

# Hotì ts'eeda

## Executive Director, Hotì ts'eeda

### IDENTIFICATION

Position Title	
Executive Director, Hotì ts'eeda	
Location	Reports to
Yellowknife	Director, Department of Culture and Lands Protection

### PURPOSE

The Executive Director, Hotì ts'eeda (Executive Director, HT) plans, manages, leads and reports on activities and results of the staff and programs of HT. The Executive Director HT works cooperatively with the Scientific Lead (SL). The Executive Director HT establishes and manages programs and initiatives, provides day to day staff direction and management, and is responsible for administrative and operational oversight.

The Executive Director HT develops project plans, work plans, budgets, milestones, and timelines. The Executive Director HT oversees and undertake all stages of project management including resource allocation, workload assignment, schedule management, and application of policies of Tłìchq Government as required. This leadership position provides stable, competent, and consistent in-office, day to day leadership presence to HT staff, to ensure effective team management as the basis for effective delivery of HT programs and services.

### SCOPE

The Executive Director HT is located in Yellowknife and reports to the Director, Department of Culture and Lands Protection.

The Executive Director works cooperatively with the Scientific Lead, who leads the Unit's strategic vision, program purpose visioning, and ensures compliance with funder-determined program requirements. This dyad leadership model ensures the Unit's consistency with national standards requiring academic (PhD-level) leadership, and ensuring effective practical implementation of the Unit's programs and services.

The Executive Director HT provides leadership to the staff and ensures adherence to Tłìchq Government and HT policies, and quality control for staff work performance and products. The Executive Director HT is responsible for giving direction to guide the work of staff, and recommending all final deliverables and products for approval in cooperation with the Scientific Lead; therefore, the Executive Director HT is expected to work closely with HT staff to ensure they are correctly briefed and oriented on their roles and on projects, programs and services, project purpose, goals, and relevant parameters that will impact and influence their approaches and decision-making in their own work.

The Executive Director HT is responsible for designing and directing staff in creating new processes and methods to accomplish goals of initiatives. In consultation with project team members, the Executive Director may participate in aspects of the project work to ensure quality control, and will be present for external project activities and events as required.

The Executive Director HT has excellent written and oral communication skills, employing tact and diplomacy in working with staff, the host organization, funders, and partners. The Executive Director HT will have experience in policy development and analysis, and preferably have a background and experience in research at the university graduate level. Knowledge and practice of decolonizing and culturally safe policy development, staff management, and initiative development is essential. The Executive Director HT must have excellent critical thinking and problem solving capabilities, and take a collegial approach to issue management and resolution.

The Executive Director HT will establish a regular mutual reporting approach and working relationship with the Scientific Lead. The Executive Director HT is an internally focused position to ensure the effective day to day management of staff and programs of HT. The Executive Director HT establishes collegial relationships with counterparts within Tlįchq Government who support corporate functions, including Finance and Human Resources.

## **RESPONSIBILITIES**

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### **1. Staff Management.**

- The Executive Director HT manages all staff.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe, secure, and laws and regulation - compliant work environment; developing personal growth opportunities.
- Monitor attendance/absences and timeforce reporting for all direct reports;
- Enable an environment where all staff (direct and non-direct reports) feel supported, valued, accountable, collegial, and able to use their talents and creativity to achieve the requirements of their roles to contribute to the overarching goals of the organizations, while working collegially as part of the management team to contribute to the overall cohesion and functionality of the organization;
- Ensure direct reports follow and perform required administrative and reporting processes and requirements;
- Orient staff members, and work with them to ensure they have the tools and methods required to do their work, including professional development training, developing new plans, methods, and processes for undertaking new and innovative projects and tasks;
- Identify key management responsibilities and institute a management approach and plan to ensure effective management of staff and program and service delivery;
- Review and monitor work progress of team members, provide advice, and when required, participate in activities required to undertake the work;
- Ensure all staff fulfill reporting tracking and requirements as set by the funder,

CIHR;

- Responsible for conducting performance reviews, evaluations and follow-up action plans of direct reports on a minimum yearly basis; Offering feedback to keep everyone in sync
- Address and resolve any issues related to HT activities, administrative issues, or personnel issues as they arise;
- Assisting direct reports with their project management duties including project plans, budget, timelines, etc.
- Oversee the development of a work plan and timeline for direct reports, and identify ongoing opportunities for development of staff skills, roles, and interests with respect to their required contributions to the program and service offerings of the organization;
- Responsible for all disciplinary upholding and actions of direct reports.

## **2. Program Management**

- Understand the purpose, business plan, and requirements of HT as described in foundational documents such as the funding agreement with CIHR original business plan, briefing book, and other relevant documents, agreements, and funding agreements with partners;
- Create a Executive Director HT work plan approved by the SL to guide roles;
- Participate in organizational initiatives and events of HT partners to gain a necessary understanding of HT partners and working relationships with partners;
- Develop a risk management plan, identifying risks, mitigation measures and contingency plans/approaches to address potential risks for HT as an organization through the lens of staff roles in relation to funder requirements and commitments to partners;
- Oversee the regular updating of funder-required performance measurement and evaluation plan for the organization, and take it into account with respect to staff roles, work plans, and organizational goals;
- Draft annual reporting to funder, as well as occasional briefing notes and analysis for Tłjchq Government officials and governing council;
- Update and maintain accurate HT briefing book, annual planning cycle, and other unit management and planning documents and tracking tools;
- Identify overlaps, potential duplication, synergies and untapped potential of staff and recommend adjustments to program delivery and staff deployment for approval to Scientific Director;
- Support and seek advice and decisions of the Scientific Lead and Operations Manager as appropriate and as required to fulfil the Executive Director role and to ensure direct reports may fulfil roles;
- Be aware of and take into consideration local protocols, the project requirements, and other relevant considerations for all aspects of project planning and management, and any required adjustments;
- Institute regular team meetings and reporting meetings;
- Be respectful of Indigenous protocols and work with staff to empower them to identify and communicate Indigenous cultural protocols relevant to their work and the work place to ensure mutual understandings among team members are clear;
- Identify, initiate, and support team and individual professional development needs, and team building;

- Be committed to creating a safe and trauma-informed work environment through trauma-informed management approaches, and management practices that incorporate CCOHS standards for creating safe work places;
- Review and finalize reports, and draft final deliverables of staff for the SL review and approval;
- Liaise with Tłı̨chʔ Government officials as requested and required by the SL.

### 3. Financial Management and Oversight

- Initiate yearly budgeting process for determination with Scientific Lead and for approval by Governing Council;
- Ensure accurate and template-compliant funder reporting by working cooperatively with TG Finance on an ongoing basis to monitor financial statements for budget expenditures, ensuring correct coding and allocations;
- Ensure overall administrative policies, processes and approaches are in place that contribute to the successful, efficient and productive operation, including overseeing maintenance of cloud based filing system and working with staff to ensure proper filing and template and document quality control and management; maintaining staff and organizational calendar;
- Prepare documentation including legal contractual agreements for funding, amendments, termination notices, memorandums, etc.;
- Ensure appropriate signatures and processing of financial documents and contracts by routing with TG and following up;
- Attend and Support preparation for meetings with the Governing Council, Host organization and partners;
- Manage the finance administrative framework for work administered through 3rd party Agreements to ensure accounting is provided in accordance with the terms of the contract/agreement; that revenues are collected and the projects are reconciled for year-end accounting;
- Procuring and managing contractors performing administrative and operational support;
- Develop and maintain internal finance and administration processes and systems for the unit;
- Oversee and delegate the day-to-day financial operations of the organization including processing invoices, purchase orders and expense claims, and other duties as required;
- Liaison with TG officials to ensure proper financial administration;
- Provide routine financial reports, analysis and advice to the Scientific Lead for review and to flag any issues that may impact programs;
- Assist and monitor program managers in the development of their program budgets if needed;
- Provide financial reporting updates to the Governing Council, TG, and partner organizations as required,
- Support on-going training and orientation of finance admin clerk; overseeing their responsibilities while following TG requirements including proper use of expenditures, account coding, how to properly fill out and approve data entry

documents, etc.;

- Act as the primary cardholder for HT's corporate purchasing cards used for the purchase of goods and services, travel expenses, and all other departmental expenses. Prepare monthly reconciliation report and deliver to the Finance director in a timely manner;
- Oversee the financial administration of funding programs; review accounting statements to ensure it follows the reporting requirements of contract agreements, conduct, and support all audit functions as required.

**4. Support a range of relationships with members, partners, governments, funders, institutions and staff that honor and reflect the vision and best interests of HT**

- Reaffirm connections to communities and Indigenous Governments through different ways that respect their approaches, culture and traditions;
- Maintain and strengthen the networks within which HT operates in order to advance its vision and purpose, by participating in meetings and events to develop relationships with stakeholder organizations;
- Proactively maintain positive relationships through the use of reporting and accountability tools with funders and supportive partners, and meet stakeholders where they are at by adjusting approaches as required to ensure effective information sharing and gathering for monitoring, evaluation and reporting purposes.

**5. Other duties:**

- Participate in team building workshops, training and meetings.

**COMPETENCIES**

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STAFF COMPETENCIES - The following core competencies are expected of each employee of Hotì ts'eeda.

Models and honours Indigenous values – respects, understands and promotes Indigenous culture, values and priorities; seeks opportunities to learn about Indigenous protocols; supports the interests of the member Indigenous Governments and works for unity and alignment amongst all member organizations; undertakes ongoing self-evaluation to strengthen commitment to honoring Indigenous values

Organizational awareness – understands big picture of Hotì ts'eeda's purpose and structure and the partners and stakeholders that Hotì ts'eeda works with; values the place of HT in the NWT, nationally and internationally; understands the connection between his/her role and the vision and mission of the Organization.

Thrives in Decentralized/Matrix Organization – able to work independently in a decentralized organization, takes direction easily from a leadership team; recognizes the importance of staff meetings and regular check-ins with supervisor as part of effective project management; understands and can balance priorities and duties of HT with those of host organization.

Cultural Safety – operates based on respectful engagement which recognizes and strives to address power imbalances; supports an environment free of racism and discrimination; values diversity; has the capacity for cultural self awareness and self assessment; conscious of the dynamics inherent in cross cultural interactions; respects and communicates the importance of cultural knowledge and cultural safety; adjusts and adapts service delivery to better reflect cultural understanding.

Trauma-Informed Management – Seeks to learn and understand approaches and methods for creating safe work places for individuals and teams in a context where communities and

individuals bear the impacts of ongoing colonization trauma; seeks to build technical management knowledge and develop self-awareness for effectively working with and managing traumatized individuals.

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Relationship Building – works to support good relationships with partners and clients in the interests of HT and host organization; committed to continuous improvement of services and relationships.

Manages Resources Wisely - works to recognize the value of resources - whether they are financial, human, information, material, assets, etc – and strives to use these prudently and sustainably, in the best interests of HT and the host organization.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Strong Oral/Written Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates the exchange of ideas and fosters an atmosphere of open communication; communicating the importance of Indigenous cultural knowledge; expresses facts and ideas in writing in a clear convincing and organized manner

Continual Learning - grasps new information; self aware and recognizes own strengths and weaknesses; pursues self development, seeks feedback from others and welcomes opportunities to master new knowledge.

Conflict Management – identifies and takes steps to prevent unpleasant confrontations; manages and resolves conflicts in a positive, timely and constructive manner.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Decisiveness – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited or solutions produce unpleasant consequences.

MANAGEMENT COMPETENCIES - In addition to the core competencies, this management position needs to have additional skills and attributes to be successful and to lead success for the organization.

Leading, Planning and Organizing – positively influences others to achieve results in the best interests of the organization; determines and implements strategies and action plans to achieve results; sets priorities, develops work plans, monitors progress.

Vision – works to build a shared vision; takes a long term view and act as a catalyst for positive organizational change/development

Entrepreneurship – identifies opportunities to develop new approaches and prospects; willing to take calculated risks; initiates actions that involve a deliberate risk intended to achieve a recognized benefit

Service Motivation – creates and sustains an organizational culture that encourages quality of service; enables others to acquire the tools and supports they need to perform well.

Strategic Thinking – formulates effective strategies consistent with the business and competitive strategy of the organization; examines policy and strategic planning issues through a long term lens.

Context and Partnerships – scans the broader context on legal, economic, social, political, environmental trends that affect the Organization; develops networks and builds alliances, engages with a wide range of stakeholders.

Influencing and Negotiating – persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; works towards win-win outcomes.

Team Building – inspires, motivates and guides others towards accomplishing organizational goals; builds positive, productive working relationships; fosters commitment, collaboration, pride, unity, trust.

Resilience – deals effectively with pressure; maintains focus and remains optimistic, even under adversity. Recovers quickly from setbacks; maintains work-life balance.

## **QUALIFICATIONS**

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The Executive Director would typically attain the required competencies, knowledge, skills and abilities through completion of, preferably,

- a Masters degree in a relevant field.
- five years of progressively responsible experience managing staff and leading teams, administering or delivering programs and services.
- The incumbent should be comfortable with uncertainty, applying project management knowledge to establish new processes and solve problems, and be comfortable creating new programs and undertaking associated staff and project management.
- The incumbent should be comfortable with a dyad leadership model that will require collaboration on program development and shared program, financial, and strategic decision making.
- Knowledge of and familiarity with NWT communities and Indigenous cultures is an asset.
- Must be both a team leader and team player, and independent self-starter, who works well under pressure working with a dispersed team, under multiple competing demands.
- Must be confident defining project parameters, making timely decisions, working with an oversight committee, and managing staff.

## **WORKING CONDITIONS**

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### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent works in an environment where there are high expectations, diverse client needs and numerous program responsibilities that require constant attend and action. Leading and working in a decentralized organization, and co-managing key aspects of the organization, can be challenging and require strategic attention and support. Liaising with academic partners and funder is demanding and complex. Travel is required of the position.

## **ADDITIONAL REQUIREMENTS**

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### **Position Security** ( ✓ check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check**

## **CERTIFICATION**

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**Position Title: Executive Director**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>"The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position."</i></p>	