

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	Heritage Manager
<u>Department:</u>	Heritage, Lands, and Resources
<u>Supervisor:</u>	Director of Heritage, Lands and Resources
<u>Date:</u>	June 15, 2020
<u>Wage Level:</u>	9
<u>Status:</u>	Regular Full-Time

A. **Job Summary**

Reporting to the Director of Heritage, Lands, and Resources, this position develops, directs, coordinates, manages, implements, and evaluates a wide variety of programs, projects, and initiatives related to CAFN heritage. This position oversees CAFN's Heritage Program by implementing a Dän K'e approach to heritage management, assisting CAFN government and its Citizens in fulfilling their respective roles as stewards of and voices of their heritage, and ensuring CAFN effectively fulfils its mandate and responsibilities under the CAFN Final Agreement and other agreements.

B. **Main Duties**

1. Directs program and service activities for the Department by:
 - participating in department and strategic planning initiatives and ensuring program plans and work plans are current and implemented.
 - contributing to the development and implementation of heritage-related legislation, programs, policies, and procedures, and participating in education and communication of such to its CAFN Citizens.
 - developing evaluation criteria and performance indicators and conducting ongoing evaluation of heritage projects and making recommendations to the Director.
 - researching funding opportunities and preparing proposals for funding and implementing and reporting on relevant programs and projects, as may be directed by the Director.
 - providing input to the development and management of the Heritage, Lands and Resources budget.
 - reviewing and providing input to monthly, quarterly, year-end financial reports.
 - preparing, implementing, reviewing, and revising budgets for the Heritage programs.
 - developing, managing, and promoting regional, national, and international recognition of CAFN heritage and heritage management.
 - working with departmental staff in developing products such as books, publications, films, signage, and sharing and celebrating CAFN history and heritage with the general public.

- representing CAFN on the joint (YG and YFN) Heritage Working Group Table.
 - ensuring security of all records and historical information.
2. Provides support to departmental initiatives by:
- collaborating with, and providing input to, other departmental directors and/or managers on initiatives such as Records and Information Management (RIM).
 - assisting in the development and implementation of a heritage information and data management system.
 - assisting in the development of policies and procedures related to the management of documentary heritage.
 - implementing a Dän K'e approach to management of land-based heritage, traditional knowledge, and oral history, and providing easier access for staff and Citizens.
 - providing or coordinating input on heritage issues related to management of protected areas within Dákeyi.
 - providing direction, support and follow-up on current heritage-related special initiatives and strategic files such as Dän K'e Book of Values Project.
3. Provides leadership and support to the staff by:
- directing and supervising the day-to-day provisions of staff and program services to achieve its objectives.
 - working with the staff to streamline and simplify their roles to ensure they are focusing on the areas that make the greatest impact to Citizens and the general public.
 - coaching, mentoring, and supporting staff to ensure specific projects related to heritage resources are met.
 - planning, developing, and implementing strategies, and coordinating, allocating, and evaluating work projects for staff.
 - identifying training and development needs and resolving day-to-day issues.
 - managing staff performance including completion of Employee Performance Evaluations.
4. Performs other duties, such as:
- making presentations with respect to projects, plans, experiences, and heritage resource management activities, as required.
 - liaises with a diverse range of internal and external contacts to keep abreast of heritage management issues and activities.
 - representing and promoting CAFN heritage and heritage management at the local, regional, and international level.
 - participating and representing the Department on relevant boards, committees, hearings, conferences, and other gatherings, as required.
 - attending Management Committee (MC), Executive Council as a Whole (ECW), and Chief and Council (CC) meetings as requested, as well as the General Assembly upon request.
 - acting as the Director of Heritage, Lands and Resources, if required.
 - filling in for other departmental managers on a temporary basis, as required.

C. Job Knowledge and Skills

Education and Experience:

Diploma in heritage or historic management, preservation and/or conservation, archaeology, or a related field along with considerable experience in project or program management. Experience managing human and financial resources is required. Research and report writing skills are essential. Experience in using database and information management systems such as AIS would be an asset. Those with 2-3 years of relevant training and/or experience may be equally considered.

Job Knowledge:

- Knowledge of the principles of heritage resources and information management
- Knowledge of First Nation, Territorial & Federal Government programs, structures, and systems, including funding sources and regulatory requirements
- Knowledge of CAFN history, culture, traditional territory, demographics, goals, and aspirations, and Yukon and adjacent First Nations
- Knowledge of the Umbrella Final Agreement (UFA), Self-Government Agreements (SGA) and First Nations Final Agreements (FNFA) and related agreements
- Knowledge of CAFN human resources and financial management policies and procedures, including developing work plans based on budgets

Management Skills:

- Ability to develop, assess and evaluate policies and procedures to meet departmental goals and objectives
- Possess excellent project and financial management skills
- Ability to motivate, mentor, supervise and evaluate staff
- Ability to organize, coordinate, and schedule tasks to meet critical deadlines
- Ability to make decisions and solve problems

Specific Skills:

- Ability to use Microsoft Office applications (Word, Outlook, Excel, and Internet)
- Ability to research, analyse, and synthesize a wide variety of documents and information
- Possess well developed oral and written communication skills, including proposal and report writing
- Ability to work in a team environment
- Ability to negotiate terms of project contracts
- Ability to receive feedback and guidance from Elders and other community members.
- Ability to use AIS (Aboriginal Information System) would be an asset.

Interpersonal Skills:

- Good presentation skills when preparing and delivering workshops
- Ability to deal effectively with contacts from outside the organization
- Ability to gain co-operation of others in resolving problems

D. Decision Making

Goals, objectives, and long-term priorities are established by the Director of Heritage, Lands, and Resources. The incumbent is expected to work independently in determining methodology and in accomplishing goals, objectives, and priorities, and maintaining contacts with appropriate organizations and individuals. The position provides advice to the Director and Management Committee on the impact of changes to legislation, regulations, and/or procedures as they affect heritage. Incumbent may choose between alternatives in solving a wide variety of problems common to the discipline but works within the intent of the program area.

The nature of problems to be solved by the incumbent range from straight forward to complex issues with no precedence for guidance.

E. Impact/Accountability

The work of the position is evaluated on effectiveness of heritage management plans, programs, projects, and activities. It has a direct impact on the effectiveness of integration of heritage content in CAFN programs and initiatives.

This position is responsible for the successful development, implementation and monitoring of heritage projects and related work plans and budgets, based on strategic and annual plans and CAFN priorities.

Appropriate staff supervision ensures that project strategies, plans and initiatives are in place and that projects have a positive impact on client and community needs and issues.

F. Positions Supervised

- Archivist
- Land-Based Heritage Officer
- Contractors and Consultants as required
- Project term employees as required
- Summer students, casual and/or seasonal staff

G. Working Conditions

This position is located in a normal office environment. It will be based in Haines Junction, but the incumbent is expected to travel to CAFN communities to attend meetings or give presentations, as well as occasionally work in the field, as required.

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.

H. **Conditions of Employment**

- Criminal Record Check
- Valid Yukon Class 5 driver's license
- Valid First Aid Certificate or willing to obtain
- Willing and able to travel to other CAFN communities
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

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. This job description 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.

HR Director

Date

Senior Director, Nation Services

Date

Director, Heritage, Lands and Resources

Date

Employee

Date