

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	Negotiations and Implementation Analyst
<u>Department:</u>	Governance
<u>Supervisor:</u>	Director
<u>Date:</u>	May 27, 2021
<u>Wage Level:</u>	8
<u>Status:</u>	Regular Full-Time - Whitehorse

A. **Job Summary:**

Reporting to the Director of Governance and working closely with the Senior Advisor of the Executive Council Office, this position is responsible for supporting negotiations and implementation for CAFN related to the Final and Self-Government Agreements. The position provides technical analysis, support and recommendations of negotiations and implementation related to the Agreements and performs other related duties.

B. **Main Duties:**

1. Supports negotiations by:
 - Assessing issues and prepare and prioritize related requirements for analysis prior to negotiations
 - Collecting and organizing background documents, researching, and summarizing relevant matters
 - Developing effective methods to communicate complex analysis in an understandable way
 - Working with accountants, auditors, legal counsel, consultants, and government officials to develop effective analysis
 - Assisting with development of strategic options and recommendations
 - Participating and supporting negotiation of amendments to final and self-government agreements and fiscal agreements
 - Working cooperatively with a team of First Nation staff and representatives of other First Nations to prepare for negotiations
 - Fostering and maintaining a close liaison with other First Nations and First Nation organizations, Government of Yukon, and Government of Canada
 - Preparing briefing material and correspondence
2. Supports the implementation process by:
 - Analysing and recommending capacity development requirements to successfully implement agreements
 - Preparing and submitting funding proposals to support implementation activities
 - Reporting and accounting for budgets and annual workplans
 - Assisting with First Nations tax policy implementation and the coordination and exercising of tax powers within Settlement Land
 - Analysing and informing Chief and Council, directors and staff on matters related to the Financial Transfer Agreement and its implementation
 - Supporting Directors and Staff in implementation of negotiated agreements

- Monitoring status of agreement implementation and watching for problem areas
- Researching and analysing problem areas and recommending solutions
- Participating in periodic reviews of the CAFN Final and Self-Government Agreements
- Preparing briefing material and correspondence for the Director, Senior Advisor and Council
- Responsible to be CAFN's representative on the Implementation Working/Review Group
- Working with other First Nation's on setting priorities for Implementation

C. **Job Knowledge and Skills**

Education and Experience:

Post-secondary education in Government Administration, Business Administration, or related field along with relevant work experience will be an asset. Strong research and writing skills are essential. An equivalent combination of education, training, and/or experience may be considered.

Job Knowledge:

- Broad knowledge of CAFN history, culture, and demographics
- Knowledge of Yukon and CAFN final agreements, Self-Government agreements
- Knowledge of policy development and analysis
- Knowledge of analysis techniques
- Knowledge of other Government structures, programs, services legislation and policies

Management Skills:

- Ability to set goals, objectives, priorities, strategies and develop work plans
- Excellent analytical and negotiation skills
- Possess strong organizational skills
- Possess time management skills with the ability to meet deadlines
- Possess leadership and team building skills

Specific Skills:

- Ability to use computers and other communication tools such as Microsoft Office
- Ability to research, analyse, and synthesize a wide variety of documents and information
- Ability to gather and connect information and formulate strategy
- Possess excellent oral and written communication skills
- Ability to work in a team environment
- Ability to understand direction and take initiative to complete tasks on time
- Ability to negotiate contracts and/or proposals

Interpersonal Skills:

- Ability to gain cooperation of others in resolving problems
- Ability to deal effectively with officials from outside the organization
- Ability to foster trust and acceptance at the community level

D. **Decision Making**

The Chief and Council establish the mandates of this position. This position is involved in long-term strategic planning and the incumbent is expected to work with minimal supervision.

E. **Impact/Accountability**

The position is held accountable for the advice and recommendations provided in a variety of areas with a Government, administrative, and political perspective. This position is expected to strengthen the implementation of the Final and Self-Government Agreements. Recommendations made by the incumbent may result in decisions being made with significant strategic and resource implications for CAFN government and ultimately

the Citizens of CAFN.

F. **Positions Supervised**

None.

G. **Working Conditions**

This position is generally located in normal office conditions, although travel in Yukon is required. There is a constant need to meet deadlines. Direction is received primarily from the Director of Governance and the Senior Advisor. Expectations are driven by external agendas, events, and timetables as well as having to handle diverse projects. A high level of concentration is continually required through frequent interruptions and preparing decision documents to assist in negotiations/implementation in a time sensitive environment. Overtime is often required to meet deadlines.

H. **Conditions of Employment**

- A valid Yukon Class 5 driver's license
- Clear Criminal Record Check
- 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 to the General Assemblies
- 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.

Director of Governance

Date

Director of Human Resources

Date

Senior Director of Government Services

Date

Employee

Date