

Kwanlin Dün First Nation

A. Position Title: Negotiator

Department: Executive Council Office

Supervisor: Director, Governance

Date: January 2021

B. Job Summary:

The Negotiator reports to the Director of Governance and is responsible for leading and participating in interdepartmental teams involved in a variety of negotiations associated with the conclusion of the remaining Kwanlin Dün First Nation (KDFN) Final and Self-Government Agreements and with negotiations that arise from and are required by provisions found in the agreements.

Leads and/or supports other negotiations directly or indirectly to conclude agreements, accords or other negotiated arrangements with affected departments. The Negotiator provides strategic policy advice, formulates negotiation strategies, and assists in the development of mandates, Council submissions and briefings.

C. Main Duties:

1. Leads and/or supports the negotiation of tripartite negotiations related to finalizing remaining Final and Self-Government agreements and issues arising from disputes associated with the interpretation or implementation of these arrangements.
2. Leads and/or supports other negotiations directly or indirectly related to concluded agreements or other negotiated arrangements
3. Provides leadership in strategic planning for yearly and longer-term negotiating work plans relating to the Kwanlin Dun First Nation Final and Self-Government agreements.
4. Liaises with and assists senior officials in KDFN departments to research, develop or review proposed transfer and/or alternative arrangement agreements with Yukon Government and cost saving agreements with Canada.
5. Assists in preparation of documents for Council, including, but not limited to, seeking review and approval of negotiation mandates.
6. Leads and/or supports in briefings of Council and/or Director, Executive Director Etc.
7. Reviews available agreements, documents, position papers, submissions, discussion papers, negotiation positions and briefing documents, provides periodic updates, progress reports, briefing notes and strategic advice on implementation issues;
8. Identifies potential implications of negotiation mandates and agreements that may require legal assessment and analysis. Identifies policy changes that may be required as a result of negotiated programs and services transfer agreements.
9. Performs other related duties as directed by the Director, Governance

D. Education and Experience:

- Degree or Diploma in First Nations Studies, Aboriginal Law, Political Science or equivalent.
- 3+ years' experience working with or for Band Councils, First Nations Governments and board governance structures, other First Nations, territorial, provincial and federal government departments and other Governments;
- Negotiations of complex multi-party agreements or a combination of both education and experience equivalence in the above fields.
- Experience applying relevant public policy theory, appropriate research tools and analytical methodologies.
- Significant experience leading and developing governance positions
- Experience in crafting and analyzing agreements, policies, briefing materials, agreements, and discussion papers.
- Experience providing analysis and recommendations on complex agreements and initiatives involving multiple partners (preferably in a government setting).
- Understanding of KDFN culture, governance and social structure, language and traditions are necessary.
- Knowledge and understanding of the Kwanlin Dūn First Nation Final and Self Government Agreements are required for success in this roll.
- Experience working in Canada's North for Canada or Territorial Governments is an asset.
- Working knowledge and experience interpreting Yukon Final & Self-government agreements is an asset.

An equivalent combination of acceptable education and coursework and considerable experience in the areas identified above may be considered.

Management Skills:

- Ability to lead, plan, organize, implement, and evaluate agreements, legislation, policy and related.
- Strong organizational and time management skills.
- Solid project management skills.
- Problem-solving skills (identification, research, analysis, options and recommendations).
- High level analytical thinking and capable of identifying and organizing information to detect underlying issues.
- Creates an environment where open and honest communication is valued and develops strong, cooperative relationships.
- Skilled at in-depth analysis and evaluation using significant innovative thinking and creativity to find answers, using common sense and experience.
- Ability to put political direction into action.

Communication Skills:

- Strong oral communication skills.
- Excellent writing skills, including reports, summaries, briefings and proposals.
- Presentation / public speaking skills.

Interpersonal Skills:

- Excellent negotiation skills: ability to negotiate terms of contracts and other agreements.
- Strong interpersonal skills with the ability to foster trust, acceptance, and interest.
- Ability to work in a team environment.
- Ability to deal effectively with internal partners, other governments, and officials from outside the organization.
- Ability to establish and maintain cooperative working relationships.

- High level of confidentiality and strong conflict management skills.
- Respectful, courteous, tactful, discretion, flexibility, reliability, and good judgement.

E. Ker Personal Contacts and Nature of Contacts:

<u>Contact</u>	<u>Nature of Contact</u>
Director, Governance	Take direction, exchange information, negotiation mandates, budget, problem identification and resolution
Council (comprised of Chief & Council)	As requested, shares information provides advice, receive negotiation mandates from, problem identification and resolution
Executive Director, Department Directors and KDFN staff	Exchange information, provide advice, negotiation mandates, problem identification and resolution
Yukon First Nations, Federal and Yukon governments	Exchange information, participate in negotiations
Consultants / Legal	Provide information to facilitate negotiations, proposals and agreements, seek legal advice
KDFN Citizens / General Assembly / Meetings	Briefings, consultation, and presentations

F. Direction/Decision Making:

This position reports to and takes direction from the Director of Governance. The incumbent works independently and with initiative within established procedures, policies, objectives and priorities. The incumbent decides on methodology and organization of work to meet goals and objectives, and the needs of the KDFN government. Decisions and recommendations involve problem solving and conflict resolution to provide quality information of policy and procedural advice considered by Chief and Council, the Executive Council Office, Executive Directors and Department Directors.

G. Impact and Accountability:

The impact of decisions will be extremely diverse. In some cases, small adjustments to policies or decisions result. In many cases, they can and do significantly influence the future and shape of KDFN and the way in which KDFN is perceived by other governments, as well as KDFN branches of government and the KDFN community. Program and service transfers may result in significant legislative requirements and reassessment of KDFN priorities and budget allocations. Recommendations made by the incumbent could result in decisions being made with significant strategic and resource implications.

H. Positions Supervised:

Direct: None
Indirectly: None

I. Working Conditions:

The position is located in an office environment with most time spent at the office working on a computer, reading, writing, and communicating by computer, phone, in person, and in meetings. There will an occasional requirement to travel in and out of territory.

The work associated with this position deals with is diverse, complex, and often controversial, with issues and conflicting perspectives which must be reconciled. The work is demanding and involves competing challenges and evolving work priorities.

The incumbent is also required to work cooperatively with members of the senior management team, with colleagues from other Yukon First Nation governments, Canada, the territorial government(s), and other organizations.

J. Conditions of Employment:

All employees are expected to follow KDFN policies and guidelines in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success. Automatic Payroll-Deduction of rent and any other financial obligations owed to KDFN is a prerequisite to employment by KDFN government.

Mandatory confidentiality is a condition of employment for all staff of Kwanlin Dün First Nation, and failure to comply may result in dismissal.

- An acceptable pre-employment criminal records check
- Valid Class 5 Driver's license and personal transportation (we do not have a pool of fleet vehicles)
- Proof of two COVID-19 Vaccinations required.
- Travel in and out of Yukon is required
- Attendance at General Assemblies and other community events, meetings, and gatherings within the scope of the position is required

K. Position Approval:

I approve this position description as being a representation of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>_____ Signature:</p> <p>_____ Date</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>_____ Signature:</p> <p>_____ Date</p>
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<p><u>Manager, Human Resources:</u> (Comments)</p> <p>_____ Signature:</p> <p>_____ Date</p>	<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>_____ Signature:</p> <p>_____ Date</p>
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