



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

Human Resources Department

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261

jobs@vgfn.net

Policy Manager

Situated in Old Crow with satellite offices in Whitehorse, the Vuntut Gwitchin Government (VGG) is a rapidly evolving citizen-focused First Nations government. **Located in Whitehorse**, this position is ideally suited to a Policy Manager that is comfortable operating in—and helping build—an evolving leading First Nations government.

Reporting to the Strategic Lead, Corporate Services, the Policy Manager is responsible for overseeing the policy environment for the Vuntut Gwitchin Government (VGG).

Primary Responsibilities

- Manages VGG Frameworks, Policies, Processes and Procedures (F3P).
- Under the direction of the Corporate Services Strategic Lead, works with Portfolios and Departments to identify and prioritize F3P needs. Based on this, identifies a plan for the development and management of F3Ps with Portfolios and Departments.
- Manages external policy support resources. Establishes project scopes, develops requests for proposals, oversees the contractor selection process and manages contractor deliverables and performance.
- Manages policy budgets. Conducts annual budget planning for internal and external resources, budget updates, and reporting on any over or underspending.
- Legislation and policy reviews. Provides policy revision analysis, interpretation, and recommendations.
- Policy briefing materials for Chief and Council and the Executive Director. Coordinates requested information from Portfolios and Departments to support the preparation of materials.
- Jurisdictional policy initiatives research. Prepares and presents research papers, background papers, policy papers, reports, along with supporting documents.
- VGG Policy training to staff within the organization.
- VGFN Community Policy Engagement. Leads community engagement to encourage integrated and coordinated focus on policy development; prepares draft presentations, options, and proposals.

Essential Qualifications and Preferred Experience:

- Degree in one of the following: Business or Public Administration, First Nations Governance, or Humanities/Social Sciences, Project Management, or the equivalent in experience and relevant training
- Knowledge and experience with Yukon First Nations relationships with Federal and Territorial governments
- Knowledge of policy development in a government or not-for-profit environment

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Intergovernmental Relations and Governance

- Research management, analysis, synthesis, and reports development
- Strong academic writer and critical thinker.
- Experience leading and effectively managing multiple files or projects simultaneously
- Proficiency with Microsoft Office; experience with web-based collaboration portals (e.g., Teamworks) considered an asset
- Excellent verbal, written, presentation, and web-based communications skills
- Highly-organized and manages multiple projects.
- Confident self-starter
- Proven ability to solve problems and resolve conflicts
- Results-driven with strong attention to detail.

Closing Date: May 17, 2022 or until filled

Please submit a cover letter and resume (one document) to:

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Email: jobs@vgfn.net