

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nīkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Title:	General Manager of Environment Protection
Division:	Operations and Community Planning, Environment Protection Unit
Reports To:	Director of Environment Protection
Name of Incumbent:	TBD

Purpose:

Controls all operational aspects of the Environment Protection Unit. Ensures that appropriate actions are taken to advance implementation of the strategic direction. Ensures that Unit operations are efficient and effective. Manages performance standards, budgets, communications, human resource issues and quality assurance for the Unit.

Cultural Identity Attributes:

The individual approaches situations analytically and with operational efficiency. Accuracy and attention to detail are important. Adherence to established policies and maintaining Unit quality and standards is highly regarded. The individual is adaptable, precise, inquisitive, positive and enthusiastic.

Roles & Responsibilities:

To plan, develop, manage and control the efficient and effective operations of the Environment Protection Unit.

- Establishes and implements operating standards, procedures and policies;
- Develops and implements quality management systems for service delivery and ensures adherence to performance standards;
- Leads the development of the Unit operational budget;
- Monitors, analyzes and provides feedback on the accuracy of operational budget and monthly variance reports;
- Implements, interprets and ensures adherence to administrative policies;
- Oversees the management of the electronic and paper filing systems;
- Ensures physical resources are appropriately maintained and meet expected safety standards for office staff;
- Provides direction, guidance and leadership to staff;
- Approves weekly and monthly timesheets for direct reports;
- Carries out performance reviews for direct reports and encourages continuous improvement of staff performance;
- Empowers staff and ensures capacity building through training, coaching and mentoring;
- Facilitates team-building and fosters a positive atmosphere for unit cohesiveness.

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To participate in the implementation of the strategic direction for the unit, ensuring alignment with the unit priorities, community values and council direction.

- Works in collaboration with unit leadership to set priorities;
- Participates in the development of the Unit Operational Plan and Strategic Plan;
- Contributes to the implementation and tracking of the Operational Plan;
- Guides staff on the day to day implementation of Unit goals, objectives and standards.

To lead the development and implementation of strategies to incorporate environmental awareness and sustainable decision-making into the organization & community.

- Prepares an annual communications plan and ensures that accurate and effective public relations are carried out for the unit;
- Leads the planning and development of website content and ensures that the unit website is up-to-date and user-friendly;
- Participates in the development of strategies for sustainable community development, environmental education, pollution prevention and Climate Change mitigation;
- Develops strategies for environmental awareness and actions within the context of traditional Kanien'kehá:ka values;
- Actively seeks out funding opportunities and prepares proposals to secure funding for environmental education and community sustainability initiatives;
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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.

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Decision Making Authority:

- Determines performance and objective requirements for direct reports;
- Determines and implements processes and operational standards;
- Determines unit budget requirements;
- Determines level of client service delivery;
- Determines the level of administrative support services provided;
- Final approval for all communication / public relations actions and materials for the Unit.

Accountability:

- The preparation and management of a balanced budget for the Unit;
- The proper enactment of procedures and operational standards;
- The efficient and effective operation of the Unit;
- Ensuring continuous improvement of the Unit;
- Proactive and effective communications within the Unit, with the organization and the community;
- Ensures projects are implemented and program funding requirements are met.
- 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:

- Bachelor's Degree in Management or related field, plus one (1) year relevant experience;
OR
- DEC in Management or related field, plus three (3) years relevant experience;
OR
- High School Diploma plus five (5) years relevant experience.

Knowledge, Skills, Abilities and Other Attributes:

- Interest in and knowledge of the environmental issues of Kahnawà:ke and Tioweró:ton;
- Ability to analyze, assess, develop options and make recommendations for unit operations;
- Strong leadership, interpersonal and motivational skills;
- Excellent organizational skills;
- Good project/program evaluation techniques;
- Good knowledge of MCK policies and procedures;

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- Excellent oral and written communication skills;
- Comfortable speaking in front of an audience;
- Ability to guide, direct and supervise personnel;
- Team management, project management, research, facilitation, coordination and budget management skills;
- A sensitivity to and understanding of the needs/desires of the community;
- 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:

- Five - day work week (8:30 – 4:00) and normal office environment;
- Moderate overtime may be required;
- Moderate productivity pressure to meet deadlines

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		

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: _____

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Director of Human Resources: _____