



Kluane First Nation

Job Description

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| Title Heritage Manager | Department Lands, Resources and Heritage |
| Reports to Lands, Resources and Heritage Director | Classification Permanent Full-Time |
| Supervisory Responsibility <ul style="list-style-type: none">- KNP Interpretive Programmer- Language and Culture Coordinator | Wage Classification L3 – Managers Lever 1-10 |
| | Approval Date March 8, 2021 |

Summary

Reporting to the Director of Lands and Resources and Heritage, this position is responsible for the implementation, promoting public awareness, appreciation, respect and understanding of all aspects of culture and heritage Chapter 13 of Kluane First Nation Final Agreement. As well, they are responsible promoting the recording and preservation of traditional language, beliefs and oral histories, including legends and traditional knowledge. Their goal is to manage and protect heritage resources through integrated resource management including land use planning and development assessment.

Core Competencies

- Communication
- Energy & Stress
- Team Work
- Time Management
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Ethics and Integrity
- Providing Consultation
- Leadership
- Staff Management
- Enforcing Policies, Rules and Regulations

Job Duties

- Implementation of the KFN Final Agreement Chapter and any other sections/clauses dealing with Heritage.



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- Attend meetings on behalf of KFN.
- Preservation and promote awareness of KFN/First Nations art, language, and culture.
- National Historical sites.
- Oversee interpretive communication projects.
- Coordination of the Heritage Trail Project.
- Identifying and obtaining funding for various Heritage projects.
- Administering proposal budgets and ensures proper reporting.
- Working with Canadian Heritage and Parks Canada, Southern Tutchone Tribal Council (STTC) and others as directed.
- Research on historical and cultural areas.
- Promotes renewing traditional knowledge within KFN TT.
- Develops protocols, policies and procedures dealing with the use of Traditional Knowledge.
- Create a Traditional Knowledge data base and identify needs and collect traditional knowledge.
- Represent KFN in the Yukon First Nation Heritage Working Group quarterly meetings.
- Develop and implement a long-term strategic heritage plan.
- Continuing development and implementation of KFN language programs, until the Language Department is functioning.
- Liaise with other levels of Government and other First Nations on Heritage matters.
- Staff supervision, evaluation and training.
- Work with all KFN Elders to maintain Traditional Knowledge.
- Preparing departmental, and program reports for KFN Council as requested.
- Ensure the completion of all staffing requirements including, evaluations, wage compliance, new hires, terminations.
- Other duties as required.

Education/Experience

Requires a minimum of one year of university/college education in a heritage related field or significant corresponding work experience in a First Nation environment. It would also be an advantage to have specific training in one or more of the following fields:

- Archaeology
- Anthropology
- History
- Library Studies
- Cultural Resource Management
- Archives



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- Minimum 1-year experience in a management role.

Essential Skills

- Well organized with effective coordination skills.
- Able to create long term plans and policies.
- Able to communicate and relate with Elders.
- Able to work with Elders in the recreation of traditional practices and knowledge.
- Strong wilderness skills.
- Strong delegation and personnel management skills.
- Able to deal with people from diverse backgrounds, cultures and with conflicting interests.
- Ability to implement Agreements and work-plans.

Knowledge

- Knowledge of basic heritage programs, protocols and procedures.
- Knowledge of the KFN Final Agreement, Umbrella Final Agreement and the corresponding Implementation Plan.
- Strong knowledge of funding agencies and deadlines.
- Knowledge of Kluane First Nation history, culture and traditions.
- Knowledge of Heritage Policies, Access Policies.
- Knowledge of the local land base.
- Understanding of copyrights and intellectual property legislation and their relation to traditional knowledge.

Office Environment Skills

- Strong telephone manners and interpersonal skills.
- Excellent typing skills, including proper spelling and grammar.
- Presentation skills required.
- Able to work efficiently as a part of a team as well as independently.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint and e-mail required.
- Ability to use general office equipment.
- Able to build and maintain lasting relationships with key external stakeholders.



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- Excellent time and project management skills.
- Attention to detail in all areas of work.
- Strong problem identification and resolution skills.
- Motivated individual with proven initiative.

Certificates or Licenses

- Valid Class 5 driver's license
- Up-to-date driver's abstract
- ArcView, Data Base Programs (highly desirable)

Working Conditions

- This position requires a considerable level of physical effort with some risk of physical injury.
- The sensitivity of the culture and heritage program may cause stress due to internal pressure within the community regarding the best methods to preserve and promote heritage resources and traditional knowledge.
- Travel is required to attend meetings and occasional travel into the KFN traditional territory.
- Overtime as required.
- Lifting or moving department assets may be required.



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The incumbent, Director of Lands, Resources and Heritage and KFN Council, agree to periodically review this job description and, if necessary, amend the duties and responsibilities herewith.

Director of Lands, Resources and Heritage: I, _____, have reviewed the duties and responsibilities herewith assigned to this position.

Signature

Date

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

Signature

Date