

Tłchq Government Job Description

Job Title: Intergovernmental Relations Manager
Department: Department of Planning and Partnerships
Reports To: Director Planning and Partnerships
Location: Yellowknife
Job Status: Full time

Purpose

The purpose of the Manager of Intergovernmental Relations is to lead the Intergovernmental Relations Division of the Department of Planning and Partnerships.

Scope

The Manager of Intergovernmental Relations is accountable for providing senior level support to the Department of Planning and Partnerships as it pertains to intergovernmental relations managing: engagement and consultation, collaboration with other governments, participation at the staff and leadership level in intergovernmental forums, and legislative and policy development.

The Manager of Intergovernmental Relations must follow all Tłchq Government policies and procedures and the provisions set out in the Tłchq Agreement.

Duties and Responsibilities

Under the direction of the Director Planning and Partnerships, the Manager of Intergovernmental Relations:

- 1) Manages engagement and consultation with other governments by:
 - a) Building collaborative relationships with the federal, territorial and other Indigenous governments and build their understanding of Tłchq priorities, language, culture and way of life;
 - b) Overseeing engagement and consultation activities with other governments;
 - c) Monitoring best practices in engagement and developing processes for intergovernmental collaboration;
- 1) Leads collaboration with other governments and participation in intergovernmental forums by:
 - a) Coordinating TG participation in intergovernmental forums, tables, working groups and committees;

- b) Analyzing issues and providing strategic direction and positions on issues to advance TG interests.
 - c) Preparing position papers and briefing materials for senior management and leadership;
 - d) Supporting leadership participation in intergovernmental leadership forums;
 - e) Reviewing strategies and plans of other governments to ensure alignment with TG priorities and interests;
 - f) Building relationships and networks with other governments to support collaboration; and
 - g) Identifying opportunities for strategic collaboration on issues with other governments to support advanced of shared priorities.
- 2) Facilitates TG collaboration on legislative and policy development being advanced through collaborative processes by:
- a) Managing TG participation in intergovernmental forums;
 - b) Coordinating technical resources and with other TG departments to ensure TG input into legislative or policy development work;
 - c) Analyzing policy and legislative proposals to ensure alignment with TG interests;
- 3) Manages DPP resources and administration:
- a) Develops and manages Intergovernmental Relations Division Work Plan and Budget
 - b) Recruiting, supervising and training staff and external resource teams;
 - c) Conducting performance evaluations of staff;
 - d) Developing division work plans and strategies;
 - e) Preparing major reports, recommendations and position papers on issues; and
 - f) Briefing the Director, senior management and leadership as required.
- 4) Perform other related duties as required.

Supervisory Responsibilities and Latitude

The Manager of Intergovernmental Relations reports to and takes direction from the Director of Planning and Partnerships.

The Manager of Intergovernmental Relations provides leadership and direction to the Intergovernmental Relations Division staff, external resource contractors, and legal counsel.

The Manager of Intergovernmental Relations has significant latitude to make decisions and direct activities, and is responsible for the Intergovernmental Relations Division budget.

Education and Skills

The Manager of Intergovernmental Relations is expected to have the following background, work experience and skills:

- 5+ years' experience in government supporting Indigenous government relations or treaty implementation.
- Post-secondary education in public administration, communications, political science, or a similar program.
- Considerable experience with project management and change management principles.
- Experience managing financial and human resources.
- Experience in developing, implementing, and monitoring engagement strategies.
- Ability to critically analyze issues.
- Excellent interpersonal, written, and verbal communication skills
- Excellent understanding of the federal and territorial governments consultation and accommodation obligations
- Research and organizational skills
- Very good time management skills
- Good computer skills including experience working with databases, spreadsheets and word processing programs
- Ability to establish and maintain cooperative and effective working relationships with others
- Familiarity with the Tłıchǫ Agreement
- Strong problem solving and decision-making abilities
- Familiarity with the Tłıchǫ language, culture and way of life.
- Ability to speak the Tłıchǫ language is an asset.

Working Conditions and Effort

The Manager of Intergovernmental Relations is expected to demonstrate the following abilities:

- Ability to sit for extended periods
- Ability to focus and attend to details for extended periods of time
- Willingness to work pre-approved overtime as required
- Ability to make effective decisions and solve problems in a fast-paced environment

- Ability to work with a wide range of people, Tłıchǫ Government employees, community members and other governments
- Ability to undertake multiple parallel tasks with minimal supervision
- Willingness to travel to the outlining communities of Whatì, Gamètì and Wekweètì as well as Yellowknife.

Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for their own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
_____ Employees Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature Date	_____ Supervisor's Title
_____ I certify that I have read and understand the responsibilities assigned to this position.	_____ 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(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.