



Job Posting

Career Opportunity: Director of Apatisiwin Skills Development

Department: Apatisiwin Skills Development

Location: Mistissini

Salary Grade 10: (Min. \$88,378.00 – Max. \$127,737.00)

Status: Permanent

Core Functions

The Director of Apatisiwin Skills Development department (Department) is responsible for developing departmental goals, programs, services, initiatives, and projects in his/her area of responsibility, aligned with the Cree Nation Government's mission and vision. The Director manages the overall operational, budgetary, and financial responsibilities and activities of the Department. He/she may also participate in the negotiation, implementation, and monitoring of various agreements with local, provincial, and federal governments in his/her area of responsibility. Moreover, the Director establishes and implements labour policy/by-laws with respect to the Grand Council of the Crees (Eeyou Istchee) (GCC(EI))/Cree Nation Government orientations, goals, and/or objectives, and identifies and secures appropriate funding and other resources necessary for their realization.

Functional Responsibilities

- Develop and communicate departmental goals and objectives, in line with the organization's and the Department's mission and vision.
- Plan and allocate resources to effectively staff and accomplish the work to meet departmental goals.
- Develop annual and three to five-year operational plans for the Department and present to the Management Committee.
- Lead the development, communication, implementation, and evaluation of policies, processes and procedures for departmental operations, services, and programs.
- Lead the development and implementation of new programs, services, initiatives, and projects in line with community needs and departmental goals.
- Establish and maintain relevant controls and feedback systems to monitor the operations of the Department.
- Review performance data that includes financial and activity reports to monitor and measure departmental productivity, goal achievement, and overall effectiveness.
- Participate in the negotiation of agreements with the Federal and/or Quebec governments relevant to his/her area of responsibility. Follow-up and monitor the implementation of all agreements signed.
- Participate in activities with Cree Nation Government Senior Managers and other community officials, particularly with respect to economic development.
- Advise the GCC(EI)/Cree Nation Government and Human Resources Development Canada (HRDC) on human resources development policy/by-law issues and refer policy matters to them to ensure harmony with GCC(EI)/Cree Nation Government orientations, goals, and objectives.
- Recommend labor market policy/by-law to the Council/Board.



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Interaction/Communication Responsibilities

- Promote positive relations and concerted action with all external actors/partners (e.g., Cree communities, federal, provincial, and municipal governments, other Cree entities, etc.).
- Establish and maintains liaison with various entities, the communities, and all other partners to ensure partnership efforts in research and development of training needs, training delivery mechanisms and training programs.

Reporting Responsibilities

- Lead the preparation and maintenance of reports necessary to carry out the functions of the Department.
- Prepare quarterly and annual reports regarding status and progress of Department services, programs, projects, and initiatives to track goal accomplishment, as well as budget spending.
- Oversee preparation and approve reports to funding authorities. Ensure timelines of reporting obligations are met.
- Oversee preparation and approve reports for the Annual General Assembly and the Cree Nation Government's Annual Report on the activities of the Department.

Financial Responsibilities

- Manage the budget for the Department. Participate in the annual budget process and conduct follow-up internally and with the Finance department.
- Seek additional funding/budget to implement programs related to the Department and monitor accurate use of these funds.

Managerial Responsibilities

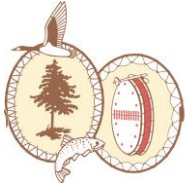
- Directly supervise and lead direct reports and ensure effective supervision of others within the team.
- Assist direct reports with the development of objectives and ensure that performance is aligned with team and individual objectives. Ensure that managers and/or supervisors within team are establishing objectives that are in alignment with departmental objectives.
- Identify training needs and support training and development.
- Conduct periodic performance evaluations for direct reports and assist managers and/or supervisors with performance evaluations.
- Promote ongoing effective and open communication with employees. Keep staff members informed of decisions that impact them and/or their department.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

- Bachelor's degree in Public Administration, Business Administration, Industrial Relations, Sociology, or related field.



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Experience

- More than twelve years of relevant work experience.
- Experience with staff supervision.
- Experience in managing budgets.

Language

- Fluency in Cree.
- Fluency in English.
- Fluency in French is an asset.

Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven success in maintaining strong communication, including the ability to facilitate effectively.
- Proven ability to be discreet and maintain confidentiality.
- High attention to detail and accuracy.
- Strong organizational skills and the ability to manage multiple projects.
- Proven ability to influence decisions and find solutions to complex problems.
- Proven ability to demonstrate strong judgment in complex situations.
- Proven ability to problem-solve, to think strategically, and to take initiative.
- Demonstrated ability to work under significant pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Willingness to travel frequently.
- Must agree to undergo a background check.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From July 5, 2021 to July 27, 2021

Application

Your application must be sent by email with the competition number: **ASD-210705-1**

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