

Job Description

Title: *Treaty Team Coordinator – Anticipatory Staffing*

Reports To: *Executive Director*

Job Summary

The Treaty Team Coordinator contributes to the overall success of the organization by effectively coordinating work-plans, building strong working relationships in accordance with the vision, objectives and mission of the organization. The Treaty Team Coordinator oversees the Financial Flow-Through Agreements with communities, develops and administers the treaty operating budget, ensures proper records are kept, provides technical support for negotiations, and oversees professional development and treaty education. The Treaty Team Coordinator works closely and maintains a relationship with the Northern Secwepemc te Qelmuw (NStQ) Leadership Council and Northern Shuswap Tribal Council (NSTC) Board of Directors by keeping them informed of progress on Treaty.

Duties and Responsibilities

A: Treaty:

1. Develops an NStQ Treaty Operational Plan which incorporates goals and objectives for Treaty related activity including program delivery, timelines and evaluation in conjunction with Community Treaty Team Units
2. Coordinates overall planning for the Treaty process and provides regular status reports outlining progress, steps and resources required, decision points, gaps and risks
3. Develops protocols and methods for resolving conflicts and disputes in relation to the NStQ treaty team responsibilities
4. Performs program financial reviews, ensuring proper records are kept and works with accounting department for monthly financial statements and audit information
5. Authorizes/approves purchases as per policy ensuring proper accounting of all financial matters
6. Implements NStQ Treaty Operational Plan
7. Coordinates with treaty teams to research and prepare reports, statistical data, and other information required for negotiations
8. Handles routine media enquires and public consultation
9. Oversees treaty education and public consultation process and works jointly with communities and other parties
10. Coordinates and/or delivers professional development and training to build capacity within the Treaty Team
11. Works closely with Executive Director of the NSTC, Principal Negotiator, and Treaty Team at the negotiations table and may prepare briefing notes and assists in developing chapter language

B: Political Relations:

1. Coordinates monthly meetings of the NStQ Leadership Council, ensures quorum is achieved, accurate Minutes are taken, Action Items are assigned and completed and logistics of meeting are in place
2. Works closely with the Speaker of the NStQ Leadership Council, develops a monthly agenda on treaty-related issues, drafts correspondence as directed, drafts policies as directed, and ensures proper circulation of sensitive documents
3. Works closely with the Executive Director of the NSTC to ensure proper reporting to the Board of Directors
4. Attends meetings with leadership as required

C: Human Resources and Administration:

1. Oversees and supervises all program staff; coordinates and participates in the recruitment of staff
2. Takes responsibility for the orientation, mentoring, performance review and development of staff
3. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and consults with Executive Director when progressive disciplinary actions are required
4. Ensures employee compliance with Tribal Council policies and procedures
5. Coordinates and leads staff meetings, sets the agenda, provides minutes and clearly communicates Tribal Council information to all staff
6. Keeps the Executive Director informed of sensitive and important issues and events
7. Manages conflict resolution among staff, consultants, and/or negotiators
8. Complies with reporting requirements by preparing and submitting regular activity reports and statistics to appropriate internal and external parties
9. Ensures there is a system of checks and balances for the maintenance of accurate and confidential files and records
10. Ensures methods such as databases are in place to track and follow up on all contracts, projects, and properties
11. Ensures the development of a communication strategy for public awareness of programs and events
12. Approves content for posting to websites, blogs and automated systems
13. Participates in various community, council, and committee meetings
14. Establishes and maintains annual operating budget and works to secure adequate revenue and funding
15. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications**Education:**

1. Bachelor's Degree in Political Science, First Nations Studies, Aboriginal Law or a related discipline, or an equivalent combination of education and experience

Specialized Knowledge:

1. Knowledge of Aboriginal Rights and Title (ART)
2. Court Cases and precedent law in regard to ART and Consultation and Accommodation

Competencies:

The Treaty Team Coordinator should demonstrate competence in some or all of the following:

1. Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients and colleagues to build long term relationships that foster collaboration and partnership
2. Team Player - Facilitates team effectiveness by actively participating in ways that respect the needs and contributions of others and assists in achieving organizational goals
3. Influence and Impact - Uses knowledge of situations to identify potential impacts and uses persuasion, presentation, or negotiation to convince others to adopt a specific course of action
4. Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
5. Results Orientation - Pursues excellence while achieving results that meet or exceed customer requirements focusing on the highest priorities

6. Initiative - Is a self-starter, seeking out or taking the initiative to identify new challenges or opportunities and proactively doing things
7. Analytical Thinking - Observes and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations

Skills and Abilities:

1. Computer skills for Microsoft Office – Advanced level - very skilled with the program and can help others learn and use more challenging techniques
2. Proven interpersonal skills and ability to give and receive feedback
3. Ability to prioritize a complex and ever evolving schedule, write proposals and reports, and act independently
4. Ability to process and assess large amounts of information
5. Skilled at in-depth analysis and evaluation using significant innovative thinking and creativity to find answers and using common sense and past experience

Experience:

The ideal candidate will have 5 to 7 years of experience:

1. Developing professional relationships with other First Nations, provincial and federal government departments, and other groups
2. Coordinating treaty-like programs and service delivery; understanding of the BC treaty process
3. Supervising Staff
4. Human Resources Management (hiring, firing, Labour Code, etc.)
5. Managing budgets of \$500,000.00 or more
6. Working within non-profit entities and board governance structures

Working Conditions

1. Minimal supervision with occasional direction and very few checks of the work performed
2. Travel in this position is required
3. Non-standard hours of work

Conditions of Employment

1. Must be able to obtain and maintain a Criminal Records Check
2. Must be able to obtain and maintain a valid BC Driver's Licence
3. Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

Directly Supervises

1. Five or more staff as required
2. Contractors as required
3. Provides functional direction on Treaty matters to Treaty Units in member band organizations

General Category:

1. Operates as part of a team and is flexible about the boundaries and functions of the job
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
3. Ensures that all internal and external deadlines are met
4. Travels as required in the performance of their job
5. Serves on committees as directed by the Executive Director
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
7. Successfully completes all training courses undertaken at the direction of Executive Director
8. Maintains confidentiality of all information seen, heard or obtained by virtue of employment
9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Position Classification:

Salary Grid Level: Seven
Security Level: Confidential – RIM Information Security Matrix

I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.	Employees Signature: _____ Name: _____	Date: _____
The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.	Supervisor Signature: _____ Name: _____	Date: _____