linguistic support for all nine (9) NWT official Indigenous languages.

### **DIMENSIONS**

- Reporting Positions (6 direct and 2 indirect)
- Overall budget of \$9.5M
- Compensation & Benefits \$1.9M
- Operations & Maintenance \$900,000



- Grants & Contributions \$6.7M

## **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. Participate constructively in the senior management team of the Department of ECE and contribute to the senior leadership of all systems related to the Department's mandate.
3. Provide expert advice and support to a variety of federal, provincial, and territorial stakeholders related to improve the effectiveness of NWT Indigenous languages programs and services.
4. Lead the development, design, implementation and evaluation of departmental programs, projects, and policies within the areas of all nine (9) NWT Indigenous official languages responsibilities at the territorial and federal levels.
5. Take a lead role in representing the GNWT in negotiations on the *Canada-NWT Agreement on Indigenous Languages*.
6. Provide strategic leadership and advice to ECE Senior Management to meet legislative and other statutory requirements related to NWT Indigenous official languages.
7. Lead the management of contribution agreements, grants, and other financial arrangements with languages community partners to improve NWT Indigenous official languages maintenance, revitalization, promotion and support.
8. Lead the development of strong, effective partnerships and alliances with other GNWT Departments, Indigenous Governments and Organizations, Boards and Agencies, other levels of government and languages communities to support lateral cooperation related to the reclamation, revitalization, maintenance, and strengthening of NWT Indigenous languages.
9. Lead the development and revision of all legislative and policy initiatives, including legislative amendments, interdepartmental and intergovernmental protocols and agreements consistent with the goals and strategic priorities of the Legislative Assembly.
10. Lead the development and monitoring of strategic initiatives to support the Department's mission and goals.



- 11.** Lead consultation and engagement activities with a wide variety of partners and stakeholders to convey Indigenous languages information, gather input on Indigenous languages programs, services and trends, and explain GNWT Indigenous languages programs and services.
- 12.** Direct high-level research and analysis on approaches to Indigenous languages maintenance, revitalization, promotion and support.
- 13.** Oversee the development and implementation of broad-based, interdepartmental government frameworks, strategies and agreements, including performance measures and reporting requirements.
- 14.** Oversee the administration and maintain public accountability for the distribution of Indigenous Languages funding, consisting of both GNWT and Federal Government funds to both the ILS and to a variety of languages communities' partners through program allocations, contribution agreements, and grants.
- 15.** Provide senior level expertise, advice and strategic recommendations to the Deputy Minister and Assistant Deputy Minister on legislation, policies and strategic initiatives related to the maintenance, revitalization, promotion and support of NWT Indigenous languages. This will include Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence, and reports.
- 16.** Lead the division's strategic and fiscal planning, including the development of annual priorities and operating plans, main and capital estimates, monitoring and forecasting expenditures, variance reporting, year-end activities and contracting functions.
- 17.** Lead the division's human resources, including recruitment, staff training, career guidance, performance evaluation, and succession planning.
- 18.** Represent the Department on a wide range of intragovernmental and intergovernmental committees dealing with NWT Indigenous languages.
- 19.** Represents the GNWT and the Division at senior levels across government, with Indigenous governments and community representatives and other levels of government in order to facilitate lateral cooperation related to the promotion and revitalization of Indigenous languages.
- 20.** Act as a spokesperson for the Department with the media on matters related to Indigenous Languages services and revitalization.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The work involves frequent travel, and encounters competing priorities and deadlines. The position works with and around individuals affected by trauma and may be exposed to vicarious trauma.

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

- Ability to acquire knowledge of the NWT and the federal social/political environment.
- Knowledge of the theory and philosophy of language revitalization and promotion, including: the ability to acquire knowledge of the needs and priorities of NWT's Indigenous language communities.
- Ability to acquire knowledge of national and territorial legislation, regulations and policies pertaining to NWT Indigenous languages maintenance, revitalization, promotion, and support.
- Ability to acquire knowledge of the NWT communities, Indigenous peoples' cultures, and Indigenous worldview and ways of knowing.
- Ability to acquire knowledge of current NWT Indigenous leadership, leadership systems and community leaders, including Indigenous language communities, culture, and heritage.
- Knowledge of program planning, development, and evaluation.
- Knowledge of project management and the ability to lead large and complex projects from development to implementation.
- Knowledge of the principles and practices of performance measurement.
- Knowledge of strategic planning, budgeting, and program management
- Knowledge of human resource, financial, and operational management practices
- Oral and written communication skills and experience preparing presentations, briefing notes, charts and graphs, reports and publications for a wide variety of audiences.
- Judgment and problem-solving skills to deal with a variety of issues, many of which are immediate, sensitive and controversial.
- Planning and organizational skills to translate the government and departmental vision into achievable goals and actions.



- Ability to analyze, interpret and evaluate a wide range of information and to apply it within the unique socio-political environment of the NWT.
- Ability to build and maintain excellent working relationships with colleagues.
- Ability to lead a multi-faceted, professional team in a cross-cultural environment.
- Ability to manage a variety of diverse work assignments and projects in a rapidly changing environment.
- Ability to effectively represent ECE and its position accurately and professionally in a variety of consultations, meetings, presentations and other situations.
- Ability to act independently and anticipate issues and needs to provide support to staff, partners and stakeholders.
- Ability to work effectively and diplomatically with a wide range of internal senior managers as well as external stakeholders and senior representatives.
- Ability to make effective decisions involving multiple considerations.
- Ability to work under pressure and effectively delegate in an environment with compressed deadlines and multiple deliverables.
- 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 bachelor's degree, with six (6) years' experience working with Indigenous peoples and communities, including three (3) years of managing 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 applies)**

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:** Indigenous Language - Not Specified

Required  
 Preferred