

## Appendix "A"

# First Nation of Na-Cho Nyak Dun (FNNND)



<b><u>Position Title:</u></b>	Heritage Officer
<b><u>Department:</u></b>	Heritage Department
<b><u>Supervisor:</u></b>	Manager, Heritage Dept.
<b><u>Date:</u></b>	January 2012
<b><u>Status:</u></b>	Regular Full-time
<b><u>Classification:</u></b>	Level 6

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### A. Job Summary:

Reporting to the Manager of Heritage and Culture, the incumbent is responsible for promoting public awareness, appreciation, respect and understanding of all aspects of Na Cho Nyak Dun culture and heritage, including: promoting the recording and preservation of traditional language, beliefs and oral histories. This includes legends and cultural knowledge for the benefit of future generations. The incumbent will manage and protect Heritage Resources through integrated resource management, including land use planning and development assessment processes. The primary initial task shall be the implementation of the FNNND Five Year Strategic Heritage Plan and the recommendations contained therein. This plan sets the framework for the cultural rejuvenation of the FNNND. Lastly, the administration of any projects that focus on historical sites within the Traditional Territory.

**FNFA/SGA CHAPTER(S):** FNFA Chapter 13 - Heritage

### B. Main Duties:

- Work with community members in identifying, researching and documenting heritage resources (people, places and events of historic or cultural significance);
- Identify and catalogue current resources and identify priority areas in data collection;
- Create and maintain a data base of historic sites, place names, photographic collections, video/cassette tapes and publications currently in the possession of FNNND and develop measures to enhance the breadth of this information;
- Coordinate the development of cultural interpretive programming that promotes a sense of pride in heritage and a willingness to share in the resurgence of Na Cho Nyak Dun culture, language and traditions;
- Develop accurate and effective cultural interpretation materials to support programs associated with cultural training and; delivers material to support curriculum development in the areas of: Staff Training and orientation programs for new staff members, new community teachers, RCMP, and any other cultural curriculum that NND deems appropriate.
- Work with the community in raising awareness of cultural/historic values
- Identify and access outside funding sources and submit proposals;
- Submit regular reports and documentation to the Manager;
- Coordinate special events and projects as needed;
- Ongoing Collection of oral history; documentation, story collection, artefacts
- Administer the Traditional Knowledge guidelines
- Identify existing artefacts and articles
- Assist with land use planning activities and process and provide information when available

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- Set up and administer a local heritage committee to assist the worker in making decisions related to the functioning of this program in all areas relating to Heritage such as the verification of FNNND place names.
- Supervise the work done by any interviewers, transcribers, indexers or summer students working in the area of Archeology at sites within the traditional territory that have been hired by FNNND and scientific researchers
- Assess training needs of the program and work with appropriate departments which can direct this process;
- Access, organize, catalogue and maintain ANY and ALL pertinent information received by the department, relating to Heritage and on behalf of FNNND;
- Develop programs within the department which will foster the Northern Tutchone culture;
- Establish working relationships with the Heritage Branch of the Government of Yukon, Yukon Archives, Parks Canada or any governmental heritage agency;
- Interviews, records and develops databases to protect cultural information which is relevant to FNNND;
- Reviews and approves the usage of any data possessed by FNNND relating to the culture by individuals who may request this information;
- Creates and maintains an up-to-date list of cultural resources and artifacts which exist outside the traditional territory and develops an access program to retrieve such resources and/or provide a rationale to the appropriate authority as to why particular resources cannot be accessed and to regularly monitor the condition of same;
- Creates and maintains a system of databases, photographic collections, cassette tapes, video tapes and publications which are currently possessed by NND and to develop measures which will enhance the breadth of this information;
- Assist in creating and accessing funding for an appropriate storage area of these resources such as a FNNND library and/or archive which will protect the integrity of these resources;
- Liaise with other first nations throughout the Territory and the country to consult on matters of a heritage or cultural nature;
- Participate in regular staff meetings, community meetings and other ways which will ensure an excellent consultative process;

### **C. Impact / Accountability:**

The history and culture of the FNNND is what sets the framework for nationhood and this rests with the protection and enhancement of all resources pertaining to heritage, language and culture. The incumbent is fully accountable to the Manager of Heritage and Culture for the overall achievement of the heritage, language and culture goals and plans.

### **D. Decision Making:**

Although the ultimate responsibility for the decisions made in the program rests with the Manager of Heritage and Culture and Council, the incumbent shall be required to inform both effectively and accurately so that these authorities are able to make decisions based on the necessary information. This is a very important area of the overall functioning of the administration of FNNND because it provides the framework for decisions made. Goals and objectives for the position are established by the Manager of Heritage and Culture and the Heritage Committee. The work of the position will be

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conducted in accordance with established methodologies and established laws, policies and procedures. The position is expected to resolve a variety of issues with own area of expertise.

### E. Key Personal Contacts and Nature of Contacts:

Who	Nature of Contact
Elders	Traditional cultural rules apply Attendance, participation at Elders Meetings
NND Citizens	Request for information, knowledge sharing
Manager, Heritage Dept.	Will receive direction from and report to.
Staff	Will partner on projects and work together to achieve common goals
Partner agencies	Will cooperate on common objectives and information sharing

### F. Positions to Supervise:

- None

### G. Working Conditions:

The successful candidate will have to field concerns and issues brought forward by a variety of individuals who are functioning at different skill levels and various perspectives; therefore interpersonal skills must be strong. Considerable requirement for travel is part of this position. Critical deadlines exist from time to time as does the requirement for intense mental concentration (in the development of papers and tracking of input from meetings). Although the position reports to the Manager, many individuals and groups provide input and make requests so that there is often a multi-person reporting relationship. The position sometimes encounters angry or upset individuals with differing views of heritage or historical issues.

### H. Qualifications, Experience and Technical Skills:

- Grade 12 Academic with a successful completion of additional course work in the area of Heritage, Library Science, History, Renewable Resources, Archeology, Tourism, Anthropology etc;
- Or an academic degree in any of the areas listed above;
- Or an equivalent combination of education, training and experience working within a FN environment in any of the areas previously listed with several years of experience in the areas previously indicated through either paid or volunteer service.

### I. Personal Suitability:

- Desire to learn and promote Northern Tutchone culture, values and skills
- Ability to work as a team and as an individual
- Demonstrates professionalism and good work ethics

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### J. Conditions of Employment:

- Oath of Confidentiality and Code of Conduct
- Information Technology Policy
- Employee Performance Evaluation
- Valid Class 5 Driver's License and Abstract

### K. Job Description Approval:

I have read and agree with this job description.