



**Job Title:** Manager Indigenous Relations

<b>Competition Number:</b> CMGR-25-21	<b>Department:</b> City Manager's Office
<b>Posting Category:</b> Open	<b>Division:</b> Strategic Initiatives & Engagement
<b>Job Type:</b> Full-Time	<b>Affiliation:</b> Managerial
<b>Site:</b>	<b>Location:</b> CA-ON-Thunder Bay
<b>Min:</b> CAD \$89,534.31/Yr.	<b>Max:</b> CAD \$105,334.46/Yr.
<b>Pay Band:</b> 11 (interim rating)	<b>Number of Positions:</b> 1
<b>Effective Date:</b> May 27, 2019	<b>Supersedes Date:</b> New
<b>Posted Date:</b> October 1, 2021	<b>Post End Date:</b> October 20, 2021

**General Information:**

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.

**ONTARIO HUMAN RIGHTS CODE:** It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

**ACCOMMODATION:** Reasonable accommodations are available upon request for all parts of the recruitment process.

**PRIVACY:** Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources & Corporate Safety Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866

Application forms must reference the competition number and be submitted to Human Resources by 11:59 p.m. on the closing date.

**POSITION SUMMARY:** Under the general direction of the Director – Corporate Strategic Initiatives & Engagement, and as a special advisor to the City Manager, provides leadership, expertise, and guidance to the Corporation in developing, enhancing and implementing effective municipal policies, programs, services and/or other initiatives to strengthen the City's relationship with Indigenous communities and organizations. A primary focus of this position will be to develop and recommend an Indigenous and Anti-Racism model and action/implementation plan for the Corporation of the City of Thunder Bay, as well as lead a corporate team in achieving the City of Thunder Bay's Anti-Racism and Inclusion Accord.

**CORPORATE RESPONSIBILITIES:**

1. Provides strategic leadership, expertise, support and guidance to the City Manager and the Executive Management Team on Indigenous matters by identifying and creating innovative ideas and solutions that enhance the existing mechanism and structures within the Corporation.
2. Plans, leads, implements, and/or recommends short- and long-range objectives, processes, strategies and programs to the Executive Management Team and other senior management levels in relation to Indigenous Relations, and the City of Thunder Bay's Anti-Racism and Inclusion Accord.
3. Through collaboration with the urban Indigenous community and participation in research and community engagement, develops and recommends an Indigenous and Anti-Racism model, and an action/implementation plan for the Corporation of the City of Thunder Bay.
4. Leads and guides a cross-corporate team to develop and implement a plan including short and long-term goals to achieve the City of Thunder Bay's commitment under the Thunder Bay Anti-Racism and Inclusion Accord to recommend to City Council and report annually on progress toward goals.
5. Provides advice to the Executive Management Team and City Departments on corporate strategic and service planning processes in accordance with the Declaration of Commitment to Urban Aboriginal People and the principles of the United Nations Declaration on the Rights of Indigenous Peoples.
6. Sustains knowledge of regulatory requirements through research, attending events, and networking with partners in other organizations in order to develop and implement best practices in line with the City's strategic goals, strategic plans and human rights legislation.
7. Acts as a resource for Indigenous cultural competency, diversity and anti-racism training, and related Corporate workplace programs and initiatives.
8. Conducts research and prepares reports to committees and Council on a timely basis.

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**DIVISIONAL RESPONSIBILITIES:**

1. Participates as a member of the Corporate Strategic Initiatives & Engagement Management Team by providing input into Division organizational and operational reviews, budget issues, and technical matters. Also participates by providing input into the identification and development of policies, strategic initiatives, projects, and priorities.

**SECTIONAL RESPONSIBILITIES:**

1. Liaises with colleagues within the Corporation to implement joint initiatives that advance Indigenous Relations goals.
2. Establishes and maintains good relationships with Indigenous governments, organizations and individuals.
3. Supervises Section staff in the areas of staff development, performance management/review, coaching/mentoring, health and safety, discipline and termination decisions; provides formal technical direction, guidance, and leadership.
4. Assesses Section staffing needs, makes recommendations on complement amendments and organizational structure, participates in recruitment processes, and makes effective hiring decisions.
5. Recommends, manages, and monitors assigned budget lines to ensure they are within budget allocations.
6. Maintains up to date knowledge and awareness of legislation, regulations, best practices, emerging trends and developments as it pertains to the Section.
7. Performs other related duties as may be assigned.

**QUALIFICATIONS:****Education/Experience:**

- Degree in a political, social science or humanities field, or similar related field, and five years of progressively responsible management experience working with Indigenous peoples, diverse cultures, and racialized groups; or
- Diploma in a political, social science or humanities field, or similar related field, and seven years of progressively responsible management experience working with Indigenous peoples, diverse cultures, and racialized groups
- Minimum of three years' supervisory experience
- Knowledge of and understanding of Indigenous lived experience and a commitment to support truth and reconciliation with Indigenous peoples is preferred
- Experience that may include knowledge gained from training with Indigenous knowledge keepers and Elders
- In-depth knowledge of the history and present-day context of Indigenous governments, organizations and peoples in Thunder Bay and region
- Experience building partnerships and working with Indigenous governments, organizations and peoples to improve access to services and employment in a complex political environment
- Experience in implementing strategies to increase Indigenous inclusion (i.e. education, intervention, programs)
- Knowledge of Canadian and international human rights legislation

**Skills/Abilities:**

- Superior ability to communicate effectively and concisely, both orally and in writing
- Superior ability to deliver presentations to a variety of audiences and to skilfully handle on-the-spot questions from senior officials, members of City Council, special interest groups, and the media
- Political acumen and the ability to establish and maintain effective working relations, and manage advisory and consultation processes, with members of City Council, private and public officials, subordinates, co-workers, and the general public
- Proven ability to think and act strategically and identify opportunities to develop and implement initiatives to encourage cultural change
- Superior ability to display sensitivity and commitment to human rights and equity issues
- Superior project/time management, analytical/critical thinking, problem-solving, and decision-making skills
- Superior leadership skills together with the ability to motivate, evaluate, and recognize staff; proven ability to share skills and knowledge with others
- Proven conflict management abilities and mediation skills
- Ability to analyze complex issues and develop practical solutions/strategies
- Ability to recognize opportunities that cross political boundaries and diverse organizational mandates in order to leverage these opportunities
- Ability to take initiative and be agile and responsive to changing priorities and circumstances.
- Must be proficient in the use of computers and current related software
- Must be competent within the meaning of the Occupational Health and Safety Act

**Assets:**

- Knowledge of traditional language skills
- Knowledge of Indigenous agencies and organizations in the community
- Knowledge of municipal governance structures, services and programs, and municipal relationships with other levels of government

**CONDITIONS OF EMPLOYMENT:**

- Must work and attend meetings outside regular working hours and be able to travel out of town (by land and air) from time to time
- May be required to travel to various work locations and provide own transportation
- Must take an Oath of Secrecy

*In order to promote advancement of the Indigenous community, priority will be given to applicants with lived experience as an Indigenous person and who have a commitment to support truth and reconciliation with Indigenous peoples.*