

Job Description

Director of Justice Transformation

SUMMARY:

Under the functional and political direction of the Deputy Grand Chief/Grand Chief with the Justice Transformation portfolio and the immediate supervision of the Chief Administrative Officer, the Director of Justice Transformation is responsible for the overall management of the Justice transformation process. Responsibilities include the overall planning, coordination, development and implementation of the Justice transformation process to help facilitate the organizations vision and strategic plan for the provision of effective and efficient services to First Nation communities to support and address the Justice needs and aspirations; financial, human and physical resource planning and management; develops funding proposals to enhance program and services; develops and maintains effective working relationships and collaborative arrangements with NAN First Nation communities, funders, politicians and other organizations to help achieve the goals of the organization.

DUTIES AND RESPONSIBILITIES:

- Work by the mandate indicated throughout Community Safety and Justice Recommendations and Justice and Law Transformation in NAN Territory.
- Processes, compiles, researches, reviews and analyzes relevant existing and proposed government policy, legislation, Justice data and external issues related to Justice and identify potential impacts to First Nations, make recommendations and develop responses and strategies.
- Oversee and manage the effective and efficient day to day operations including planning, developing, coordinating, implementing and evaluating strategic program work plans that incorporates and facilitates the vision, and strategic goals and objectives of the organization.
- Determine program human resource requirements, supervise and manage in accordance with approved policies and procedures including identifying training needs, coaching and mentoring staff to improve performance.
- Fostering effective team work within the Justice transformation process and with other programs within the organization
- Develop position papers, memos, briefing notes, reports and submissions analyzing government initiatives and proposing alternative programs and policies, and;
- Report to the Executive regarding government initiatives and proposed strategies to deal with these initiatives.
- Oversee and manage the planning, implementation, execution and evaluation of Justice transformation initiatives.
- Manage the program financial resources including preparing and monitoring budgets, researching funding sources and developing funding proposals including negotiating for funding.
- Liaise on behalf of the Justice Transformation Department with services providers in the area such as Nishnawbe Aski Police Services and Nishnawbe Aski Legal Services Corporation and NAN Leadership to coordinate the exchange of information regarding Justice issues. Works with First Nations and Tribal Councils

in providing liaison and advocacy with governmental departments and agencies on local Justice issues, for the purpose of resolving issues and achieving Justice related results.

- Schedule, convene and attend meetings as needed (portfolio, staff, Justice projects, committee etc.).
- Manage/oversee the planning and coordination of NAN-wide Justice transformation workshops, conferences and meetings.
- Develop communication strategies to ensure effective flow of communication with the Executive Council, Chiefs, First Nations people and other relevant organizations to identify changes.
- Establish and maintain effective relationships and collaborative arrangements with communities, funders, politicians and other organizations to help achieve the goals of the organization.
- Prepares reports, briefing notes, power point presentations as required.
- Ensures the maintenance of an effective filing system that ensures records of activities, decisions, progress reports, Justice resolutions and telephone directories.
- Performs all other related duties as required.

ACCOUNTABILITY:

The Director is under the supervision of and is accountable to the Chief Administrative Officer. The Director will receive political direction from the Deputy Grand Chief holding the Justice Portfolio.

FINANCIAL RESPONSIBIILITY AND DECISION MAKING:

As a member of the Senior Management team, the Director of Justice Transformation will contribute to the effective operation and overall accountability of NAN. The Director of Justice Transformation will participate in management and staff meetings, maintain a professional work environment and facilitate a team approach. The Director of Justice Transformation will have approval authority as per approved policies.

COMPETENCIES AND QUALIFICATIONS:

- Post- Secondary education in a Justice or related field with a minimum of five (5) years' work experience in management in First Nation Justice or a combination of related education/training and a minimum of five (5) years management work experience
- Extensive knowledge of the broad spectrum of on-going Justice issues and Justice support systems with a solid understanding of the trends, directions and models of delivery and governance that affect Justice systems in the NAN territory
- Must have working knowledge of government Justice legislation and interrelationships with the Treaties 9 & 5 and the Indian Act
- Leadership abilities, communications and interpersonal skills necessary to interact effectively internally and externally to develop and maintain effective working relationships
- Solid organization and contract management skills
- Excellent analytical and negotiation skills
- Excellent oral and written communication and time management skills
- Ability to execute and be a self-starter and follow through on projects
- Strong computer skills with expertise in Microsoft Word, Excel and Power Point
- Fluency in one of NAN's three languages (Cree, Ojibway or Oji-Cree) a definite asset
- Willing and able to travel as required

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LOCATION: Thunder Bay, Ontario
PORTFOLIO: Justice
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