



Posted: Dec. 7th, 2021
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following Permanent Full Time (39.5 Hours/Week) position.

IN-HOUSE COUNSEL **Government Services Building**

SCOPE OF POSITION:

- To provide proactive direction and approaches for addressing and/or informing Chief & Council and Managers on applicable issues and priorities
- Ensure compliance of local, provincial, and federal law and legislation
- Oversee the development of policies, bylaws, and procedures
- Oversee all contract and agreement development, review, and compliance
- Oversee all external legal services

DUTIES:

The duties and responsibilities of this position are categorized into four main functions:

1. Policy Development, Research and Analysis
 - Manages the development and review of current policies and guidelines and coordinates the implementation and integration into departmental operations of the First Nation.
 - Manages the research and analysis to review or develop policy, standards and guidelines. Identify and remain current on legislation/policies/best practices and make recommendations.
 - Manages the development and reviews of all First Nation policies for Chief & Council, Managers, and committees.
 - Summarizes research findings and drafts briefing documents on the research/policy topics/issues for review by the Chief Operating Officer.
 - Oversees the analysis and assessment of existing policies and evaluates effectiveness.
 - Manages the evaluation of short- and long-term impacts/results of strategic policy and programs to monitor the implementation and effectiveness of legislation and regulations.
 - Prepares document results/research findings and provides recommendations to the Chief Operating Officer on policy and program options, implications, the research and analysis of tools, techniques, emerging best practices, and trends in the areas of stakeholder relations/education and outreach in other jurisdictions.
2. Advice, Liaison and Representation
 - Develops and maintains contacts with all levels of leadership/government and other experts to gather research data and keep current on emerging trends and best practices, enable consultation and collaboration on research endeavours, provide/exchange research data and results, and consult on linkages between research and policy options/solutions.
 - Provides support to the Chief Operating Officer on policy and contract review and development
 - Reviews and analyze existing documentation on First Nation issues.
 - Liaises with regional, location and community First Nation leaders and experts to promote partnerships and cooperative means to develop and implement policies and projects.
 - Manage all contracts, financials, and communication with external legal counsel. Works with external counsel to determine strategies and process



3. Briefings and Information

- Provide proactive direction and approaches for addressing and/or informing on applicable issues and priorities.
- Drafts correspondence in response to inquiries regarding legislation, regulations, policies, and proposed initiatives.
- Prepares presentations and briefing materials (e.g., briefing notes, House notes, advice notes) for Chief & Council and Chief Operating Officer.
- Summarizes research findings, drafts research papers/reports, memoranda, and briefing documents on the implications of best practices within the First Nation on a range of research/policy topics/issues for review by the Chief Operating Officer
- Develop and manage annual budgets

4. Staff Training and Administrative Support

- Leads team members in legal, policy or planning related projects or undertakings such as meetings, workshops, and conferences
- Provides information to departments including but not limited to preparation of information for internal and external distribution
- Provides a range of research support functions, including compiling and summarizing background materials and reviewing current Curve Lake policies, standards, guidelines, and best practices.

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education

- A law degree (Juris Doctorate) from a recognized post-secondary institution
- Five years of experience practicing law, preferably in First Nation law
- In good standing with the law society

RATED REQUIREMENTS:

Knowledge:

- Knowledge of First Nations culture, history, values, and protocol
- In-depth knowledge of the Indigenous law, the Indian Act, treaty rights, land claims, governance, education, health, child welfare, trusts, housing, economic development corporations and other First Nation issues
- Knowledge of current Federal and Provincial legislation, policy and programs that impact First Nation communities

Skills & Abilities:

- Excellent oral and written communication skills
- Proven experience and ability in conducting research and analysis
- Ability to work with a variety of individuals including professionals and non-professionals to provide information, facilitate discussion and solicit decisions
- Ability to work and interact as a team member while respecting lines of authority and reporting requirements
- Computer literate (including Microsoft Word, Excel, database software, email)
- Excellent time management skills

Personal Suitability:

- Sound judgement and good work ethic
- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture, and traditions of the people of Curve Lake First Nation

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- Be flexible
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is Full-Time Term position beginning immediately. Annual salary range for this position is \$78,158 to \$85,106 based on a 39.5 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone numbers of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

**Agnieszka Mlynarz, Human Resources Assistant
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 ext. 205 Fax (705) 657-8708**

Recruitment@curvelake.ca

Deadline for Applications: Friday, May 13th, 2022 (noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake First Nation Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.