

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake

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

*Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**



Tel.: (450)632-7500

Fax: (450)638-5958

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

INTERNAL/EXTERNAL

## JOB OPPORTUNITY

### POSITION:

**Policy Development and Compliance Specialist,  
Organizational Development Unit**

### DURATION:

Fixed-Term, Full-Time  
Six (6) Month Probation Period

### DESCRIPTION:

See Attached Job Description

### SALARY:

Hours of Operation  
Hours per week

\$1,099.99 to \$1,242.38 Per Week  
8:30 a.m. to 4:00 p.m.  
37.5 hours per week

### DEADLINE FOR APPLICATION:

**Monday, July 15, 2024 - 4:00 p.m.**

### REQUIREMENTS:

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE  
DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website:  
[www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



<b>Job Title:</b>	Policy Development and Compliance Specialist
<b>Division:</b>	Organizational Development Unit
<b>Reports To:</b>	Director, Organizational Development
<b>Date of Job Description</b>	June 2024
<b>Purpose:</b>	The Policy Development and Compliance Specialist will be responsible for developing, implementing, and managing policies that align with both regulatory requirements and the Mohawk Council of Kahnawà:ke's (MCK) strategic objectives.
<b>Roles &amp; Responsibilities</b>	
<b>Policy and framework development and implementation.</b>	
<ul style="list-style-type: none"> <li>• Guide the development of procedures, forms, and processes within the policy framework context.</li> <li>• Lead and manage policy development projects from request intake to implementation, including defining project scope, objectives, timelines, action items, and resource allocation.</li> <li>• Conduct comprehensive research and analysis on relevant topics, including legislative and regulatory frameworks, industry best practices, and emerging trends, to inform policy development decisions.</li> <li>• Develop clear, concise, and actionable policy documents, including proposals, briefs, and recommendations, incorporating input from subject matter experts and stakeholders and bring through the appropriate channels for approval.</li> <li>• Identify potential risks and implications associated with proposed policies and develop mitigation strategies to address them effectively.</li> <li>• Set MCK policy guideline standards and provide guidance to MCK staff to develop policies that comply with these standards.</li> <li>• Coordinate the development of a change management plan that includes early, and ongoing communication and training as required.</li> <li>• In collaboration with the unit director, recommend the strategic approach to policy management and development, ensuring that practices are innovative, compliant, and effectively aligned with the latest industry standards.</li> </ul>	
<b>Stakeholder engagement and collaboration.</b>	
<ul style="list-style-type: none"> <li>• Collaborate with subject matter experts, internal, and external stakeholders to gather requirements, solicit feedback, and ensure policies reflect diverse perspectives and considerations.</li> <li>• Facilitate communication and coordination among cross-functional teams, ensuring alignment and integration of policies with existing processes and procedures.</li> <li>• Provide guidance and coaching to units on policy development and maintenance.</li> <li>• Act as the primary point of contact for policy-related inquiries for the MCK.</li> </ul>	
<b>Monitoring, evaluation, compliance, and process improvement.</b>	
<ul style="list-style-type: none"> <li>• Establish mechanisms for monitoring and evaluation policy implementation, compliance, and effectiveness, and recommend adjustments, as necessary.</li> </ul>	



- Maintain accurate and up-to-date documentation of policy development processes, decisions, and outcomes, and prepare regular reports for leadership and other stakeholders.
- Set a policy revision schedule, ensuring policy owner compliance of the schedule.
- Ensure all necessary records are filed or archived accordingly with Records Management and that they conform to organizational document classification standards.
- Proactively identify opportunities for process improvement and optimization in policy development and implementation processes.

*The statements herein reflect general details to describe the principal 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.*

### **Education & Experience**

- Bachelor's degree in Political Science, Business or Public Administration, or a related field.
- Proven experience (3+ years) in policy development, project management, or a related field.

### **Knowledge, Skills, Abilities**

- A comprehensive understanding of policy analysis.
- Strong analytical, research, and project management skills.
- Excellent written and verbal communication skills.
- Ability to build and maintain effective relationships with diverse stakeholders.
- Ability to collaborate effectively with internal teams and external stakeholders.
- Proficiency in data analysis and statistical software.
- Strategic thinking and problem-solving abilities.
- Familiarity with legislative and regulatory processes.
- Self-motivated and able to work independently.
- Detail-oriented with strong organizational skills.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

### **Working Environment**

- Five-day work week and work is performed in a typical interior/office environment.
- Light to moderate stress due to workload.
- Occasional overtime.

### **Signatures:**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_