

Kluane First Nation



Title Executive Director
Reports to Chief and Council
Supervisory Responsibility Departmental Directors

Department Executive
Classification Full Time - Term
Wage Classification LT1 \$84,542 - \$120,339
Approval Date February 27, 2017

Summary

The Kluane First Nation (KFN) Executive Director is the principal employee of the Chief and Council and is the primary liaison to the KFN administration. The Executive Director is responsible for the day to day operations of the KFN administration and implements the Chief and Council's strategic and administrative goals in accordance with KFN legislation.

Core Competencies

- Creates a focused environment
- Provides motivational support
- Fosters Teamwork
- Manages change effectively
- Develops and empowers others
- Excellent oral communicator
- Excellent written communicator
- Aware of interpersonal approaches
- Builds collaborative relationships
- Problem-solving approach
- Analytic and forward thinking
- Strategic approach
- Developed technical expertise
- Takes initiative
- Results oriented
- Makes informed decisions
- Manages stress positively
- Self confident and credible
- Flexible and adaptable

Primary Job Duties & Responsibilities

The primary role of the Executive Director is to create an environment in which the KFN leadership, employees and Citizens are provided clear and effective avenues of communication, and to foster an environment in which everyone is motivated to act in the best interest of Kluane First Nation.

In addition, the Executive Director is responsible for the effective operations of the government in the following capacities:

Chief and Council

- Reports directly to Chief and Council.
- Provides administrative assistance, through the Executive Office, to Chief and Council by ensuring the Chief and Council are prepared and briefed at monthly meetings, organizes general assemblies and other events as directed by Chief and Council.
- In consultation with Council, coordinates the implementation of resolutions of the General Assembly.
- Coordinates the development of KFN Legislation and policies as required and directed by Chief and Council.

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- Ensures Council is regularly and sufficiently briefed by the Management Team on important issues affecting the First Nation, ensuring adequate information is provided for informed decision making on regular basis.
- Provides sound advice to Council as required.
- Liaises with other governments, KFN corporations, KFN Trust, KFN Boards and other agencies as directed by Council.

Management Team

- Leads the Executive Office and the Management team to develop a high performing team.
- Chairs the Management Team ensuring operational accountability.
- Opens lines of communications ensuring the Management Team is briefed on all Council directives and affording the tools to implement directives as required.
- Oversees the Management Team's development of department work-plans and budgets.
- Leads and motivates the Management Team by empowering them to lead their respective departments in a manner that is in line with the KFN Government's overall goals and objectives and while ensuring compliance with the KFN legislation and policies.
- Works with the Management Team to ensure staff performance is monitored, evaluated and plans are followed.
- Manages the performance of the Management Team.
- Fosters the development of the Management Team to advance their capabilities.

Organizational Management

- Ensures the government administration is provided the support services required to be fully operational.
- Ensures that contracts are properly prepared in accordance with policy, that tendering processes are followed and recommending revisions to these processes as required.
- Enables and supports the Finance Director to maintain balanced budgets and adheres to sound financial management and controls.

Community

- Communicates clearly and effectively to Citizens.
- Ensures Citizens are informed about the governments developments and plans.
- Motivates Citizens towards solution based problem solving.
- Fosters a positive relationship between the government administration and Citizens without hindering the administration's ability to carry out work and directives.

Other

- Other tasks as may be required by Council or the Management Team.

Essential Skills and Abilities

- Ability to develop and communicate the goals of the KFN government and leadership.
- Ability to motivate and support employee's commitment to their work.
- Fosters a desire to work cooperatively, providing opportunities to work together as a team.
- Ability to recognize, initiate, and implement organizational change and help other to manage change.

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- Commitment to the development of KFN Citizens and staff to achieve professional and personal goals.
- Ability to manage the performance of employees, by setting clear goals and expectations and tracking progress.
- Ability to address employee performance problems and issues directly and promptly.
- Ability to communicate directly and effectively by passing on information, sharing ideas, listening openly, and using multiple methods to communicate to Chief and Council, staff and Citizens.
- Speaks clearly and can be easily understood, tailoring content to the level and experience of the audience.
- Ability to express communications clearly in business writing.
- Ability to understand the interests and important concerns of others and finds non-threatening ways to address concerns.
- Ability to gain support for ideas, proposals, projects and solutions.
- Ability to develop and maintain collaborative relationships
- Ability to approach problems and complex tasks logically and systematically. Weighing costs, benefits, risk and success in decision making.
- Takes holistic approach to finding solutions, taking into consideration KFN's cultural context.
- Takes initiative and fosters innovation that fits with KFN's cultural and environment.
- Ability to function effectively under pressure, maintaining self control when faced with hostility or provocation.

Knowledge

- Knowledge and comprehension of the Yukon Land Claims and Self-Government Umbrella Final Agreement, KFN Self-Government and Final Agreement, Federal Transfer Agreement, Programs and Services Transfer Agreement.
- Knowledge of Kluane First Nation's constitution, history, culture, demographics, goals and aspirations or willingness to learn and be an active participant.
- Knowledge of Senior Government administration practices and good governance strategic planning.
- Knowledge of Yukon First Nation governments and relationships with other Governments.
- Proven knowledge of financial management and control methods.
- Knowledge of human resource management practice and laws.
- Knowledge of contract law.

Decision Making

The overall objectives of this position are determined by Council. The Executive Director must be able to make sound decisions regarding the most effective way to implement the overall objectives on a daily basis and prioritize to insure the efficiency of KFN Government. They must be able to provide strategic and achievable options for Council to consider when making sound decisions.

Accountability

The Executive Director is accountable to Chief and Council. The Executive Director is evaluated on his/her ability to efficiently implement Council and strategic direction and coordinate and support all KFN

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departments and government. The Executive Director is accountable for the overall ability of the First Nation administration to provide services to KFN Citizens.

Key Contacts

Chief	Daily
Councilors	Daily
Department Directors	Daily
Other Governments/Agencies	As required
Citizens/Community Members	As required
General Public	As required

Working Conditions

The Executive Director is KFN's leading staff position and as such is a demanding and at times stressful role. This position requires a high level of professionalism and personal capability in order to carry out its many duties and responsibilities. This position is a crucial liaison role in the KFN Government and is equally challenging and exciting when dealing with staff, Citizens, Council and the public.

The position is situated at the KFN Government offices in Burwash Landing, YT. Long working hours are expected when working under deadlines or dealing with large projects. Travel is required; however, most of the time will be spent working in the office. The Kluane First Nation offices are open to the public and Citizens are encouraged to play an active role in their government. As such the Executive Director is often the first line of contact with Citizens, therefore, multiple interruptions from the public are expected.

Education and Work Experience

- Preferred degree in Business, Public Administration, First Nations and Indigenous Studies combined with 5+ years of work experience in a senior management role. Will also consider an equivalent of experience in a senior management role within a First Nations government, public sector, human resources or finance combined with a proven track record of success.
- Experience navigating the Canadian First Nations political system and a comprehensive understanding of the Yukon's Final and Self Government Agreements.
- Experience working and living in First Nation communities or other cross-cultural environments is preferred.
- Experience in managing large projects.

Certificates or Licenses

- Valid Yukon Driver License
- Criminal Records Check

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The incumbent, HR Manager and Chief and Council, agree to periodically review this job description and, if necessary, amend the duties and responsibilities herewith.

Chief: I have reviewed the duties and responsibilities assigned to this position.

Signature

Date

Incumbent: I have read the forgoing duties and responsibilities and understand that they are a general description of the duties and responsibilities assigned to this position.

Signature

Date