



IDENTIFICATION

Department		Position Title	
Municipal and Community Affairs		Regional Superintendent	
Position Number(s)	Community(s)	Division/Region(s)	
21-2220	Yellowknife	North Slave	

PURPOSE OF THE POSITION

The Regional Superintendent is responsible for providing the direction, strategic leadership and management of the implementation and delivery of all Municipal and Community Affairs (MACA) programs and services at the regional and community level. This needs to be strategically carried out in a manner that is consistent with MACA's mission and also with the unique needs of the Region. The Regional Superintendent leads the regional staff in proactively supporting community governments and other stakeholders to effectively deliver their key roles and responsibilities. At the same time the Regional Superintendent also coordinates and liaises with government Departments, agencies and other levels of government to champion the needs and interests of communities, as well as the Department.

MACA has legislated authority for the establishment and operations of community governments. Although community governments are an autonomous level of government, established through GNWT legislation, MACA is responsible for ensuring the appropriate policy and legislative framework, providing operational guidance, expert advice and monitoring for compliance and due diligence.

This position works within a diverse legislative and policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies and departmental procedures that includes such things as the *Financial Administration Act*, *Public Service Act*, *Public Service Regulations*, and various Government Policies. Other relevant legislation includes the *Cities, Towns and Villages Act*; *Hamlets Act*; *Settlements Act*; *Charter Communities Act*; *Tlicho Community Government Act*; *Civil Emergency Measures Act*; *Commissioner's Land Act*; and the *Consumer Protection Act*.

SCOPE

The position is located in Yellowknife and reports to the Assistant Deputy Minister. There are significant issues and opportunities facing community governments in the Northwest Territories, including their evolving and increasing authority and responsibility for areas including community infrastructure planning and construction, contracting and procurement, water quality, land administration and project management. Throughout, there is an ongoing challenge to build and maintain capacity. The incumbent must be able to provide strategic and expert leadership, advice and guidance to community governments in order to support them in delivering quality programs and services to their residents. Community elected leaders and administrators rely on the Regional Superintendent for 'value added' advice and guidance.

The position influences the program, services and budgeting decisions of community governments, and also works to support political and community development and evolution of all communities in the region. The activities of the position, the advice provided and decisions made in the region have a direct impact on community government operations and therefore, on the quality of life for all community residents. Other stakeholders who actively engage with the Regional Superintendent include other community and regional governing authorities, local and regional Aboriginal governments, other levels of government, industry, private sector, contractors, non-government organizations and volunteers.

The funding programs managed by the Regional Superintendent are designed to support community governments in the delivery of a broad range of programs and services. The incumbent must be able to strategically and effectively manage these funding programs in order to ensure maximum support to community governments in the region as they work to meet required standards and implement local priorities and goals.

The position plays a key collaborative role in the development, pre-implementation and implementation of new community governance structures described in Aboriginal rights agreements.

The Regional Superintendent chairs the Regional Emergency Response Committee and is the first point of contact for community governments in the event of any local emergency, such as flooding, forest fire, essential service failure (water, electricity), and for other GNWT and federal departments in any emergency requiring regional coordination. The Superintendent provides support on all community emergency management and response functions. Further, the Superintendent provides expert input into territorial emergency management policies, programs and guidelines based on their operational expertise.

This is a critical position in the organization as it is the front line for service delivery in the region. The Regional Superintendent is highly accessible to local politicians, community leaders, bands, self-government organizations, contractors and consultants and must be able to respond to issues and situations under close scrutiny. The Regional Superintendent is the main link and contact that elected Mayors/Chiefs and their Councils have to the operational levels of the Government of the Northwest Territories. The position engages actively with elected leaders across the region in advising and supporting community governments in addressing issues and taking advantage of opportunities. The professional and technical advice offered by the position to elected leaders and administrators of community governments in the region is essential to promoting capable, effective and accountable management of community government affairs and the Regional Superintendent has considerable influence on Councils and the decisions they make.

A challenge for the Regional Superintendent is meeting the sometimes conflicting needs of regional, community and headquarters "clients", anticipating problems before they occur and leading the development of options and solutions. The Regional Superintendent must make every effort to involve responsible communities, agencies and other stakeholders in program delivery in keeping with Aboriginal self-government and other initiatives.

As a member of the senior management of the Department, this position provides expert advice and practical insight in the preparation of the department's vision, mission and goals. The Regional Superintendent manages a budget of \$18.9 million and supervises nine (9) staff. As the senior representative of the Department, the Regional Superintendent coordinates all departmental relations with the seven (7) community governments in the region and the regional and Aboriginal governments in the area. The Superintendent provides leadership, expert advice and guidance which in turn, impacts community government budget decisions and program choices.

Extensive travel is required and there is significant distance between communities in the region, many reached only by air and under unfavorable weather conditions.

RESPONSIBILITIES

Responsibility incumbent spends most time doing.

Directs, administers and monitors, on the GNWT's behalf, funding agreements with community governments, including monitoring for compliance and intervening when required, ensuring delivery of essential programs and services.

Provides expert support and strategic advice as required on the political development, operational wellbeing and capacity of community governments, including councils and administration.

Directs and leads the operations of the regional office and the delivery of all aspects of all programs and services that are within the mandate of the Department.

Directs the Department's work in the region in supporting communities' increased resources, authority and responsibility over areas including capital planning and development, budget planning, training and capacity building, community development, consideration of property taxation and other own source revenue options.

Leads efforts in the region to implement strategic agreements and meet commitments established within departmental agreements with other partners – for example, leading the development and completion of Integrated Community Sustainability Plans (ICSP) for communities in the region as required through the Gas Tax Agreement with the federal government. A capital investment plan, strategic plan, energy plan and human resource development plan are key components of the ICSP for each community.

Leads the Department's community development and capacity building efforts in the region to support leaders and staff to prepare and build capacity for future growth and development.

Provides strategic oversight and management of the Department's funding programs in the region. This includes monitoring and supporting community government operations and compliance with governing instruments for financial assistance programs including the delivery of training and orientation.

Actively participates as a member of the MACA Senior Management Committee to provide input on departmental policy and legislation based on regional needs.

Participates on the Regional Management Committee to represent to coordinate regional and departmental initiatives with other Regional Superintendents and the Regional Director.

Establishes and proactively maintains cooperative and collaborative partnerships with internal and external stakeholders, including regional Aboriginal organizations.

Chairs and leads the Regional Emergency Response Committee and provides expert advice and support to community governments in undertaking emergency response planning, preparedness and response.

Manages the administration of Commissioner's Land in the region, which includes overseeing the implementation of complex policy issues (e.g., Aboriginal Interim Measures Agreements, Trespass Strategy) and resolving many lot-specific issues that are often highly controversial and fraught with legal and environmental liabilities.

Directs the delivery of other MACA services such as:

- Provision of sport, recreation and youth services
- Support for volunteer services
- Development and training for fire departments
- Capital planning and municipal works
- Community government training and capacity building
- Good governance

Coordinates the work of the regional office with headquarters and other regional departments, Aboriginal organizations, and community governments, in order to respond to emergencies, technical issues and business development challenges.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of community development process and political development, government operations, government structures and community government administration and operations.
- Proven management skills.
- Understanding of social and political dynamics of northern and Aboriginal communities.
- Ability to manage politically sensitive, high profile issues.
- Ability to operate professionally in highly political and public environment.
- Ability to manage and work with a diverse team of individuals.
- Effective written and verbal communication skills, including the ability to maintain professional decorum in difficult and crisis situations.
- Knowledge of management practices and proven skill sets in the areas of strategic planning, resource allocation, human resource management and leadership development.
- Knowledge of policies and procedures required for effective emergency planning and management.
- Demonstrated interpersonal communication and facilitation skills.
- Proven organizational skills.
- Ability to work independently, demonstrate initiative, judgment, discretion and critical/creative thinking.
- Proven skills and abilities in program management, problem solving and conflict resolution.
- Ability to motivate individuals and facilitate decision-making.
- Knowledge of fair practice.
- Ability to work effectively in a cross-cultural environment

Typically, the above qualifications would be attained by:

The above noted knowledge, skills and abilities may typically be acquired through the completion of a bachelor's degree in public administration or a related field and a minimum of ten (10) years experience in management.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

Frequent driving and flying between communities in often challenging conditions. Airline schedules dictate early departure and late return.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual conditions.

Mental Demands

Stress related to unusual and extensive travel conditions, and a diverse political environment in the region.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

Official Language Considerations (check one)

- Not required
- Bilingual required (state language): _____