



Job Title:	ORGANIZATIONAL DEVELOPMENT TECHNICIAN
Division:	Strategic & Organizational Development Unit
Reports To:	General Manager, SOD
Name of Incumbent:	TBD
<p>Purpose: As a Strategic and Organizational Development team member, the incumbent develops, implements and manages systems for standards and controls across the organization. This will be accomplished by developing, in coordination with the team and clients, frameworks that include system structures, policies, procedures and guidelines within all areas of specialization and activity within the Mohawk Council of Kahnawà:ke to maintain the highest level of service quality.</p>	
<p>Cultural Identity Attributes: He/she demonstrates an active approach, drive to achieve results and maintains quality and standards. The individual is logical, conventional, influential, adaptable, a self-starter, can problem solve, and is an assertive and analytical individual.</p>	
<p>Roles & Responsibilities:</p>	
<p>Business Analyst – The role of a business analyst is to be a liaison among stakeholders in order to understand the structure, policies, and operations of the organization, and to recommend solutions that enable the organization to achieve its goals.</p> <ul style="list-style-type: none"> • Participate in the development and implementation of information management principles, policies, procedures and systems across the organization • Gather existing documentation including electronic and paper documents for the purpose of analysis • Analyze and document existing systems, process, and procedures for the purpose of standardization and improving effectiveness and efficiencies • Research best practices, existing systems and models for benchmarking purposes in relevant fields and industries • Ensure operations, special projects maintain a risk assessment and management plan referencing the Risk Management Framework • Provide aid and guidance to other MCK organizations in the development of successful business cases and project management based on a Project Management Framework • Plan for change in regards to operations and information in Change Management Framework/Guidelines • Aid in the analysis and development of MCK policies in area of specialization in accordance with the MCK Policy Framework • Participate in multiple projects in a team environment 	



Project Manager – The project manager’s role is to develop SOD projects using project management framework.

- Develop business cases and project charters for Organizational Development projects beginning with strategy in coordination with project stakeholders
- Coordination of project meetings, correspondence, communications
- Delegate specific tasks to internal/external team members
- Manage documentation and general filings for all projects
- Comply with the organization’s project management standards as outlined in the Project Management Framework
- Utilize department staff for vetting and succession purposes

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision Making Authority:

- Decides on appropriate mechanisms to support standards, policies, procedure and performance;
- Decides on research and consultation requirements;
- Decides on need for operational assessments for policies, procedures and standards based on MCK Operational Framework;

Accountability:

- Accountable to the Executive Strategic Officer for reports and regular updates;
- Accountable to other project managers for mutually assigned tasks;
- Accountable to ensure the organizations compliance to prescribed frameworks;
- To conduct business with internal and external clients in a tactful, discrete and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien’kéha Language Initiatives.

**Education & Experience:**

➤ Bachelors of Commerce with a major in Business Technology Management, plus three (3) years relevant experience;

OR

➤ DEC or Certificate in Business Analysis, plus five (5) years relevant experience;

OR

➤ High School Diploma, plus ten (10) years relevant experience;

AND

➤ Completed MCK John Molson School of Business Program or equivalent.

Knowledge, Skills, Abilities & Other Attributes:

- Knowledge of business systems;
- Knowledge of quality assurance concepts;
- Knowledge of conducting operational assessments;
- Knowledge of conducting risk assessments and risk tolerance;
- Sound knowledge in process management and documentation;
- Sound knowledge of international standards;
- Sound knowledge in assessing and designing administrative operational systems;
- Familiar with the concepts of Enterprise Architecture in systems design;
- Group facilitation skills;
- Negotiation skills;
- Ability to assess business;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Hours may be long and irregular;
- Maintains a flexible work schedule to meet the demands of Executive Management;
- Moderate to high stress levels.

Competencies:

Self-Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD		

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake

P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

‘Isi Nīkaió ‘tenfiseró:tens Ne Onkweshón: ‘a Rotiio ‘tens

HUMAN RESOURCES UNIT



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Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Supervisor's Signature: _____

Director of Human Resources: _____