



<b>Job Title:</b>	ORGANIZATIONAL DEVELOPMENT TECHNOLOGY SPECIALIST
<b>Division:</b>	Strategic and Organizational Development Unit
<b>Reports To:</b>	General Manager, SOD
<b>Name of Incumbent:</b>	TBD
<p><b>Purpose:</b> The purpose of this position is to add specific competencies in information management technologies to the Strategic and Organizational Development (SOD) unit. The SOD unit is responsible for managing a growing set of information on policies, operations, projects, unit profiles and community profiles. SOD is the primary support for Comprehensive Community Planning initiative (CCP) with a strong focus on community information. This position will support the CCP initiative.</p> <p>The incumbent develops, implements and manages systems for standards and controls across the organization. They will accomplish this 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 and reliability.</p>	
<p><b>Cultural Identity Attributes:</b> He/she demonstrates and active and direct approach; ensures quality and standards are being met. The individual is logical, conventional, adaptable, systematic, precise, a self-starter, can problem solve, and is an assertive and analytical individual.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>Information Specialist</b></p> <ul style="list-style-type: none"> <li>• Lead and champion department use of web-based or cloud systems that support the management of SOD documentation products and initiatives;</li> <li>• Develops, troubleshoots, and maintains SOD internal information management systems and tools;</li> <li>• Educate and support SOD and our clients in implementation of SOD information systems;</li> <li>• Participate in review of potential new business applications and solutions;</li> <li>• Learn and educate users on SOD specific business applications whether it is reports, processes, software modules, etc.;</li> <li>• Stays updated regarding new technology through industry publications and media;</li> <li>• Works in collaboration with the Information Management Unit.</li> </ul>	
<p><b>Business Analyst</b> – The role of a business analyst is to be a liaison among stakeholders to understand the structure, policies, and operations of the organization, and to recommend solutions that enable the organization to achieve its goals.</p>	



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

*'Isi Nikaio 'tenfiseró:tens Ne Onkweshón: 'a Rotiio 'tens***HUMAN RESOURCES UNIT**

Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

- 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 analysis;
- Analyze and document existing systems, processes, and procedures for standardization and improving effectiveness and efficiency;
- Research best practices, existing systems and models for benchmarking purposes in relevant organizational and departmental fields and industries;
- Ensure operations, special projects maintain a risk assessment and management plan referencing the current policies and 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 regarding operations and projects with current Change Management guidelines and best practices;
- Assistance in the analysis and development of MCK policies in area of specialization in accordance with the MCK Policy Management Framework;
- Participate, collaborate and contribute in multiple projects in a team environment;

**Project Manager** – The project manager's role is to develop and manage SOD projects to completion.

- Develop business cases and project charters for Organizational Development projects beginning with strategy in coordination with project stakeholders;
- Coordinate project meetings, correspondence, communications with stakeholders;
- 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:

- Strong understanding of information and data architecture; software and development methodologies;
- Strong understanding in Cloud and Web based technologies
- Proficient in Microsoft Office, Windows 7 and Windows 10 in an office environment
- Knowledge of Project Management principles and practices.
- Strong problem-solving skills
- Strong knowledge of Information Technology and Information Management concepts
- Knowledge of business systems and international standards;
- Knowledge of quality assurance concepts and process management and documentation;
- Knowledge in assessing and designing administrative operational systems;
- Group facilitation skills including oral and written communication skills;
- Negotiation and mediation skills;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.
- Knowledge of the general working environment and relationship within MCK and the Council of Chiefs would be an asset.

### Working Environment:

- Teamwork within the SOD, Information Management Unit and the Executive Office;
- Maintains a flexible work schedule to meet the demands of Executive Management;
- Moderate stress levels.



<b>Competencies:</b>					
<b>Self-Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
TBD	TBD	TBD	TBD	TBD	
<b>Adaptability</b>	<b>Planning and Organizational Knowledge</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
TBD	TBD	TBD	TBD		
<b>Commitment Statement:</b>					
<p>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.</p>					
<b>Signatures:</b>					
Employee’s Signature: _____					
Supervisor’s Signature: _____					
Director of Human Resources: _____					