

## Job Description

### Director of Justice

#### SUMMARY:

The Director of Justice will work under the direction of the Executive Council member responsible for the Justice and Policing portfolio. The Director will effectively operate and manage all aspects of the Justice department including the oversight of employees. The Director is responsible for the overall planning, coordination, development and implementation of the organization's mandates, and strategic goals and objectives related to justice.

#### DUTIES AND RESPONSIBILITIES:

- Manage and oversee the day-to-day operations and activities of the department with operational efficiency.
- Plan, develop, coordinate, implement, and evaluate the organization's strategic plans, goals, and objectives in an effective and innovative fashion, including the department's projects and initiatives in collaboration with department employees.
- Provide oversight and direction to employees in the department in accordance with NAN's approved policies and procedures including recruiting employees, conducting performance reviews, identifying training needs, and coaching and mentoring employees.
- Foster effective team work within the department and with the other departments in the organization.
- Manage the overall budgetary and financial responsibilities of the department, including preparing and monitoring budgets.
- Research funding opportunities and sources, prepare funding proposals and negotiate for funding.
- Prepare correspondence, memos, briefing notes, presentations, position papers, and reports as required.
- Manage and oversee the planning and coordination of meetings, workshops, and conferences identified in the department's strategic plans and mandates.
- Attend or participate in meetings at local, regional, or national levels as required, including with NAN First Nations, affiliated organization boards, PTOs or governments.
- Ensure the maintenance of an effective and organized filing system to store organization or department information, including research and research related reports, legal decisions or analysis, justice resolutions or external information as required.
- Analyze the overall issues and trends related to justice and the impacts in NAN territory.
- Research and analyze existing, proposed, or new government policies, legislation, initiatives, or strategies related to justice to identify potential impacts to the NAN First Nations and make recommendations or develop responses and strategies for the NAN Executive Council or First Nations.
- Develop communication strategies to ensure effective flow of communication and in the exchange of information with the NAN First Nations and affiliated organizations, all levels of governments, and community organizations and agencies on local, regional, or national justice issues.
- Advocate for and support the NAN First Nations on justice issues with government departments and others for the purpose of resolving issues and achieving results.
- Establish and maintain effective and collaborative relationships with the NAN First Nations, funders, elected officials, and organizations or agencies to help achieve the goals of the organization.
- Support and address the justice needs and aspirations of the NAN First Nations.

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- Ensure department work is conducted in an appropriate and culturally relevant manner sensitive to the customs, traditions, and practices of the NAN First Nations.
  - Performs other duties and responsibilities as required.

## **ACCOUNTABILITY:**

The Director of Justice is under the supervision of and is accountable to the Chief Administrative Officer.

## **FINANCIAL RESPONSIBIILITY AND DECISION MAKING:**

As a member of the Senior Management team, the Director of Justice will participate in management and staff meetings, maintain a professional work environment, and facilitate a team approach. The Director of Justice 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 or a combination of related education/training and a minimum of five (5) years work experience in management
- Must have knowledge of Euro-Canadian and international justice and legal systems, including delivery models, with a solid understanding of the issues and trends that affect the justice needs or access to justice in the NAN territory
- Must have knowledge of government legislation, regulations and policy including the historical legal and constitutional relationships between governments and First Nations
- Must have knowledge and understanding of law reform or development
- Must have knowledge of First Nation traditional concepts of justice, community-based justice systems or customary laws, including the administration of justice and alternative justice options in the NAN territory
- Excellent leadership qualities and skills
- Excellent interpersonal skills necessary to build 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
- Ability to work under pressure and in a fast-paced environment
- 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) is a definite asset
- Willing and able to travel as required

**LOCATION:** Thunder Bay, Ontario  
**PORTFOLIO:** Justice  
**REVISED:** September 2021