

## **JOB DESCRIPTION**

### **Education Jurisdiction Manager**

#### **Education Department – Education Jurisdiction**

**SUMMARY:** *The Education Jurisdiction Manager is responsible for providing planning assistance, technical support, and research on behalf of the education self-government negotiations. This will include coordination of all related activities among Nishnawbe-Aski Nation, Tribal Councils, First Nations and the negotiation teams, their working groups, and committees. Additionally, the Manager will make provision for administrative, financial support and communications for the education self-government negotiations and subsequent Education Agreement.*

#### **DUTIES:**

- *To manage and supervise the Education Jurisdiction staff in a manner consistent with all applicable Nishnawbe-Aski Nation policies.*
- *To establish and maintain regular contact with the education self-government negotiating team, steering committees, Tribal Councils, Independent First Nations, and appropriate federal personnel.*
- *To prepare, draft, and monitor work plans for the negotiations and working groups.*
- *To prepare and submit a variety of communication and information materials for use in the community consultation process.*
- *To prepare as required progress reports, annual reports, briefing notes, proposals and scheduled updates to the NAN Executive and Chiefs' Assemblies.*
- *To develop and implement an approved communication program including but not limited to production and distribution of a regular newsletter, media relations including drafting of press releases and maintenance of a website.*
- *To develop and implement in cooperation with the negotiation table and team, a research program including contracted and in-house research projects.*
- *To coordinate community consultations among the sectors to ensure effective and efficient use of available resources.*
- *To monitor progress in other self-government negotiations across the country and internationally.*
- *To make provision for administrative arrangements as may be required including meeting and travel arrangements, minute taking and handling of routine correspondence.*
- *To perform additional related duties as may be assigned from time to time by the Director of Education or the Chief Administrative Officer.*

#### **OTHER JOB REQUIREMENTS:**

**FINANCIAL RESPONSIBILITY AND DECISION MAKING:**

*As a member of the Senior Management team, the Manager will contribute to the effective operation and overall accountability of NAN. The Manager will participate in management and staff meetings, maintain a professional work environment, and facilitate a team approach. The Education Jurisdiction Manager will have the following authority:*

- *All aspects of project management and project reporting for annual budgets*
- *Conduct performance evaluations for all Program Staff*

**COMPETENCIES AND QUALIFICATION:**

**Candidate must possess the following skills and attributes:**

**Education:** *Post-Secondary Degree in a relevant field.*

**Experience:** *At least five (5) years practical experience working with NAN treaty issues, Indigenous issues and governmental negotiations. Proven ability to work with NAN's First Nations leadership, Elders, government representatives and third parties. Demonstrated understanding of First Nations' related strengths, opportunities, issues, and challenges. Fluency in one of the NAN languages would be an asset. Strong leadership and management abilities in a team setting.*

**Knowledge:** *Must comprehend, be knowledgeable of and able to interpret and apply the Indian Act, the Constitution Act, the James Bay Treaty, other government acts, regulations and processes applied to First Nations and Treaties. Demonstrated knowledge of developing and maintaining relationships with communities. Knowledge of community protocols, languages, and cultures. Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) preferred.*

**Effort:** *The position demands an experienced project Manager with high level facilitation, decision making, communication and independent analysis capacity together with extensive knowledge of NAN treaty issues and government negotiations. Outstanding inter-personal and communication skills (verbal, written, multi-media). Thorough grasp of project management including budgeting and financial management. Initiative and ability to complete tasks with a minimum of guidance and supervision, and to manage competing demands in a team setting.*

**Working Conditions:** *Regular travel and work in NAN communities by aircraft or vehicle and working in NAN offices, meetings, and events, sometimes on weekends and evenings. Setting up, planning, and packing for events, lifting, and transporting of materials and event resources will be required. Meeting in urban centres for negotiation meetings.*

**Responsibilities:** Managing and high-level planning with staff of the Education Jurisdiction program community engagement activities; Structural Readiness events and activities; and NAN Canada Education Jurisdiction negotiations with staff and NAN's negotiation team. Financial, workplan and staff management are included in the responsibilities.

## ACCOUNTABILITY:

*The Education Jurisdiction Manager is under the day-to-day supervision of the Director of Education with further accountability to the Chief Administrative Officer for the overall standards and personal and work performance in the fulfilment of the job description. The Manager receives political and functional direction from the Executive Member(s) responsible for the Education Jurisdiction Agreement Negotiations.*

**LOCATION OF WORK:** Thunder Bay, ON  
**PORTFOLIO:** Education  
**CREATED /LAST UPDATED:** March 2023

