



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

(780) 455-2200 | 1-800-252-7553 | albertametis.com | mna@metis.org
11738 Kingsway NW | 100 Delia Gray Building | Edmonton, AB | T5G 0X5

Transition Manager – Self Government

Location: Métis Nation of Alberta Head Office, Edmonton, AB or Remote

Closing Date: April 2, 2023 or Until Suitable Candidate Found

Position Status: Permanent, Full Time (40 hours/week)

The Organization

Since its inception in 1928, the Métis Nation of Alberta (MNA) has governed the Métis within Alberta. The MNA is led by a democratically elected Provincial Council, comprised of a Provincial President, a Vice-President, and six regional Presidents and Vice-Presidents. This Council works toward the mandate of the MNA, supporting practices of transparency, accountability, and inclusiveness for Métis Albertans in governments' policy and decision-making processes. The MNA promotes and facilitates the advancement of Métis people through self-reliance, self-determination, and self-management. For more information about the MNA, visit <http://www.albertametis.com>.

The Opportunity

The Métis Nation of Alberta is looking for Transition Manager to join our Self-Government (SG) Department under the supervision of the Senior Director of Self-Government (SDSG). The successful candidate will be responsible for leading, supporting, and reviewing policy development and projects for the MNA Transition Committee in the advancement of its deliverables, and specifically in the development of a Transition Plan. The Transition Manager is expected to undertake and/or oversee change management activities, committee administration, and research on a broad range of complex Indigenous self-government issues, including financial, legislative, economic and administrative areas. Working with the Self-Government Department, the successful candidate will assist in the development of policies necessary for the MNA transition from the non-profit sector to an indigenous public government as envisioned in the Otipemisiwak Métis Government Constitution.

Key Responsibilities

- Act independently to make decisions on complex issues when analyzing and developing legislative, regulatory and policy proposals as directed and informed by the MNA Transition Committee, MNA Provincial Council, and other affected stakeholders.
- Conduct, direct, and/or oversee research and analysis to support the efforts of the Transition Committee in achievement of their deliverables, with direction and support from MNA department staff, legal counsel, and leadership. This may include:
 - Developing supporting material including Committee preparation documents, briefing material and communications documents.

- Considering the relationship of Committee decisions to existing legislative, regulatory, and policy frameworks which direct the MNA transition to self-government, such as the *Otipemisiwak Métis Government Constitution* (2022), *Métis Nation within Alberta Self-Government Recognition and Implementation Agreement* (2023), MNA Bylaws, the Societies Act (Alberta), *Canada Not-for-profit Corporations Act*, and others.
- Utilizing the resources of experts, contractors or third parties, where appropriate.
- Develop strategic discussion documents to influence discussions with external stakeholder groups to advance the goal of successfully developing and implementing a Transition Plan.
- Develop discussion papers to be shared with MNA leadership, the Transition Committee, and/or external stakeholders to highlight emerging issues and to seek information on the opinions of key stakeholder groups.
- Collaborate with other departments within the MNA, and/or its Affiliates, to develop immediate, short term and longer-term briefings and/or discussion papers to the Transition Committee, MNA leadership and/or external stakeholders for comment.
- Analyze feedback from internal and external stakeholders to develop strategies to address stakeholder issues for inclusion in a Transition Plan.
- Provide oversight, direction, and feedback to SG staff and contractors to ensure projects and assignments are completed in a timely manner and are of the highest quality.
- Collaborate in staffing responsibilities and perform supervisory duties including hiring and training staff, assigning job duties, and developing and overseeing staff work plans.
- Mentor team members through feedback, coaching, and formal evaluations, and provide effective leadership to the team.
- Be adaptable and flexible to adjust priorities and schedules as needed to meet evolving needs of the SG department, MNA leadership, and/or the Transition Committee.
- Maintain a high level of political awareness, cultural sensitivity, professionalism, and confidentiality in interactions with internal and external stakeholders.
- Other duties as assigned.

Skills and Competencies

- Extensive experience and knowledge of policy, planning, and legislation.
- Experience in effectively managing/utilizing consensus-based decision-making mechanisms.
- Experience balancing the interests and expectations of diverse stakeholders.
- Experience overseeing and providing direction to stakeholders and contractors.
- Knowledge of Métis history, culture, and issues affecting Métis people. An in-depth understanding of the MNA and Métis culture is an asset.
- Working knowledge of the tenets of guiding documents, legislation, and policy which are the framework for MNA self-government with the expectation to develop deep technical expertise therein.
- Keen awareness and understanding of the self-government goals of the MNA.
- Strong skills related to gathering and analyzing various sources of information and preparing reports with clear recommendations.
- Well-developed project management and leadership skills.
- Ability to lead and manage multiple projects simultaneously.
- Demonstrated ability to adhere to strict confidentiality of sensitive information. High level of integrity, ethics, and professionalism.

- Ability to work under extreme pressure and handle tense and stressful situations.
- Excellent verbal and written communication skills, with the ability to convey messages to different audiences.
- Ability to work both independently and collaboratively with team members, and with a variety of diverse stakeholders, while being adaptable and flexible to potentially changing needs.
- Sound planning, prioritization, execution skills and attention to detail.
- Highly developed interpersonal skills, ability to establish strong working relationships, with refined experience in diplomacy.
- Strong political awareness and sensitivity.

Qualifications

- Bachelor's Degree or courses in Indigenous Studies, Public Government, Business, Law, Political Science, or similar is an asset. Relevant experience with an Indigenous government may be considered as equivalent.
- IAP2 or similar public consultation certification.
- Minimum 3 years' experience in an Indigenous government administration role.
- Minimum 3 years' experience in a management role, leading a team of direct reports.
- Experience working in other aspects of public government, or corporate management is an asset.

Other Requirements

- Ability to work office hours of Monday – Friday, 8:30 am – 4:30 pm.
- Position will be based in Edmonton with the option of working remotely for the right candidate.
- Availability to work evenings and weekends, as needed.
- Frequent travel within Alberta is a requirement. Additional out-of-province travel will also occur, with notice.
- Reliable transportation and valid Class 5 drivers' license.

To apply for this opportunity, please apply online at <http://albertametis.com/careers/>

The Métis Nation of Alberta thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.