

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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Job Title:	COMMISSIONER OF PUBLIC SAFETY
Division:	Public Safety
Reports To:	Executive Director
Name of Incumbent:	
Purpose:	The Commissioner of Public Safety is charged with establishing a strategic platform that will govern and lead the direction of Public Safety and Crime Prevention within the Kahnawà:ke territory(s). As well, the Commissioner ensures the establishment of measures for the preservation of peace, safety, equality and absence of bias for all under Kahnawà:ke laws or applicable legislation while in alignment with political and organizational direction. The position will also align with the MCK Portfolio structure as it relates and incorporates elements of general public safety.
Cultural Identity Attributes:	Has the drive, self-confidence and ability to achieve effective results. The individual is prepared to meet opposition and can stand up to assertive challenges from others. The individual is an influential leader with very good verbal communication. Complies with corporate values and culture. Has a committed interest in the community's well-being.
Roles & Responsibilities:	
To act as the Key governance representative for Public Safety in Kahnawà:ke.	
<ul style="list-style-type: none"> • Collaborates with C &C, the Justice Commission and the KLCC • Represents Public Safety at the executive governance level of the MCK • Is SME/Lead/Advisor/negotiator in all PS related issues, agreements & funding arrangements • Liaises with external Public Safety and government agencies • Chairs the Public Safety Commission as well as the PSB or other AD-Hoc committees relating to Public Safety • Researches and writes position papers related to Public Safety • Acts as an alternate coordinator during a state of emergency 	
To realize the Community and Organizational direction through a PS strategy identifying and integrating legislative and regulatory needs.	



- Ensures the development of regulatory control through the operational development of permit requirement, inspections, audits and corrections
- Determines legislative and regulatory requirements
- Promotes legislation and policy initiatives for public safety
- Determines the implementation and application of internal and external legislation and regulation
- Brings stakeholders together to ensure the involvement and participation in community development
- Establishes clear values and principles for safety and security of the community
- Establishes clear direction, goals and objectives for public security and crime prevention
- Establishes and maintains a communication network/relationships with other public safety & security entities and governmental agencies

To direct the development and implementation of PS controls, policy, systems and processes and standards.

- Establishes and enacts performance targets and standards
- Directs the quality control of the operations, ensuring there is compliance with regulations, ethics and policies
- Directs community public safety programs and entities to adopt, apply and enforce applicable and up to date regulatory standards
- Oversees PS operations and enforcement requirements and where warranted proposes legislation or policy changes
- Ensure the optimization of activities, programs and services ensuring gaps and overlaps are rectified
- Ensures accountability and transparency in all activities/initiatives within Public Safety

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:

- Determines legislative and regulatory requirements;
- Determines level of implementation and application of internal and external legislation and regulations;
- Establishes vision, direction, strategy and priorities for public security programs;



- Determines and establishing direction, goals and objectives, standards, targets, and benchmarks for public security;

Accountability:

- Appropriate representation in governance level negotiations and committees for public safety issues;
- Providing information and advice throughout the organization and at the political and community levels;
- The establishment of regulatory controls and protocols;
- The performance of assessments and analysis;
- The development of policies for Public Safety programs;
- The interpretation, compliance and conformity related to MCK policies and processes, and with other policies, regulations, ethics, controls, standards, plans, codes, protocols and practices related to Public Safety;
- The development and alignment of comprehensive strategic and operational plans and resource management throughout Public Safety;
- Collaborative planning with stakeholders;
- The provision of essential emergency services during times of crisis;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discrete and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Education & Experience:

- Master's Degree in Business or Public Administration, plus three (3) years of experience, with training in Emergency Management, policing, or any discipline related to Public Safety;
- OR
- Bachelor's Degree in Business or Public Administration, plus five (5) years of experience, with training in Emergency Management, policing, or any discipline related to Public Safety;
- OR
- High School Diploma, plus ten (10) years of experience, with training in Emergency Management, policing, or any discipline related to Public Safety.
- AND
- Completed MCK John Molson School of Business Program or equivalent



Knowledge, Skills, Abilities, & Other Attributes:

- Knowledge in the following areas is required: Governance, human services, and finance;
- Knowledge of Policing and Emergency Management;
- Knowledge of provincial and federal policies related to Public Safety in First Nations communities;
- Formally trained in Emergency Preparedness and response;
- Well versed in regulatory and legislative systems and structures;
- Excellent oral and written skills required;
- Ability to plan and evaluate, implement programs and meet deadlines;
- Experience in community relations is preferred;
- A high level of personal skills is required to conduct formal, persuasive presentations to groups and to deal effectively with people from all segments of the community;
- Ability to develop strong and appropriate relationships with Council, committees, staff, and clients;
- Ability to develop smooth and constructive relationships with executive colleagues, outside agencies, organizations and individuals;
- Conveys a professional and positive image and attitude;
- Demonstrates commitment to continued professional growth and development;
- Ability to take control during times of crisis;
- Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues;
- 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;
- This is a high-stress position based on the nature of the job.



Competencies:					
Relationship Building & Teamwork	Self - Management	Client Services	Quality Decision Making	Professional Expertise	Self - Development
TBD	TBD	TBD	TBD	TBD	TBD
Communication	Adaptability	Organizing & Planning	Organizational Knowledge	Leadership	Language & Culture
TBD	TBD	TBD	TBD	TBD	TBD
 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: _____					