



## **Statement of Qualifications – Program Manager: Policy and Planning**

- Graduation from a recognized university with a degree relevant to the position OR an acceptable combination of education, training, traditional knowledge and/or experience.
- Experience working within complex multi-party processes with Indigenous groups and government in situations requiring sensitivity and strong conflict resolution skills;
- Experience working with Inuvialuit or other Indigenous Comprehensive Land Claim Agreements.
- Experience developing and managing programs and projects with multiple groups.
- Experience in the management of working groups, cooperative or consultative boards and/or processes;
- Experience in the management of human and financial resources

### **If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)**

- Experience in the field of natural resource, conservation or wildlife management.
- Experience in the preparation of policy and/or protocols, reports and presentation materials in cooperation with Indigenous partners;

### **The following will be assessed through interviews and reference checks (essential for the job)**

- English language skills
- Knowledge of the Wildlife Management Advisory Council, its mandate and priorities.
- Knowledge of Inuvialuit culture, history and traditional way of life
- Knowledge of modern land claims, Indigenous rights and title issues in the context of the Yukon North Slope.
- Knowledge of wildlife management, conservation management, and natural resource management in order to support and engage with a variety of projects, processes and policy reviews.
- Creativity and innovation – Ability to recognize opportunities and be creative, innovative and collaborative on opportunities with Indigenous partners.
- Analyze and evaluate – Ability to strategically analyze, evaluate and manage complex issues and initiatives and provide timely strategic advice to senior management.

- Plan and organize – Ability to prioritise, multitask and organize projects and / or programs with multiple participants.
- Negotiate effectively – Ability to apply approaches and strategies to gain support for ideas, establish mutual trust, and reach mutually satisfactory agreements.
- Coordinate diverse input – Ability to interact and work cooperatively with Indigenous partners at the community level in developing relationships and agreements, and in decision-making.
- Problem solve and resolve disputes – Ability to apply logic, judgment and data to evaluate options, and manage/resolve disagreements between parties.
- Communicate effectively: Ability to communicate respectfully and effectively orally and in writing--especially with Indigenous groups and communities.
- Effective leadership in exercising sound judgment, team building and collaboration, demonstrating integrity and responsibility and sharing and communicating the Council's vision.

### **Conditions of employment**

- Possess and maintain a valid class 5 driver's licence;
- Willingness to work independently;
- Willingness to work irregular hours, overtime, weekends and/or statutory holidays and provincial/territorial holidays, when required;
- Willingness to work and/or travel in varied terrain, weather conditions, isolated locations and by various means of transportation;
- Willingness to work from various locations;
- Willingness to travel extensively, including overnight, off site and/or weekends.

### **Other information**

- Persons with Inuvialuit ancestry will be considered on a preferential basis.
- Interviews will be conducted – Written test(s) may be administered - Reference checks will be conducted.

You will be required to show how you demonstrate the essential qualifications (i.e. Education, Experience and/or Occupational Certification) for the initial screening through your resume, cover letter, and/or in answering online screening questions. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE a qualification was met through substantiated by examples. Information on your described skills, experience, etc. provided in a cover letter or screening questions should be supported by your resume.

For more information, contact [wmacns@wmacns.ca](mailto:wmacns@wmacns.ca)