

Chief Executive Officer

Gwich'in Tribal Council

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Position Description: Chief Executive Officer

General

The Chief Executive Officer (CEO) is a member of the Senior Leadership Team of the Gwich'in Tribal Council, responsible for political operations and implementation of longer-term strategic direction set by the GTC Board in collaboration with the Executive. Specifically, the CEO's main responsibilities include developing and implementing high-level strategies, contributing and participating in major corporate decisions, and acting as a key advisor to the Grand Chief and Board of Directors on political and external issues and matters.

The Chief Executive Officer is accountable to the Grand Chief and Board of Directors to ensure relevant legislation, regulations, directives, policies and procedures are in place to support the delivery of Gwich'in Tribal Council's (GTC) programs and services within the Gwich'in Settlement Area. As part of the Senior Executive Management Team, the Chief Executive Officer will play a key role in developing a strong organizational culture, which sustains continuous growth in the implementation of the Gwich'in Comprehensive Land Claim Agreement (GCLCA) and vision of "Gwich'in Land, Culture and Economy for a Better Future."

Duties & Essential Job Functions

- Accountable and responsible for managing the day to day political operations of the Gwich'in Tribal Council by providing strategic organizational, economic development, and administrative leadership and direction to the organization's Government Affairs and Lands & Resources departments;
- Promotes efficient and effective management of the GTC by providing leadership in strategic planning, organization, reporting, risk management and control;
- Effectively manages the political operations of the Gwich'in Tribal Council through positive collaboration, and by playing a senior advisory role to the Grand Chief and Board of Directors as well as to the Senior Leadership Team, and expert advice and information to Gwich'in Leadership and Participants in regards to the vision, values and overall strategic goals and objectives of the Gwich'in Tribal Council;
- Leads the strategic and financial planning and priority goal setting and reviews, develops, and implements departmental policies and procedures. Actively participates in the development of the strategic direction and identification of key issues and goals. Collaborates with the Grand Chief, Deputy Grand Chief, CFO, COO, and Board of Directors in analysis of problems and development of solutions for the GTC;
- Leads and provides strategic advice in the development of policies, including effective and efficient administration of the GTC comprehensive policy review plan and annual schedule. This includes regular internal and external environmental scans to introduce new policies and update existing policies and by laws to reflect emerging issues and trends within the wide range of programs and services of the Gwich'in Tribal Council;
- Proactively supports the Grand Chief, Deputy Grand Chief, and Board of Directors' strategic and policy planning needs by providing advice, guidance and consultation on strategic planning policy framework development issues;
- Ensures that the GTC policies, procedures, by-laws, election codes and terms of reference and other related

documents are up-to-date and reflective of the GTC strategic approach;

- Accountable for departmental budgets and financial reporting for Government Affairs and Lands & Resources in accordance with the Gwich'in Comprehensive Land Claim Agreement, relevant legislation, regulations, directives, policies and procedures;
- Ensures that approved annual objectives and annual budgets for the CEO's departments are met in an effective manner that is consistent with the operational policies and procedures, and an effective action plan is developed to address year end auditor recommendations;
- Provides strategic and political advice in the development and implementation of effective strategies and approaches on matters which have implications on the Gwich'in Settlement Area such as environmental protection, environmental assessment and monitoring, water resource management, land use planning and management, protected areas establishment and management, climate change, wildlife management, land use legislation and regulations, trans boundary agreements and devolution;
- Provides strategic advice and direction in the development and delivery of lands and resource programs, coordination of land use planning activities, and monitoring of the implementation of the Gwich'in Comprehensive Land Claim Agreement. These activities involve a high level of coordination and collaboration with the Grand Chief, Deputy Grand Chief, Board of Directors, Gwich'in Leadership, Participants, and Senior Management;
- Provides strategic and political advice in the process of planning of effective strategies and approaches for negotiations on rights of self-government for the Gwich'in people by ensuring that the interests of the Gwich'in people are adequately represented in all phases of the self-government negotiations with the Government of Canada and Government of the Northwest Territories;
- Actively participates in implementation of devolution and resource revenue sharing negotiations and related activities. Provides strategic advice and direction in development of plans, approaches, strategies and assessment of the impacts associated with the devolution of land, water and mineral resources and resource revenue sharing from the Government of Canada to the Government of the Northwest Territories;
- Supports management of the Gwich'in Development Corporation to ensure that its programs/projects are being fully promoted, utilized and maintained in a manner that meets the needs of the Participants of the Gwich'in Comprehensive Land Claim Agreement and other stakeholders;
- In keeping with the GTC's mandate, ensures that GTC's communications, marketing and public relations initiatives are effectively implemented and targeted to a varied public. Directs management of communications in support of major strategic initiatives, employee communications programs, public affairs activities, media relations, GTC program specific marketing and advertising, promotional initiatives, presentations and preparation of the annual strategic report and other reports;
- Accountable and responsible for ensuring that the GTC liaises on a regular basis with the Gwich'in Leadership and Participants located in the Gwich'in Settlement Area which include Aklavik, Fort McPherson, Inuvik and Tsiigehtchic and other stakeholders to determine community priorities and concerns in respect to the work of the GTC as well as to provide community updates all GTC programs and services and initiatives;
- Leads, directs and manages staff within the CEO's departments through the establishment of clear work plans and priorities, effective communication between all staff, provision of effective performance feedback and yearly performance appraisals, and provision of professional development and training;
- Develops and implements training and development programs for the Board of Directors, on areas such as roles and responsibilities, operations, manuals, policies, procedures, by-laws, meetings, committees, orientation and training sessions;
- Serves on various committees both within the organization and with external agencies to help ensure the provision of quality services and coordination of services on a local, regional, territorial and federal level;
- Participates in working groups, advisory groups, committees, workshops, conferences, meetings on behalf of the GTC and reports back to the Grand Chief and Board of Directors on potential opportunities and issues;
- Ensures that records are maintained securely and confidentially for legal, fiscal, operational and historical purposes;

- Works closely with GTC legal counsel to ensure effective implementation of the GCLCA, compliance with applicable laws and policies, sound litigation strategies, up-to-date corporate filings, adequate legal services resourcing, and good organizational governance;
- Directs and/or prepares various documents, including program/project status reports, briefing notes, correspondence and presentations. Collaborates with the CFO on the planning and development of the GTC Annual Report and other related documents.

Skills & Additional Requirements

- Knowledge of the overall Gwich'in Tribal Council's mandate, goals and objectives and the political and social environment in which the GTC programs and services are offered.
- Understanding and a working knowledge of the Gwich'in Comprehensive Land Claim Agreement
- Knowledge of land claim management, self-government and devolution principles and concepts.
- Knowledge of and ability to analyze and interpret legislation, policies and procedures.
- Knowledge of financial management and budget development.
- Knowledge of strategic policy development and procedures.
- Knowledge of strategic planning, development and evaluation.
- Knowledge of strategic management, leadership and negotiation principles, theories and concepts.
- Knowledge of MS operating systems, MS software (Word, Excel, PowerPoint), database applications, Internet and Email.
- Problem solving, analytical and evaluation skills.
- Good communication and interpersonal skills for dealing with internal and external stakeholders.
- Ability to advise on and apply a range of strategic, analytical and management methods and approaches to support land claim management, self-government and devolution.
- Ability to read, interpret and apply legislation, acts and regulations.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to organize time effectively and meet deadlines.
- Ability to effectively manage, motivate and develop staff.
- Ability to work in a cross-cultural environment and team environment.
- Ability to work with people in an effective, tactful manner.

Skills & Additional Requirements

Reports to: Grand Chief
Direct Reports: Manager, Government Affairs
Manager, Lands & Resources
Relates to: Deputy Grand Chief
Chief Operating Officer
Chief Financial Officer
Board of Directors

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