

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT **(GENERAL MANAGER'S OFFICE – LOCATION – 28 JAMES ST. N., 5th FLOOR)**

DIRECTOR, INDIGENOUS RELATIONS

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence. We are privileged within Healthy and Safe Communities to host the work of the Urban Indigenous Team and the City of Hamilton's Urban Indigenous strategy within our department and are excited to announce the recruitment of director-level leadership to advance our progress towards the goals of the Urban Indigenous Strategy and to strengthen Indigenous Relations more broadly across City government.

SUMMARY OF DUTIES

Reporting to the General Manager, Healthy & Safe Communities, the Director, Indigenous Relations provides action-oriented, strategic leadership, expert advice, and decision-making to advance the implementation of the City's Urban Indigenous Strategy (UIS), support leaders and staff from city divisions and department in making progress towards the goals of the UIS and strengthen the City's relationship with the Indigenous community, including internal change initiatives and identified community priorities. The Director, Indigenous Relations role requires a strategic, long-term outlook towards advancing this work, highly developed relational skills that can be used within and across city government and with the broader Hamilton community, as well as an ability to implement, develop, and drive immediate actions. The Director will represent the City in discussions with local First Nations and the urban Indigenous community, and will as a primary focus, build and strengthen connections between the Indigenous community, Council and City staff from across the corporation.

The Director, Indigenous Relations provides strategic and operational leadership to a multi-disciplinary team that is responsible for the coordination of a broad range of activities and services related to the Urban Indigenous Strategy and Indigenous Relations, including planning, development and management of projects and initiatives that support the City's commitment to the Truth and Reconciliation Calls to Action and the Missing and Murdered Indigenous Women and Girls and Two-Spirit Calls for Justice. The Director, Indigenous Relations will build and facilitate relationships with local Indigenous leaders, local Treaty Nations, other municipalities, and leaders from community organizations and leaders and staff across the corporation. The Director, Indigenous Relations will leverage collaborative opportunities and ensure that local strategies align with broader national and provincial Indigenous strategies.

GENERAL DUTIES

Responsible for working with community partners, local Indigenous leaders, and across City of Hamilton departments and divisions to develop, design and implement policies, processes and programs that drive positive changes to improve the City's relationship with the Indigenous community and enhance the quality of life and lived experience of Indigenous people within the City of Hamilton.

Serves as an action-oriented change champion for the UIS and Indigenous relations within the City of Hamilton, with a focus on transitioning plans and strategies into concrete deliverables and tangible outcomes.

Position Hamilton as a leader in innovative and action-oriented solutions to the Truth & Reconciliation Calls to Action and the Missing and Murdered Indigenous Women and Girls and Two-Spirit Calls to Justice and the United Nation Declaration on the Rights of Indigenous Peoples (UNDRIP).

Formulates reports and recommendations regarding the implementation of the Urban Indigenous Strategy and related plans for the City of Hamilton for approval by Senior Leadership Team (SLT) and/or City Council as appropriate in accordance with guidelines.

Recommends to Council, SLT and Community Advisory tables and peers, strategies and implementation approaches with respect to reconciliation. Provides professional advice, including reports, to Council and its Standing Committees and Advisory Committees with respect to Indigenous Relations.

Acts as the primary City representative in discussions with local First Nations and the urban Indigenous community. Builds and strengthens relationships between the Indigenous community, Council, and staff from across all departments and divisions. Acts as the City's primary internal and external spokesperson with respect to Indigenous Relations related matters. Works in collaboration with the Indigenous community to bring forward Indigenous perspectives and representation to the City.

Builds networks and collaborations with community partners, local Indigenous leaders, business leaders, appropriate provincial and federal agencies and other levels of government.

Supports division leaders to identify and implement actions and opportunities that advance the goals of the UIS and strengthen Indigenous Relations within divisions and departments.

Evaluates and reports on the City's overall performance with respect to the goals of the UIS. Designs and implements actions and strategies in collaboration with the Indigenous community to improve the City's relationship with the Indigenous community, including the urban Indigenous community and local Treaty Nations.

Is a member of the Departmental Leadership Team within the Healthy & Safe Communities Department and the City's Corporate Leadership Team.

Assumes lead accountability and responsibility for the implementation of the City's Urban Indigenous Strategy, including internal change initiatives and mobilizes supports for prioritized community action.

Ensures cost effective delivery of services and provide regular tracking and reporting on spending, contributions, investments and budgets.

Ensures Indigenous Relations actions are provided in accordance with any relevant City, Provincial or Federal guidelines or requirements, in accordance with Indigenous ways of being, knowing, and values, and in the most effective and efficient manner consistent with the City of Hamilton's Mission, Vision and Values.

Provides leadership in the development and implementation of the City's Urban Indigenous Strategy to identify, and confirm community needs and articulates a strategy to support the City's journey towards reconciliation. Develops annual and multi-year implementation workplans for the City's Urban Indigenous Strategy.

Serve as a change champion and catalyst for innovation and reconciliation across and within City divisions and among community stakeholders as required to deliver outcomes. Identifies opportunities to embed an Indigenous lens into City programs, policies and processes.

Leads the development of Divisional goals and objectives. Develops, implements, and monitors an operational plan for the division and ensures alignment with Departmental and corporate plans.

Leads an effective divisional management team by providing coaching, mentoring and advice to managers and supervisors and staff within the Indigenous Relations division to optimize performance. Identifies and manages human resource requirements necessary to plan and implement the objectives of the division. Measures staff performance and establishes monitoring to determine strengthens and needs of staff. Evaluates needs and ensures adequate training and career development for staff.

Provides strategic advice and actively contributes to various internal corporate committees to ensure Indigenous Relations considerations and Indigenous ways of knowing and being are embedded within the City's decision-making framework at all levels.

Negotiates the retainment of external consultants and/or the purchase of research support as required for specific projects.

Provides leadership, collaboration and negotiation skills to work with Indigenous community leaders, service providers, community agencies, First Nations, municipal, provincial and federal government agencies, and other community stakeholders and the media.

Contributes to the advancement of Indigenous Relations by serving on provincial or federal committees and planning bodies and advising government officials.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensure that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. In-depth knowledge and deep understanding of Indigenous culture and history gained through lived experience.
2. In-depth knowledge and understanding of the social, historical, political and economic factors that shaped and continue to shape the experience of Indigenous peoples in Canada and specifically within Hamilton. Knowledge and connections to the urban Indigenous community in Hamilton will be considered an asset.
3. A post-secondary degree or diploma or equivalent work experience in a related discipline with relevance to the broad focus of the City's Urban Indigenous Strategy and Indigenous Relations work, with progressive relevant work experience at a senior leadership level, in either the private, non-profit or public sectors.
4. Extensive and proven knowledge of corporate strategic planning, managerial principles, and proven ability to navigate a complex administrative system.
5. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
6. Adept at relationship building between and across sectors, including city government, Indigenous and non-Indigenous community partners, local Treaty Nations, other levels of government, and other divisions and departments.
7. Demonstrated political acuity, diplomacy and ability to work with elected and senior government officials, First Nations, Indigenous partners, community organizations, and the media.
8. Demonstrated adaptability and flexibility to respond to emerging or changing priorities, landscape and ongoing learning.
9. Demonstrated mediation / dispute resolution and negotiation skills.
10. Knowledge and understanding of statutes, regulations, Treaties, by-laws, and traditional Indigenous governance systems affecting Indigenous Relations is preferred.
11. Working knowledge of computer software applications.

12. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
13. Highly effective leadership, communication, presentation, interpersonal and organizational skills to lead transformational change and inspire others.
14. Must possess strong organizational and time management skills.
15. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
