



P.O. Box 94,
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EMPLOYMENT OPPORTUNITY

Director, Government Services

Job Classification: Director, Government Services – Full-Time
Competition #: 2023-14

About the Role

Reporting to the Executive Director, as a senior leader within the Vuntut Gwitchin Government (VGG), the position manages all capital planning, property management, warehouse management, infrastructure, and maintenance. The Director leads strategic planning, develops achievable goals, and implements processes to ensure organizational effectiveness in delivering services and support to citizens.

What you bring

- Post-secondary education in business administration, urban planning, or equivalent experience in maintaining community infrastructure;
- Demonstrated experience in trades, project management, construction, and/or maintenance operations; a trade certificate is an asset;
- Demonstrated leadership experience managing infrastructure/facility, or maintenance programs, including strategic planning and evaluation;
- Demonstrated experience leading and managing teams;
- Demonstrated financial management experience, including capital planning and budgeting; and
- Experience working with national, territorial, and local building codes and regulations;
- Class 5 Driver's License with clean driver's abstract; and
- Current Criminal Records Check.

Working Conditions

- Adaptable to changing work assignments; and
- Location is Old Crow, YT.

What we offer

- A supportive and safe work environment;
- Competitive compensation will be commensurate with qualifications, up to \$160,000/per annum;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

Working with Vuntut Gwitchin First Nation

Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

The competition will remain open until filled.

Please forward your resume to:

Human Resources Department
Vuntut Gwitchin First Nation
P.O. Box 94
Old Crow, YT Y0B 1N0
Email: employment@vgfn.net

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

While we appreciate all applications, only those selected for further consideration will be contacted.



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POSITION PROFILE

INTRODUCTION	
Position Title: Director, Government Services	Reports To: Executive Director
Dept: Government Services	Location: Old Crow, YT
Staff: 11+	Revision Date: April 2023
PURPOSE	
<p>Reporting to the Executive Director, as a senior leader within the Vuntut Gwitchin Government (VGG), the position manages all capital planning, property management, warehouse management, as well as infrastructure and maintenance. The Director leads strategic planning, develops achievable goals, and implements processes to ensure organizational effectiveness in its delivery of services and supports to citizens.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Engages with the Executive Director, other directors, and Council to identify and set the government’s strategic plan, business plans and operating principles including the 10-year Capital Spending plan; • Directs service delivery functions including departmental programming and policy. Strategizes with managers to create actionable plans that align activities with the government’s broader goals. Ensures programs and services are accessible and responsive to citizen needs and proactively identifies and manages risks, trends, and issues; • Manages direct reports and indirect work teams and anticipates human resources needs. Communicates work goals, develops plans to accomplish goals, evaluates employee progress, and distributes information. Promotes individual capacity development through coaching, performance evaluation, encouraging development, and manages personnel issues and problem solving; • Develops and allocates the department’s annual budgets. Manages expenditures and submissions to access external funding to supplement service delivery and program initiatives. Reviews variance reports with the Finance Director to identify projected shortages or surpluses to effectively manage financial resources and priorities; • Oversees or conducts public engagement and consultation sessions. Communicates information and facilitates community participation and feedback to inform problem solving, to improve services and to align departmental actions and priorities. Responds to citizen concerns as they arise; 	

- Leads departmental projects to support program needs and improve VGG service delivery. Manages project stakeholders, planning, development, and implementation and ensures projects are completed within approved budgets and timeframes;
- Represents VGG interests by participating in joint initiatives and committees. Maintains strategic relationships across a variety of stakeholders including other First Nations, boards, councils, working groups, community partners and officials of the federal and territorial governments;
- As a member of the management team, engages with the Executive Director, and directors to exchange information and develop integrated work plans to achieve the VGG 5-year strategic plan; and
- Responds to crisis situations of employees and citizens and consults with appropriate parties to identify and achieve solutions.

ACCOUNTABILITY & IMPACT

- Goals and priorities are strategically implemented across multiple departments to achieve strategic plan objectives;
- Employees are engaged, competent and productive;
- A trusting and collaborative relationship exists with employees, management, Council, and external contacts;
- Political, behavioral, and systemic barriers are overcome to enable success and growth;
- Operations comply with the Governance Act, Constitution, Final Implementation Plan, Self-Government agreements and VGG policies;
- Accountable and transparent management of assigned budget;
- Council and management receive accurate information to make informed decisions;
- Delivery of services are critical to the well-being and future of citizens; and
- The VGG Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	Significant (1M-3.5M)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < 20k.

WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions.
Physical:	Normal
Hazards/equipment:	None
Travel:	None

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> • Post-secondary education in business administration, urban planning, or equivalent experience in maintaining community infrastructure; • Demonstrated experience in trades, project management, construction, an/or maintenance operations; a trade certificate is an asset; • Demonstrated leadership experience managing infrastructure/facility, or maintenance programs, including strategic planning and evaluation; • Demonstrated experience leading and managing teams; • Demonstrated financial management experience, including capital planning and budgeting; and • Experience working with national, territorial, and local building codes and regulations.
Behavioral Competencies	<ul style="list-style-type: none"> • Strategic thinking • Developing others • Achieving results • Decision making • Communication • Service orientation • Collaboration • Self-awareness
Conditions of Employment	<ul style="list-style-type: none"> • Satisfactory Criminal Record Check; and • Class 5 Driver's License.