



JOB OPPORTUNITY

Job Title: Executive Director

Full-Time Permanent Position – This job is open to both women and men

Immediate Supervisor: Executive Committee

The masculine form is used generically for the sole purpose of lightening the text.

Organizational Profile

The mission of the First Nations Human Resources Development Commission of Quebec (FNHRDCQ) is to provide support to all First Nations citizens in Quebec, including all urban Aboriginal citizens, on their path to employment to foster their personal and professional development. On behalf of 30 First Nations, the FNHRDCQ is responsible for administering the Aboriginal Skills and Employment Training Strategy (ASETS) and the Urban ASETS, which supports First Nations, Métis and Inuit persons living in urban areas across Quebec. Through its 34 service points, located in 30 First Nations communities and 4 urban service centres (Montreal, Quebec City, Val-d'Or and Sept-Îles), the FNHRDCQ helps clients to integrate the labour market by providing them various employment and training measures.

Job Summary

In accordance with the terms of reference, mission, directions, values and general policies of the FNHRDCQ and under the authority of the Executive Committee, the incumbent is responsible for ensuring sound management of all services and resources of the organization so as to fulfil its mission and mandates and achieve the identified objectives.

Duties and Responsibilities

1. SUPPORT TO THE EXECUTIVE COMMITTEE (EC) AND STRATEGIC PLANNING

- Act as resource person for the EC and provide opinions and advice so that it may make informed strategic recommendations
- Prepare and submit all reports requested by the members-in-assembly or by the EC
- Carry out the mandates entrusted to him and ensure follow-up to the decisions taken by the members-in-assembly or by the EC
- Plan, supervise and monitor the preparation and logistics of the EC meetings
- Welcome new members of the EC and ensure their integration and training
- Maintain a watch on the external environment (laws, trends, programs, services, etc.) in order to gauge their impact on the organization and its clientele
- Contribute to the analysis of First Nations' needs and priority interests and provide appropriate recommendations
- Keep the EC informed of any situation requiring its involvement or intervention
- Define and propose objectives and indicators for the strategic plans according to the issues and directions defined by the members-in-assembly, based on the priority needs of the First Nations
- Supervise and monitor the development of the directional plans, strategic plans and organizational plans

Duties and Responsibilities

- Demonstrate solidarity with the decisions taken by the members-in-assembly or by the EC and act as an agent for positive change

2. SUPPORT TO THE ASSEMBLY OF FIRST NATIONS OF QUEBEC LABRADOR (AFNQL)

- Serve as point of contact for the Chief of the AFNQL and the Assembly of Chiefs and provide opinions and advice so that they may make informed political decisions
- Prepare and submit all reports or updates requested by the Chief of the AFNQL and the Assembly of Chiefs
- Carry out the mandates entrusted to him and follow up on resolutions adopted by the Assembly of Chiefs
- Keep the AFNQL and the Chiefs informed of any situation requiring their involvement or intervention
- Ensure ongoing follow-up with the Chief Portfolio Holder for Employment and Training

3. MANAGEMENT OF THE SERVICES AND RESOURCES OF THE ORGANIZATION

- Negotiate financial agreements that would help fulfil the mission of the FNHRDCQ
- Develop effective internal policies, processes and procedures, ensure their application and ensure that the organizational structure supports the mission and development of the FNHRDCQ
- Ensure that the human, financial and material resources made available to the FNHRDCQ are optimally managed for the benefit of the clients
- Plan, organize and facilitate the meetings of the management committee and any other steering committee and ensure the follow-up of their decisions
- Ensure effective management of information and communications inside and outside the organization
- Supervise the development of the organization's annual operational plan and work plans according to the directional plan, and the objectives and directions of the strategic plan of the FNHRDCQ as well as to the established agreements and ensure their implementation, control and follow-up
- Ensure liaison and linkage of services inside and outside the organization
- Supervise, control and monitor the production of the organization's annual reports and budgets
- Regularly evaluate the achievement of the organization's objectives and make interventions, if necessary
- Act as point of contact and liaison for the communities and organizations and provide them timely support, upon request
- Ensure the coordination, developing, continuous improvement and quality of the organization's provision of services

4. MANAGEMENT OF HUMAN RESOURCES

- Adopt and communicate the organization's strategic vision, mission, values and culture
- Develop an operational plan for the organization and determine the roles and responsibilities of the employees under his supervision in an optimal and equitable manner
- Assess the workforce needs of the sector or service and participate in the staffing process as a key player
- Supervise, mobilize and guide the resources under his responsibility in a positive climate of cooperation and collaboration
- Determine the training needs and prepare an individual development plan for the resources under his supervision and ensure its follow-up
- Delegate responsibilities, during his absences, to a person under his responsibility who possesses the skills, necessary authority and adequate capacity to carry out his mission, by clearly listing the tasks to be assigned. This person must be able to ensure the link between the Management and First Nations organizations and partners as well as various counterparts from different levels of government and other organizations
- Evaluate the performance of the resources under his supervision in a meaningful manner and submit the necessary recommendations regarding remuneration
- Manage conflicts in an effective manner and find solutions
- Update the job profiles associated to his sector

5. FINANCIAL MANAGEMENT

- Develop and recommend annual and multi-year budgets for the programs, projects and activities under his responsibility, according to the organization's financial management policy
- Ensure a proactive and rigorous control of the budgets under his responsibility, identify gaps and recommend the necessary corrective measures without delay
- Approve and authorize expenditures while ensuring compliance with the budgets, in accordance with the financial management policy

Duties and Responsibilities

- Supervise contracts awarded to external consultants under his responsibility

6. INFLUENCE AND REPRESENTATION OF THE ORGANIZATION

- Promote the organization and ensure the maintenance of its image and credibility
- Identify potential collaborative relationships between different actors and partners and development opportunities that would help the organization achieve its mandates
- Establish and maintain a network of strategic relationships with First Nations organizations and partners as well as with various counterparts from different levels of government and other organizations
- Participate, along with other organizations, in the preparation of concrete measures as part of the development of various strategic documents such as bills, regulations, policies, action plans, etc.
- Represent the FNHRDCQ before the AFNQL, Regional Chief, First Nations communities and other indigenous organizations at the provincial and national levels
- Promote First Nations rights, autonomy and governance regarding employment, training, social development, research and information resources

7. CONTRIBUTION TO THE ORGANIZATION

- Manage the information and documents under his responsibility according to the document management procedures in effect
- Contribute to the smooth running of the organization’s activities and to the maintenance of a work climate geared towards mutual assistance, cooperation and collaboration
- Contribute to the implementation and realization of the FNHRDCQ’s directional plan, strategic plan and operational plan

Requirements

- Bachelor’s degree in an appropriate field and a minimum of ten years management experience or a combination of relevant equivalent education and experience
- Ability to communicate in both official languages, French and English, at a very advanced level
- Fluency in an Indigenous language (an asset)
- Communication and interpersonal skills
- Strong interest in working with First Nations
- Experience in multi-project management
- Knowledge of the context and administrative functioning of the programs and services offered to First Nations, associated to the organization’s areas of intervention and other areas
- Knowledge of the programs and services offered in the Québec network and other provinces and territories is an asset
- Knowledge and experience in relation to First Nations, Métis and Inuit communities as well as the urban area
- Intermediate knowledge of the Microsoft Office Suite, internet, e-mail, and project management
- *Gestion publique en contexte autochtone* (Public Management in an Aboriginal Context) certification (an asset)
- Availability to travel and work outside normal working hours and on a variable schedule, as required, with a valid license
- Frequent travel to First Nations communities

Skills Sought

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| <ul style="list-style-type: none"> • Adaptability • Management amidst ambiguity and paradox • Budget management • Self-management • Management of partners and networks • Management of individuals and teams (managerial courage, coaching, mobilization, delegation, supervision, etc.) • Change management | <ul style="list-style-type: none"> • Relational skills (listening, empathy, influence, communication, teamwork, conflict management, etc.) • Strategic thinking, visionary and mobilizing leadership • Planning, organization and management of priorities • Analytical reasoning and ability to make quality decisions • Political awareness |
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Skills Sought	
<ul style="list-style-type: none"> • Client-oriented management 	<ul style="list-style-type: none"> • Cultural sensitivity

Conditions of Employment	
Remuneration:	According to the FNHRDCQ salary scale in effect
Work Location:	Regional Office located in Kahnawake
Hiring Priority:	Internal posting for FNHRDCQ employees - Regional Office and USCs Priority will be given to First Nations
To Apply:	Interested applicants may send their curriculum vitae and cover letter to skin@cdrhpnq.qc.ca
Posting:	Posting date: 2018-12-19 Closing date: 2019-01-31, at midnight