

## **Yukon Salmon Sub-Committee**

Identification:	Executive Director
Supervisor	Chair of the Yukon Salmon Sub-Committee
Status	Regular Full-Time
Date	August 29, 2018

The Yukon Salmon Sub-Committee (YSSC) is a public advisory body established in 1995 through the Yukon First Nation Final Agreements “as the main instrument of salmon management in the Yukon.” The YSSC advises governments and makes recommendations to the Minister of Fisheries and Oceans Canada (DFO) and to Yukon First Nations on all matters related to salmon, their habitats and management in Yukon. This includes making recommendations in respect of legislation, research, policies and programs.

### **A. Job Summary**

Under the direction of and reporting to the Chair of the YSSC, the Executive Director supports the YSSC in carrying out its mandate prescribed in Chapter 16 of the Yukon First Nation Final Agreements, and by providing financial stewardship, strategic planning and project management.

The Executive Director assists in short-term and long-term strategic planning with the intent of assisting the YSSC in achieving defined goals, objectives, and project completion. The Executive Director is also responsible for effectively liaising with officials of Yukon First Nations, DFO, Government of Yukon, stakeholder groups and the general public.

### **B. Main Duties**

1. Supports the YSSC in carrying out its mandate by:
  - a. Assisting the YSSC in developing and delivering on its annual goals, objectives, priorities and strategies
  - b. Ensuring YSSC participation on external panels, boards, committees and working groups that have responsibility for salmon management in Yukon
  - c. Developing and maintaining international, national and territorial relationships in the areas affecting salmon management in Yukon
  - d. Ensuring directives, policies, procedures and programs of governments are monitored and changes that affect salmon management in Yukon are identified, this includes the *Fisheries Act* and regulation changes
  - e. Building a culture of trust and mutual respect between the YSSC, DFO, Yukon First Nations and affected stakeholder groups
  - f. Ensuring the Chair, Executive Committee and all members of the YSSC as appropriate, are kept informed of events and developments important to the functioning of YSSC

2. Administers activities of the YSSC, including budgeting, by:
  - a. Formulating, monitoring, and evaluating annual YSSC and project budgets, including regular communication with the YSSC bookkeeper with a view to ensuring expenses are paid in a timely manner and cash flow requirements are managed
  - b. Receiving and answering phone calls and emails and otherwise addressing routine inquiries in a timely manner
  - c. Routing official correspondence to the Chair of the YSSC and others as directed, and drafting appropriate responses for approval of the Chair, this includes annual salmon management recommendations
  - d. Arranging meetings of the YSSC, including travel arrangements as requested, drafting agendas, compiling and distributing supporting materials, ensuring appropriate record keeping, and carrying out decisions of the YSSC when requested
  - e. When appropriate, developing proposals to assist in supporting defined YSSC goals and objectives
  - f. On occasion, managing contracts and contractors
3. Performs other duties, which may include:
  - a. Managing special projects in support of the YSSC
  - b. Ensuring that any pertinent background research or technical information is provided to the YSSC
  - c. Oversee the engagement and preparation of responses to proposed legislative or program consultation requests from governments
  - d. Attending and participating in a variety of meetings and conferences, including those hosted by the Yukon River Panel

C. Knowledge and Skills Required

**Education and Experience**

Successful completion of a degree in Public or Business Administration or Resource Management with substantive experience working in the public and resource management sectors; or equivalent in education and experience.

**Job Knowledge**

Knowledge of Chapter 16 of the Yukon First Nations Final Agreements, Yukon First Nation history, culture and heritage

Knowledge of DFO and Government of Yukon salmon management structures and processes

Knowledge of general salmon management principles

Broad knowledge in related areas (i.e. renewable resources, land, environmental assessment)

Comprehensive knowledge of general management, financial and contracting practices

**Management Skills**

Ability to develop and implement policies and procedures

Ability to manage and implement work plans and budgets in an adaptive manner  
Ability to implement management decisions and direction  
Budget Management  
Strong organization and time management skills  
Ability to make decisions and solve problems

### **Specific Skills**

Ability to research, analyze and synthesize a wide variety of documents and information  
Ability to put decisions into action  
Well developed oral and written communication skills  
Ability to prepare, acquire, monitor and manage funding proposals and agreements  
Ability to use computers and programs

### **Interpersonal Skills**

Ability to deal effectively with other governments, organizations and stakeholders  
Ability to show flexibility and to resolve conflicts fairly and deal tactfully with others  
Ability to gain cooperation and ensure direction is carried out  
Ability to foster trust  
Ability to work in a team environment  
Ability to negotiate, from time to time, contracts and other agreements  
Ability to maintain an open-minded approach in dealings with YSSC members and clients

#### **D. Decision-Making**

Goals, objectives, short and long-term priorities for this position are established by the YSSC. The incumbent is responsible for coordinating and accomplishing YSSC objectives with assistance from YSSC members and is responsible for making strategic decisions on day to day operations.

The incumbent is often required to analyze complex data and be creative and innovative when solving problems. The nature of problems to be solved by the incumbent range from straightforward to complex issues often with no precedence for guidance.

#### **E. Impact/Accountability**

The work of the position is evaluated on the effectiveness of the YSSC in meeting its mandate under Chapter 16 of the Yukon First Nation Final Agreements. The work of the position directly impacts the YSSC ability to respond to the requirements prescribed under the funding agreement between the YSSC and DFO and thus on the ability of the YSSC to meet its goals and objectives.

#### **F. Positions Supervised**

Various contractors, consultants and term-positions

G. Working Conditions

This position is generally located in a normal office environment. Frequent travel to and from Yukon communities may be required through the year, as well travel to and from meetings hosted by the Yukon River Panel.

H. Conditions of Employment

Mandatory confidentiality is a condition of employment of the YSSC. Failure to meet this requirement could result in general dismissal.

Attendance at all meetings of the YSSC is a requirement of this position.

Criminal records check

Valid Yukon Class 5 driver's licence

I approve this position description being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position

\_\_\_\_\_  
Chair, YSSC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date