



# Executive Director

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## ***Full-Time, Salaried, Indeterminate Position***

*Updated: February 2023*

## Background on Board Mandate, Approach and Activities

The ʔehdzo Got'Inę Gots'ę Nákedı (Sahtú Renewable Resources Board – SRRB) is mandated to address objectives of the Sahtú Dene and Métis Comprehensive Land Claim Agreement<sup>1</sup> related to wildlife, landscapes and harvesting. We work closely with local harvesting committees (ʔehdzo Got'Inę - Renewable Resources Councils) in the five communities of the Sahtú Region, Northwest Territories. The SRRB has adopted an innovative cross-cultural, decolonizing, on-the-land and youth-centred approach and supports training of Sahtú beneficiaries.

The SRRB strategic plan (2020-25) commits the Board to: adopt a ʔıdó gogha sénégots'ıá (community conservation planning – CCP) approach<sup>2</sup>; support local ʔehdzo Got'Inę (Renewable Resources Councils) to fulfill their mandates, strengthen research and monitoring programs to support wise decision-making, and foster youth leadership. Over the past two decades, the Board has consistently identified barriers to the full realization of co-management and is committed to address power imbalances and patterns of distrust and even conflict, in a spirit of reconciliation.

The SRRB is also mandated to work with co-management partners in conducting Indigenous knowledge and science-based research to support wise decisions and inform community conservation plans. The Board supports regional forums including the Nę K'ə Dene Ts'ıı - Living On the Land Forum, Sahtú Youth Network, and cross-regional forums in conservation of wildlife, landscapes and Indigenous ways of life. The SRRB also supports community-led Nę K'ádıke – Keepers of the Land (Guardian) initiatives, including employment of Nę K'ádıke in on-the-land research and monitoring activities.

The current centrepiece of the Board's CCP activities in the Sahtú region is a series of Public Listening (Hearing) Sessions (2020-2025) on five priority topics addressing the central question, "What is the most effective way to conserve caribou?"<sup>3</sup> The Board's work in preparing for and

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<sup>1</sup> <https://www.aadnc-aandc.gc.ca/eng/1100100031147/1100100031164>

<sup>2</sup> CCP is an adaptation of the Healthy Country Planning model developed by Australian Indigenous peoples [www.natureunited.ca/what-we-do/our-priorities/investing-in-people/healthy-country-planning](http://www.natureunited.ca/what-we-do/our-priorities/investing-in-people/healthy-country-planning)

<sup>3</sup> The five sessions will address knowledge and conservation actions related to the three ecotypes of caribou that inhabit or travel through the Sahtú region: barren-ground, boreal and mountain caribou. For more information about the 2020 and 2021 Public Listening Sessions, see the SRRB's public registry at [www.srrb.nt.ca](http://www.srrb.nt.ca).

conducting each Public Listening Session involves: engagement with all parties, CCP training, support for the preparation of community submissions, event coordination in collaboration with the hosting community, evaluation of CCPs, issue scoping and preparing questions for the parties. Following each PLS, the Board: weigh evidence; prepare findings of fact, decisions and recommendations; compile reports with reasons; and conduct public communication about the PLS process.

## Purpose of the Position

The Executive Director (ED) administers the day-to-day activities of the ʔehdzo Got'ıne Gots'ę Nákedı (Sahtú Renewable Resources Board), based at the Tulít'a office, and carries out the decisions of the Board in accordance with the Sahtú Dene and Metis Comprehensive Land Claim Agreement, the strategic plan, Board policies, and human resources standards.

The Executive Director reports to the Chairperson and Members of the Sahtú Renewable Resources Board. The ED shall keep the Chair and Board Members informed on current issues and provide background information and recommend possible action to address issues in a timely manner.

The position is located in the beautiful community of Tulít'a, "Where The Rivers Meet." Salary will be based on qualifications, starting at \$120,000, vacation time, a competitive benefits package and Northern Allowance (currently \$25,988).<sup>4</sup>

The Executive Director is tasked with leading and inspiring an approach to Sahtú stewardship that is rooted in Indigenous self-determination, self-governance and reconciliation. Doing so requires both an evolving interpretation of the Sahtu Comprehensive Claim amidst the broader regional, territorial, federal and global landscape, as well as a commitment to identifying innovative, sensitive and community-based approaches to stewardship.

## Major Duties

The duties of Executive Director fall under four primary areas: human resource and contract management, program and fiscal management, Board reporting and administration, and strategic plan implementation.

### 1. Human Resource and Contract Management

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<sup>4</sup> Northern Allowance rates for Tulít'a may be found at <https://my.hr.gov.nt.ca/employees/pay/northern-allowance-rates>

The Executive Director supports and oversees a team of 7 to 9 staff members, as well as a number of consultants providing contractual services to the Board. The ED works collaboratively with all staff, respecting and feeding into the existing environment of shared and relatively horizontal leadership and teamwork. Responsibilities of the ED include:

- Overseeing and supporting staff in developing and implementing their work and training plans, and approving timesheets and payroll;
- Supervising staff and applying human resource standards such as leave approval, disciplinary action and annual performance evaluations;
- Suggesting and tracking staff professional development and other training;
- Pursuing opportunities to facilitate Sahtú participation in employment, including Sahtú preferential hiring, training programs (Sahtú summer students, field staff, trainees, Youth Work Exchange Program) and education programs (SRRB scholarship, school visits);
- Recruiting and retaining staff with options of competitive salaries, benefits, and staff appreciation within the Board's budget;
- Arranging regular staff meetings;
- Managing agreements between the Board and contractors; and
- Identifying and resolving human resource issues.

## **2. Program and Fiscal Management**

The Board operates with an annual budget of approximately two million dollars in core and project funds.<sup>5</sup> In close collaboration with the Assistant Executive Director and Office Manager, as well as Project Managers, the ED is responsible for:

- Assisting with negotiation of ten-year implementation budgets and supplemental funding as required;
- Overseeing expenditures within budgets and working with the Finance Manager to allocate expenditures to the appropriate project / contractual agreement;
- Overseeing staff management of contribution agreements and ensuring reporting requirements are met;
- Managing resource procurement;
- Reviewing and approving banking transactions, reconciliations, and budget transfers;
- Supporting the compilation and presentation of financial reports to the Board on a quarterly basis;

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<sup>5</sup> 2020-2021 figure

- Pursuing, securing and managing additional project-specific funding where priorities have been identified by the Board that are not met by core funding, including funds that may be needed for additional staffing, casual staff, summer students, youth programs and external contracts;
- Preparing briefing information for auditors and SRRB members/sub-committees and reviewing annual audits; and
- Administering the Board's Wildlife Studies Fund by allocating funds to projects based on Board decisions and managing investments with support from financial advisors.

### **3. Reporting, Representation and Communication**

The ED is the primary liaison between the Board and staff, as well as with key partners such as the ʔehdzo Got'Inę (Renewable Resources Councils), Sahtú organizations and governments, and other wildlife management authorities. Responsibilities of the ED include:

- Facilitating clear and regular communications with Board members and briefing the Board on issues for consideration, as well as providing advice and recommendations as requested by the Board;
- Arranging Board meetings, and coordinating any other meetings relevant to Board business and policies, including, developing meeting agenda, distributing and preparing relevant materials, hiring additional technical resources as needed;
- Communicating Board policies and coordinating any necessary revisions to Board policies, such as, but not limited to: the Strategic Plan, Operating Procedures Manual, Rules and Procedures for Consultation, Rules for Public Hearing, Research and Data request policies;
- Maintaining records of all business relevant to the Board, including minutes;
- Supervising the preparation of the Board's annual report;
- Drafting Board responses to information requests, including recommendations and policy/legislation reviews;
- Communicating messages and directives from the Board to staff;
- Understanding and communicating the Board's strategic plan to collaborating organizations, highlighting the role of community conservation planning;
- Ensuring effective public communications regarding the Board's activities, including maintaining an up-to-date website and publishing newsletters, annual reports, social media updates, etc. as appropriate;
- Coordinating with other wildlife management authorities and environmental management boards to address regional and cross-regional management needs; and
- Attending meetings with partners, Sahtú community organizations and governments, funders, and other interested parties to collect information for the

Board's consideration and communicating messages from the Board, including making presentations related to SRRB research and management activities.

#### **4. Strategic Plan Implementation, Assessment, and Reporting**

The SRRB's strategic plan (currently covering 2020-25) provides guidance to staff in both what they do and how they do it, over a five-year horizon. The ED is responsible for overseeing and monitoring the effective implementation of the plan, including:

- Fostering a community conservation planning approach with partner organizations;
- Conducting a series of Public Listening Sessions (PLS);
- Supporting ʔehdzo Got'ɪnɛ (Renewable Resources Councils) to become strong, independent organizations, fully implementing their role as defined in the Land Claim Agreement;
- Supporting more effective regional collaboration in research and monitoring initiatives that lead to wise decision-making, including through the Nɛ K'ə Dene Ts'ɪɪ Forum; and
- Ensuring a strong and consistent role for Sahtú youth in the work of the Board;
- Maintaining a strong team, with a central focus of building Beneficiary capacity in the Sahtú; and
- Seeking increased and diversified funding to support Plan implementation.
- Inform and support community-driven Indigenous protected area processes, participate in environmental assessments and regulatory processes and engage in other programs and processes where identified in the strategic plan and/or as identified as Board priorities in support of the protection and stewardship of wildlife and their habitats;
- Liaising with the Board's legal counsel as needed to inform Broad processes and decision.

### **Qualifications - Required**

- Minimum of Master's Degree in a field relevant to the position, or an equivalent combination of education and experience
- Experience with project and human resource management and administration
- Experience with financial management
- Experience working with community organizations in cross-cultural contexts
- Demonstrated ability to work effectively and collaboratively with people of various backgrounds
- Excellent written and oral communication skills
- Well-organized, able to plan and work independently and in teams

- Sound understanding of environmental and Indigenous issues

## Qualifications - Assets

- Graduate degree or post-graduate certification in a field relevant to the position
- Experience with accounting standards and book-keeping, and familiarity with *Sage* accounting software
- Experience in grant writing
- Experience in mentoring, education or training
- Experience in Indigenous planning methodologies including experience working with healthy country planning or other community conservation planning approaches
- Experience working with Indigenous people and communities
- Experience working in the context of modern land claims and/or Indigenous co-management organizations
- Knowledge of best practices in Indigenous ecological stewardship
- Knowledge of environmental law and policy
- Experience working and living in Northern Canada
- Data management and data analysis skills
- Experience communicating through websites and other multimedia
- Experience with community-led planning processes
- Experience in facilitation
- Experience with implementing, monitoring, and/or evaluating community-led plans
- Experience spending time on-the-land and knowledge and/or training in doing so safely
- Knowledge of the Sahtú Dene and Métis Comprehensive Land Claim Agreement
- Ability to speak Dene Kede

## Working Conditions

**Physical conditions:** The incumbent will take part in on-the-land training activities. This will involve physical demands related to land travel, walking, or travelling by snow machines or boats or all-terrain vehicles.

**Environmental conditions:** Considerable time spent inside an office, on-the-land training activities, and travel to remote communities for meetings can provide for challenging physical and emotional conditions.

**Sensory conditions:** On-the-land activities require a heightened awareness for safety, including cultural safety. Attending meetings and conducting workshops require similar continued and active engagement, presence, listening and awareness of others' safety and comfort.

**Mental/emotional conditions:** The work may at times be stressful and is subject to public scrutiny. Cross-cultural awareness and sensitivity is required. Conflict resolution skills are required in handling situations where strong opposing points of view are prevalent. It may be necessary to share accommodations. Multi-tasking to manage multiple projects under time constraints is required. Duty travel and occasional overtime will be required. The incumbent will often need to work to deadlines and juggle diverse demands on their time.

*NOTE: The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.*