

JOB DESCRIPTION

System Coordination Manager – Social Services Strategic Advancement

16 month term

The Social Services Strategic Advancement Department provides advocacy, coordination, strategic planning, and support to assist NAN First Nations and Tribal Councils to achieve their goals. The department interfaces with the federal, provincial, and municipal governments in its advocacy role. The work involves negotiations, policy development, program implementation and evaluation. A key priority is ending discrimination for NAN members and promoting substantive equality in social service related funding, policy and legislation.

Summary of Duties

The Social Policy Manager is accountable for the advocacy and support related to the implementation of the long-term reforms to end the discrimination identified by the Canadian Human Rights Tribunal with respect to child welfare on reserve. The position is responsible for the management of financial, human, and physical resources to meet the goals and objectives of the Chiefs-in-Assembly, by way of mandate. Activities include planning, developing, coordinating, and implementing strategic initiatives to promote and advance First Nation economic and self- sustainability goals. The Social Policy Manager works closely with and maintains an effective working relationship with Senior Management, NAN First Nations and Tribal Councils as well as relevant external organizations and agencies.

- Manages resources including determining priorities, setting reasonable timelines, execution, monitoring, and evaluating the effectiveness and efficiency of the program, developing, and implementing plans to improve.
- Prepares funding proposals and monitors budgets, reviews and approves expenditures as per approved policies and procedures, and identifies and reports potential financial overruns and variances at an early stage.
- Provides leadership for strategic visioning, planning, implementing, and evaluating of program goals and objectives to assist facilitate the organization's overall strategic vision and key initiatives.
- Leads projects and delegates work to staff. Monitors the work of staff and provide feedback and coaching as required.
- Research, prepare, develop, and negotiate funding proposals and applications to advance and promote the strategic initiatives of the organization related to the department.
- Initiates, plans, coordinates, and implements community engagement activities with community leadership, staff and appropriate groups as required including facilitating relevant training workshops, conferences and meetings as required.
- Provides advice, guidance, advocacy, and assistance to First Nations as requested to assist the community develop, implement, promote, and advance their long- and short-term goals.

- Ensures reports and deliverables to funding agencies are prepared and submitted on a timely basis.
- Ensure the maintenance of an effective filing system that holds records of activities, decisions, progress reports, resolutions, and directories in a confidential manner.
- Provides information, briefing notes, program updates and/or makes presentations to Executive Council, Senior Management, First Nations, Tribal Councils and other external organizations on economic development issues, programs, services and plans as required.
- Assists with negotiation and management of professional service contracts when requested.
- Research information, conduct analysis, and prepare reports and studies related to economic and demographic trends and other regional planning issues.
- Monitors legislation and regulations related to the department and reports immediately on the potential impacts to NAN First Nations.
- Maintains strong working relationships with First Nations, regional and national aboriginal organizations, relevant government agencies, external organizations, and businesses.
- Attends professional development workshops and conferences to stay current of trends and developments in the field.
- Effectively represent the best interest of NAN First Nations.
- Work with other NAN departments for interdepartmental collaboration.
- Participate in all meetings at a local, regional and/or national level as requested.
- Collect and store department data in an efficient, organized, and confidential manner and input documentation as required through scanning for record keeping in SharePoint.
- Support the NAN chiefs assembly, and NAN activities as required.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Coordinate, attend and participate in de-brief meetings.
- Complete all mandatory training assigned.
- Other duties as required.

Management Duties

Supervise program staff and manage in accordance with approved policies and procedures including identifying training needs, coaching, and mentoring staff to improve performance. Management is expected to be on call to provide guidance, support, and decision-making as needed, even outside of regular working hours, to ensure operational continuity and address any urgent matters that may arise.

- Oversee day-to-day operations, including workflow management, resource allocation, and task assignment to ensure optimal productivity and efficiency.
- Set clear performance goals and expectations for staff, regularly monitoring performance, and providing feedback, coaching, and support as needed.
- Identify training needs and opportunities for skill development within the team, providing training sessions, workshops, and resources to enhance individual and team performance.

- Address issues and challenges that arise within the team in a timely manner, working collaboratively to develop solutions and implement corrective actions as necessary.
- Facilitate open and effective communication within the department, ensuring that team members are informed of relevant updates, changes, and expectations.

Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal and or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross Training:

- This position must be able to do the following duties when required:
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange/approving travel for staff in the department as well as for the delegates.
 - Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments through the HRIS.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

Bachelor's degree or equivalent combination of education and experience in a related field is required.

Continuing education may be required to remain current in the field or to maintain professional credentials.

Credentials:

Not Applicable

Experience:

3-6 years of management experience and department related work experience is preferred.

Knowledge & Skills:

The Social Policy Manager requires knowledge of business, community, economic and resource development as well as good knowledge of methods, techniques or procedures that are professional standards of practice in the field of work including:

- Strong analytical and organization skills with ability to work on a wide range of issues simultaneously.

- Excellent oral and written communication skills complimented by effective presentation and facilitation skills.
- Excellent interpersonal skills with an ability to establish and maintain effective working relationships.
- Strong skills in proposal development, negotiations, policy review and development.
- Composition of detailed letters, policies, or directives where tone and style are important and includes complicated ideas where clarity and precision of language is critical.
- Experience working with First Nations combined with strong knowledge and appreciation for First Nations culture, traditional practices, and protocols.
- Strong computer skills with expertise in Microsoft Word, Excel, and Power Point.
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and lead assigned projects and duties effectively to completion.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Oji-Cree or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in a office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircrafts.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$15,000.00.

Accountability

This position is under the day-to-day supervision of the department Director with further accountability to the Chief Administrative Officer for overall performance.