
Job Description

Structural Readiness Officer

SUMMARY:

The Structural Readiness (SR) Officer will work in collaboration with the Education Jurisdiction program supporting the Education Jurisdiction Agreement Negotiations. With a focus on bringing awareness and understanding of the negotiation process. The SR Officer will assist in implementing community engagement projects, developing strategies for identified action plan items, collecting feedback, and meeting with First Nation Leadership, Local Education Authorities, Education Directors and members of the First Nations.

DUTIES AND RESPONSIBILITIES:

- To support the SR resolutions as mandated by the Chiefs of Nishnawbe Aski Nation;
- Assist in meeting core and proposal based approved work plan outcomes in accordance with NAN policies and procedures and funding terms and conditions.
- To attend meetings as required and/or requested.
- To organize and facilitate meetings or workshops;
- Prepare proposals, submissions, activities related to SR;
- Assist in the review, research, analysis and development of policy recommendations.
- Prepare regular progress reports for Education;
- Deliver presentations as requested;
- Coordinate the collection and analysis of data as required;
- Liaise and strengthen relationships between First Nations, Tribal Councils, and Education Organizations;
- Perform other duties as required.

SKILLS:

- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications
- Ability to work effectively as a team member and independently,
- Ability to manage multiple priorities under pressure, trouble-shoot and to meet short and long-term deadlines
- Excellent written and verbal communication skills
- Excellent critical and creative thinking and analytical skills
- Ability to work collaboratively with First Nation communities

ACCOUNTABILITY:

Structural Readiness Officer is under the day-to-day supervision of the Structural Readiness Coordinator and with further accountability for overall performance to the Education Jurisdiction Manager and the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

- 5 years experience in the Education services field
- A degree and or diploma in the Education Services field, or Education related diploma and or degree and/or five years relate education and practical experience
- Working experience with First Nations people and a demonstrated understanding regarding related issues and challenges
- Demonstrated excellent interpersonal and communication skills
- Demonstrate excellent organizational skills
- Ability to travel regularly to NAN First Nation communities
- Ability to speak a NAN First Nation language is an asset

LOCATION: Thunder Bay, Ontario
UPDATED: July 2022

