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**Job Opportunities****Competition # 0120-75**

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**DIRECTOR OF GOVERNANCE  
One (1) Full-Time Permanent  
BATC Administration Office**

**\*\*EXTENDED\*\***

**THE POSITION:**

Battlefords Agency Tribal Chiefs is hiring a **Director of Governance** to work with the Executive Management Team to oversee the strategic planning, board administration and play a key role in influencing the overall strategic direction of BATC, Executive Management, Executive Council, staff, and member nations. The successful candidate will be a dynamic, energetic, self-motivated professional who will work under the support and supervision of the Tribal Council.

**DUTIES & RESPONSIBILITIES:**

- Provide advice, direction and interpretation of policies and procedures
- Management and oversight of BATC Annual General Meeting
- Writing governance documents and reports as required including regular review of governance best practices
- Support and provide guidance to the Executive Council, BATC Boards and member nations on governance related matters
- Responsible for knowledge of developments in the areas of BATC's mandate and provide briefings to committee chairs, Executive Council, and management
- Coordinate the preparation for and follow-up to committee meetings, including agendas, reports to governance bodies and the written record of the meetings
- Preservation of corporate files and documents for BATC, Executive Council, Boards, and supporting the Executive Director as required
- Act as a leading source on matters related to internal and external governance processes
- Manages and maintains draft agendas, minutes, and reports for designated committee or decision-making bodies.

**QUALIFICATIONS:**

- Degree in Political Studies, Indigenous Studies, or related field.
- At least five (5) years of related work experience in working with the different levels of government in First Nations and Non-First Nations areas.
- Strong knowledge of First Nations & Tribal Council governance, legal rules, systems, and guidelines as well as provincial and federal legislations, policy and initiatives impacting First Nations.
- Must have proven knowledge, skills, and abilities in project management. In depth knowledge of diverse business functions and principles
- Must have proficient computer skills (i.e., Microsoft Programs, Adobe, research databases, etc.)
- Must understand and be willing to learn about the inherent rights of First Nations, First Nations Treaties and the relationship between the Crown and First Nations governance models.
- Must have excellent writing and communication skills to deal effectively with the public, committee members, Chief & Council, employees and most importantly, the general membership
- Must be well organized and ensure that confidential matters remain confidential.
- Must have skills in negotiations, facilitation, and leadership. As well as excellent analytical and conceptual thinking.
- Must be able to manage time effectively to multitask many directives and projects at once. Must possess the ability to take direction and work with minimum supervision.
- Must possess a valid driver's license and willing to submit a CPIC

**Closing date: July 19, 2021 by 4:30pm – Please Quote Competition #0120-75**

**Please submit resume, cover letter, and copy of CPIC to:**

**Battlefords Agency Tribal Chiefs  
1282 101st Street, North Battlefords, SK S9A 0Z8**

**(306)446 -1400  
Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)**

**BATTLEFORDS AGENCY TRIBAL CHIEFS THANKS ALL APPLICANTS, BUT ONLY THOSE SELECTED FOR INTERVIEW WILL BE CONTACTED.**

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