

Tłchq Government Job Description

Job Title: Manager of Language Revitalization
Department: Department of Culture and Lands Protection
Reports to: Director of Culture & Lands Protection
Location: Behchokò
Job Status: Full-Time Indeterminate
Job Description Update: July 19, 2023

Purpose

The purpose of the position of Manager of Language Revitalization is to provide direction, management, coordination and support for the promotion of Tłchq yatı (language) to the Tłchq communities and Tłchq Government.

Scope

Located in Behchokò under the direction of the Director of the Department of Culture & Lands Protection (DCLP), the Manager of Language Revitalization works collaboratively with all staff of DCLP as needed. The Manager of Language Revitalization is responsible to facilitate the achievement of the language promotion and revitalization goals of the Tłchq Government. The Manager achieves these goals by working collaboratively with staff of the Tłchq Government, community Elders and youth, staff of the Tłchq Community Services Agency, and the Government of the NWT, as well as contractors, academic students and others as required. The incumbent is required to prepare strategic and operational plans; manage and evaluate their delivery; manage budgets in excess of \$1,000,000.00, complete required reports; identify, develop and implement additional programming and services; and, liaise and communicate with agencies, stakeholders, Tłchq citizens and the public concerning language activities in the region. The Manager of Language Revitalization must comply with relevant Tłchq Government legislation, policies and procedures, as well as outside organizations' language funding program criteria.

Duties & Responsibilities

Under the direction of the Director of Culture & Lands Protection, the Manager of Language Revitalization:

- 1) Provides direction, management, coordination and support for the promotion of language within the Tłchq communities and across Mqwhì Gogha Dè Nıtlèè, by:
 - a. Preparation of strategic plans for language projects and operations, training and educational opportunities and resources;
 - b. Preparing and monitoring budgets and identifying required financial, capital, and human resources;
 - c. Supervising project delivery including approving operational plans, supervising employees and contractors, and, performing human resource functions including

- recruitment, discipline, performance evaluations, professional development plans and ensuring employees meet position expectations and abide by Tłıchǫ Government policies and procedures; and,
 - d. Enhance collaboration with academic, government and corporate partners to create programs that support Tłıchǫ Government goals and objectives.
 - e. Chairing language committee/language advisory group meetings
- 2) Facilitates the work of multi-disciplinary teams focused on Tłıchǫ Government language revitalization priorities by:
- a. working closely with staff and external resource people and consultants to coordinate their involvement in Tłıchǫ Government language activities and related projects;
 - b. working as part of a team to draft project specific goals, objectives, priorities and plans;
 - c. preparing briefing notes, reviewing submissions, generating reports and writing correspondence as required;
 - d. identifying areas of concern and intervening, mediating and problem-solving issues as required;
 - e. measuring the effectiveness of plans and projects and making recommendations to improve effectiveness; and,
 - f. ensuring logistical support as needed.
- 3) Coordinate the development of educational resources that inform our people, and interested outsiders about significant Tłıchǫ Traditional Knowledge and other resources concerning our lands, language, culture and way of life by:
- a. using a variety of media, including publishing online through www.tlicho.ca , and in the creation of educational resources in collaboration with the TCSA, and others; and,
 - b. gathering resources to further developing the Tłıchǫ digital database of oral history, maps, photographs, video and other documentary resources.
- 4) Evaluates the delivery of language projects and services and completes required reports by:
- a. Establishing and implementing appropriate evaluation frameworks;
 - b. Coordinating the completion of required reporting; and,
 - c. Preparing, submitting and presenting required reports to senior managers, funding agencies, and the Chiefs Executive Committee as directed;
- 5) Liaising with funding agencies, TG leadership and staff and other stakeholders concerning the development, delivery and evaluation of language projects and services.
- a. Identifies, develops and implements additional programming and services;
 - b. Identifying potential funding opportunities and preparing funding proposals;
 - c. Meeting with funders and negotiating funding agreements including with industry and the Federal and Territorial Governments;

- d. Representing the Tłıchǫ Government on senior level committees concerning funding and the delivery of language programs and services;
 - e. Meeting and communicating with stakeholders, Tłıchǫ citizens and the public concerning language projects and services as required; and,
 - f. Seeking to increase Tłıchǫ Government authority over the development, planning and expenditure of programs and services funding received from both the GNWT and the Government of Canada as per the developing government to government relationship with those governments.
- 6) Provides executive level advice and support to the senior management team by:
- a. participating as a member of the team in developing and implementing strategic, short- and long-term plans within overall Tłıchǫ Government goals and objectives;
 - b. providing advice on the development and implementation of administrative policies, procedures and guidelines;
 - c. developing briefing materials, and other documents to assist senior management in decision-making. The position is held accountable for the quality and comprehensiveness of the information developed and provided;
 - d. interacting with departmental staff, including staff in outlying communities, to communicate Tłıchǫ Government policy and procedural requirements, resolve administrative concerns, provide instruction and training and resolve problems;
 - e. informing senior managers of progress, issues and developments in areas related to the delivery of programs and services related to language, culture and way of life; and,
 - f. attending and participating in management meetings as required.
- 7) Other related duties as requested and directed.

Supervisory Responsibilities & Latitude

The Manager of Language supervises 1 -10 employees and reports to and takes direction from the Director of Culture & Lands Protection making recommendations regarding legislation, policy, processes and procedures related to Tłıchǫ language, culture and way of life.

Education, Knowledge and Skills

The Manager of Language Revitalization typically has the following educational background, work experience and skills:

- Certificate and/or Diploma in a related field, and four to six years of related work experience, or some combination of education and experience that is equivalent to the employment standard and that provides the required knowledge and abilities;
- Well-developed understanding of the Tłıchǫ Government, its programs and services, computer and information systems and budgetary processes;
- Familiarity with the background and content of the Tłıchǫ Agreement, the Tłıchǫ Implementation Plan and the cultural provisions of the Tłıchǫ Intergovernmental Services Agreement;

- Strong interpersonal and communication skills and ability to work as part of a team;
- Strong project and time management skills and the ability to work in stressful situations;
- Familiarity with the Tłchq language, culture & way of life;
- Ability to understand, speak, read and write the Tłchq language is an asset.

Working Conditions

The Manager of Language Revitalization is expected to demonstrate the following abilities:

- Ability to work in cross-cultural settings with a wide variety of people;
- Ability to work independently on multiple tasks with a minimum of supervision;
- Ability to make effective decisions under pressure and meet tight timelines;
- Willingness to work overtime as necessary when directed by the Director of Culture & Lands Protection;
- Willingness to travel locally, regionally and nationally on behalf of the Tłchq Government.

Confidentiality

During the performance of his/her duties, the incumbent may gain knowledge of personal and/or confidential information related to the employees, leadership and/or business of the Tłchq Government. The incumbent will not use for his/her own benefit, or divulge to any persons, firm, company, government or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__.	
_____ Employee's Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature	_____ Supervisor's Title
_____ Date	_____ Supervisor's Signature
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

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