

CHAMPAGNE AND AISHIHIK FIRST NATIONS

<u>Identification:</u>	Renewable Resource Manager
<u>Department:</u>	Heritage, Lands and Resources
<u>Supervisor:</u>	Director, Heritage, Lands and Resources
<u>Date:</u>	July 18, 2019
<u>Wage Level:</u>	8
<u>Status:</u>	Regular Full-Time

A. **Job Summary:**

Reporting to the Director, Heritage, Lands and Resources, and working closely with the department staff, this position develops, coordinates, manages, implements, and evaluates a wide variety of programs, projects, and initiatives related to Fish and Wildlife to ensure CAFN effectively fulfils its mandate under CAFN Final Agreement and related agreements.

B. **Main Duties:**

1. Plans, implements and manages projects and programs for CAFN by:
 - working with other governments to develop and implement various plans and agreements related to Fish and Wildlife.
 - participates in the development and implementation of recommendations of planning exercises that affect Fish and Wildlife.

2. Liaises with a wide variety of contacts inside and outside the organization to keep abreast of Fish and Wildlife management and related activities, opportunities, and programs, by:
 - developing and maintaining a broad network of contacts in other First Nations, other governments and agencies, and the private sector;
 - developing and maintaining effective intergovernmental relations as they apply to Fish and Wildlife management;
 - establishing and maintaining liaison with a variety of boards and committees, such as the Fish and Wildlife Management Board, Renewable Resources Council, Salmon Sub-Committee, Yukon Environment and Socio Economic Assessment Act Process, Land Use Planning process, and the Kluane Park Management Board, to keep abreast of Fish and Wildlife issues under their consideration and provide support input on behalf of CAFN;
 - monitoring government policies and proposals for introduction of changes to legislation, regulations, and/or procedures as they affect Fish and Wildlife management;
 - advising the Director and Management Committee of the impact of such proposals or changes from CAFN perspective;

3. Develops proposals and terms of reference for, and manages when established, projects and programs related to Fish and Wildlife, by:
 - developing long-term goals, objectives, priorities, strategies, and workplan for the approval of the Director and Management Committee;
 - conducting and/or directing research of background, needs, and currently available information and statistics, as well as sources of possible government funding;

- conducting/managing technical surveys and evaluating basic needs harvests;
 - drafting a wide variety of policy and procedures related to Fish and Wildlife management for consideration of the Management Committee and the Chief and Council, and implementing the same, once approved;
 - preparing proposals and terms of reference for selecting and hiring consultants/contractors for Fish and Wildlife management planning and projects and supervising those consultants/contractors, once assigned;
 - developing evaluation criteria and performance indicators and conducting ongoing evaluation of projects and workplan and reporting results and recommendations to the Director;
4. Develops strategies and plans to keep CAFN citizens aware of First Nations laws, policies, programs, and procedures regarding the management of Fish and Wildlife.
 5. Works closely with the Director and other Managers in developing strategies, plans, and procedures to ensure First Nation Laws, particularly those related to renewable resource management, are applied and enforced by:
 - providing education to citizens
 - proposing legislation and regulations related to renewable resource management for consideration of the Management Committee and Chief and Council.
 6. Performs other duties, such as:
 - representing CAFN at a variety of boards, committees, hearings, conferences, and other gatherings as required;
 - making presentations with respect to projects, plans, experiences, and renewable resource management activities, as required; and
 - providing input to the development and management of the Heritage, Lands and Resources budget.

C. **Job Knowledge and Skills**

Education and Experience:

Grade 12 with successful completion of at least two years of post-secondary training in renewable resource management with a minimum of one-year work experience or equivalent combination of training and work experience.

Job Knowledge:

- In-depth knowledge of Yukon First Nations and CAFN history, culture, traditional territory, demographics, goals, and aspirations
- Knowledge of the principles of renewable resource management
- Knowledge of relevant government programs and funding sources
- Knowledge of Yukon and CAFN Indian Land Claims history and process, and related agreements
- Knowledge of Yukon and Federal government structures and processes
- Knowledge of the political process
- Good knowledge of policy and program development processes

Management Skills:

- Ability to set goals, objectives, priorities, strategies, and develop work plans
- Ability to set direction for others and evaluate progress
- Ability to supervise people and projects

Specific Skills:

- Possess good organizational and project management skills
- Ability to research, analyse, and synthesize a wide variety of documents and information
- Possess well developed oral and written communication skills
- Ability to work in a team environment
- Ability to enforce legislation and regulations
- Ability to work with computers and programs
- Ability to negotiate terms of project contracts

Interpersonal Skills:

- Ability to deal effectively with contacts from outside the organization
- Ability to gain co-operation of others in resolving problems and in enforcing laws and regulations
- Ability to mediate disputes

D. Decision Making:

Goals, objectives and long-term priorities for this position are established by the Director of Heritage, Lands and Resources. The incumbent is expected to work independently determining how those goals, objectives, and priorities will be met and in developing and maintaining contact with appropriate organizations and individuals.

E. Impact/Accountability:

The work of the position is evaluated on effectiveness of resource management plans, programs, projects, and activities. The work of the position has direct impact on the effectiveness of CAFN renewable resource management.

F. Positions Supervised:

Wildlife Harvest Monitor, Consultants, Contractors, Project and term Employees

G. Working Conditions:

This position is located in a normal office environment with ongoing requirement to travel to the communities to confer with other First Nations, as well as the requirement to work in the field. There is a constant need to meet regular deadlines (background for meetings, reports), as well as ad hoc deadlines (project work). The incumbent will occasionally have to deal with upset or angry individuals who feel that their needs are not being met and will require tact and diplomacy in guiding individuals in accepting First Nation laws. Some potential exists in the field for physical harm from individuals resisting or upset about enforcement of regulation

H. Conditions of Employment

- Valid Yukon Class 5 Driver's License

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

Director, Heritage, Lands & Resources

Date

Employee

Date