



Assistant Executive Director

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Deadline for applications **January 31, 2022**

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Background

The SRRB is mandated to address objectives of the Sahtú Dene and Métis Comprehensive Land Claim Agreement (SDMCLCA) related to wildlife, landscapes and harvesting.¹ The Sahtú region of the Northwest Territories is blessed with rich cultural and ecological diversity, indicated by the diverse Dene dialects, histories and landscapes of the region. Accordingly, the scope of the SRRB's work is biocultural, addressing core SDMCLCA objectives, Article 8(j) of the international Convention on Biodiversity,² the United Nations Declaration on the Rights of Indigenous Peoples,³ and Calls to Action of Canada's Truth and Reconciliation Commission.⁴

The SRRB is currently guided by its 2020-2025 Strategic Plan to work towards SDMCLCA objectives. Importantly, the Plan commits the Board to: adopting a ᕐᕈᕈᕐ ᑭᕐᕈᕐᕐ ᓂᕐᕈᕐᕐᕐᕐᕐᕐ (community conservation planning – CCP) approach⁵; supporting local harvesting committees (ᐅᕐᕈᕈᕐ ᑭᕐᕈᕐᕐ ᑭᕐᕈᕐᕐ ᑭᕐᕈᕐᕐ) to fulfill their mandates; strengthening research and monitoring programs to support wise decision-making; and fostering youth leadership.

The CCP approach commits the SRRB to work closely with harvesters, leadership organizations, and youth in the five communities of the Sahtú region. The CCP system involves innovative

¹ www.aadnc-aandc.gc.ca/eng/1100100031147/1100100031164. Core, overarching objectives of the SDMCLCA are those in chapter 1. SRRB responsibilities are defined in chapters 13 and 14.

² "Subject to national legislation, respect, preserve and maintain knowledge, innovations and practices of indigenous and local communities embodying traditional lifestyles relevant for the conservation and sustainable use of biological diversity and promote their wider application with the approval and involvement of the holders of such knowledge, innovations and practices and encourage the equitable sharing of the benefits arising from the utilization of such knowledge innovations and practices." www.cbd.int/traditional

³ www.un.org/development/desa/indigenouspeoples/declaration-on-the-rights-of-indigenous-peoples.html

⁴ www.trc.ca

⁵ 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

cross-cultural, decolonizing/reconciliation, on the land and youth-centred approaches, and supports training, leadership development, and jobs for Sahtú beneficiaries.⁶

The Board has identified additional core strategies to achieve these goals and foster community conservation planning approaches; we work closely with local harvesting committees (ʔehdzo Got'Inę - Renewable Resources Councils) in the five communities of the Sahtú Region, with regional forums including the Nę K'ə Dene Ts'ıı - Living On the Land Forum, Sahtú Youth Network, and with cross-regional forums in conservation of wildlife, landscapes and Indigenous ways of life.

During 2020-2025, the centrepiece of CCP activities in the Sahtú region are a series of Public Listening (Hearing) Sessions on five priority topics addressing the central question, “What is the most effective way to conserve caribou?” The five sessions will address knowledge and conservation actions related to the three ecotypes of caribou that inhabit or travel through the Sahtú region: ɛekwé/ɛədə (barren-ground caribou), tɔdzı (boreal caribou) and shúhta goɛpé/shíhta goɛədə (mountain caribou).⁷

The following are the five hot topics to be addressed:

- Harvest regulation (2020)
- Predators and competitors (2021)
- Wildfires and climate change (2022)
- Knowledge about caribou and landscapes (2023)
- Caribou and the mixed economy (2024)

The PLS series will be iterative, with unresolved questions from previous sessions being addressed as they arise. Each PLS will involve engagement with all parties, CCP training, and support for preparation of community submissions; event coordination in collaboration with the hosting community; SRRB Board activities to prepare for the PLS including evaluation of CCPs, issue scoping and preparing questions for the parties, and following the PLS, weighing evidence, preparing findings of fact, decisions and recommendations, and compiling reports with reasons; and public communication about the PLS process.

⁶ To date, three community conservation plans have been developed by Sahtú communities: Délıne's *Belare Wile Gots'é ɛekwé – Caribou for All Time* plan (2016), Colville's *Dehlá Got'Inę ɛədə Plan*, and the Nıo Nę P'ęné Begháre Shúhta Goɛpé Narehɔ́ – *Trails of the Mountain Caribou* plan that was forged through a partnership of Tulít'a, Norman Wells and neighbouring Tu ııdlıni (Ross River) Dena (Yukon Territory). These three plans are available on the SRRB's public registry for the Colville 2020 Public Listening session at www.srrb.nt.ca.

⁷ For more information about the 2020 and 2021 Public Listening Sessions, see the SRRB's public registry at www.srrb.nt.ca.

Position Description

The successful candidate will collaborate with the current Executive Director and the Board of Directors to provide leadership to the organization. It is expected that training support will be provided as part of this position. Salary will be based on qualifications, ranging between \$77,435 and \$97,325, plus benefits and Northern Allowance.⁸

The position is located in the beautiful community of Tulít'a, "Where the Rivers Meet." More information about the SRRB can be found at www.srrb.nt.ca, and further insights into interests and activities of the Board are at www.facebook.com/SahtuWildlife.

Major Duties

Working under direction of the Executive Director, the Assistant Executive Director (AED) will help to provide overall organizational support. The successful candidate will assist the Executive Director to deliver four primary functions: human resource management, program and fiscal management, Board reporting and administration, and strategic plan implementation.

1. Human Resource and Contract Management

The AED will collaborate with the existing Executive Director to support and supervise a team of 7-9 staff members, as well as a number of consultants providing contractual services to the Board. The successful candidate will work collaboratively with all staff, respecting and feeding into the existing environment of shared and relatively horizontal leadership and teamwork. In addition, the AED may support oversight of a number of contractual agreements for the delivery of specific project and administrative supports. In this role, the successful candidate will provide support in:

- Overseeing and supporting staff in developing and implementing their work and training plans, and approving timesheets and payroll;
- 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 funds⁹. The successful candidate will develop a strong understanding of the Board's budget and associated deliverables, and, in close collaboration with the Finance Manager and Project Managers, will support the ED to track spending against budgeted amounts as

⁸ Northern Allowance rates for Tulít'a may be found at <https://my.hr.gov.nt.ca/sites/myhr/files/2020-2021%20UNW%20Northern%20Allowance%20Rates.pdf>

⁹ 2020-2021 figure

well as progress towards related objectives and outputs. In this role the successful candidate will support the ED to:

- Oversee expenditures within budgets and work with the Finance Manager to allocate expenditures to the appropriate project / contractual agreement;
- Oversee staff management of contribution agreements and ensure reporting requirements are met;
- Review and approve banking transactions, reconciliations, and budget transfers; and
- Support the compilation and presentation of financial reports to the Board on a quarterly basis or upon request.

3. Board Reporting, Representation and Administration

The AED will take on important roles in supporting the mandate of the SRRB Board, which may include supporting the ED and/or taking leadership on the following components:

- Arranging meetings, developing meeting agendas, distributing relevant materials to the Board and other appropriate parties with respect to meetings and other board business;
- Facilitating clear and regular communications with Board members and briefing the Board on issues for consideration;
- Supporting conformity with 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;
- Understanding and communicating the Board's strategic plan to collaborating organizations, highlighting the role of community conservation planning; and
- Attending meetings to collect information for the Board's consideration and communicating messages from the Board.

4. Strategic Plan Implementation, Assessment, and Reporting

The SRRB's strategic plan provides direction for staff workplans over a five-year horizon. The plan is implemented both through on-going core activities and discrete projects that support the Board's broader strategic objectives. The successful candidate will have an important role both in mentoring interns and supporting other staff in project work planning and implementation. Depending on the candidate's experience and qualifications, there may be opportunities for the AED to lead projects directly, thereby gaining valuable experience. It is anticipated that the AED will have important roles in:

- Supporting Board preparation for the 2022 Public Listening Sessions (PLS);
- Learning about and fostering a community conservation planning approach with partner organizations in lead up to the PLS;

- Considering how dialogue of the Nę K'ə Dene Ts'ı́l Forum might inform the work of the SRRB; and
- Ensuring a strong and consistent role for youth in the work of the Board.

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 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

- Experience with accounting standards and book-keeping, and familiarity with *Sage* accounting software
- Experience in mentoring, education or training
- Experience working in the context of modern land claims and/or Indigenous co-management organizations
- Knowledge of best practices in Indigenous ecological stewardship
- Experience in Indigenous planning methodologies and protocols
- Experience in guiding and implementing community-led plans
- Experience in facilitation
- Knowledge of environmental law and policy
- Data management and data analysis skills
- Experience communicating through websites and other multimedia
- Experience with community-led planning processes

Working Conditions

Physical demands: 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 communities for meetings can provide for intense environmental conditions.

Sensory demands: On the land activities involve keen sensory inputs, hearing, seeing, smelling and tactile, and require heightened awareness for safety. Attending meetings and conducting workshops may overload the senses at times.

Mental demands: 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. Attention to detail in working with evidence, report writing and public communications is essential. Presenting to the parties and the public is required. Duty travel and long work hours may impact work life balance with family and may cause additional stress.