



Job Specification

Position Title: IMPLEMENTATION COORDINATOR
Job Code: AMAPCEO - General Admin (Ama Unit) AGA20, 20AGA
Job ID: 12355

Purpose of Position:

Coordinates and leads the settlement implementation activity to ensure the efficient and effective implementation of land claims, self-government and other negotiated agreements. Monitors, tracks and reports on implementation activities. Leads and participates in policy development activities. Provides leadership and guidance to inter-ministerial teams and maintains effective relationships with key stakeholders and First Nations. Provides technical supervision to negotiators and other professional staff within the Negotiations Branch.

Duties/Responsibilities:

1. Develops a work plan and timetable for the settlement implementation activity to ensure efficient and effective implementation of negotiated land claims, self government and other agreements. Works with the Negotiators on specific implementation plans to define activities, identify roles and responsibilities e.g. MAA, line ministry (ries) and set timeframes and detailed schedules.
2. Coordinates and participates in the development and management of policies, processes, systems and controls for tracking, monitoring and reporting on the implementation of negotiated settlements. Monitors, evaluates and reports on progress against plans.
3. Provides leadership, guidance and advice to inter-ministerial teams responsible for the implementation of settlements.
4. Conducts analysis of implementation plans and processes to identify trends and precedents. Develops recommendations to address issues.
5. Participates in policy development exercises to contribute to the development of land claims, self government and other policies.
6. Develops standards, guidelines and procedures for the implementation of settlements.
7. Provides leadership management of complex and diverse issues through the development and preparation of Cabinet Submissions, House notes, Contentious Issues reports and Executive Briefings.
8. Provides team leadership to MAA staff and coordinates the activities of staff engaged in land claim implementation activities.
9. Provides project leadership on a variety of internal, external and inter-jurisdictional projects with representatives from provincial and federal governments and First Nations.
10. Performs other duties as assigned.

Knowledge:

Sound knowledge of and senior level experience in Aboriginal/Federal Ontario negotiations processes. Expertise in program evaluation and policy analysis methods and techniques. Knowledge of government planning, decision making and approval processes in order to lead the preparation of Minister`s, senior management and Central Agency briefings. Strong creative and innovative relationship skills to manage stakeholders; group facilitation and consensus building skills to foster involvement and approval of implementation programs within First Nations organizations and Ontario ministries. Proven ability to develop, implement and administer management processes, systems and controls for planning, monitoring evaluating and reporting on implementation activities. Organizational and administrative skills to coordinate and manage data on implementation activities and issues. Analytical and evaluative skills to identify and lead the development of policies, standards, guidelines, procedures and criteria. Project management skills to provide leadership to line ministries. Excellent oral and written communication skills to prepare and present reports to senior management levels. Time management skills and strong analytical skills to enable clear organizations of concurrent projects, multiple deadlines and competing

priorities.

Judgement:

The position works under the direction of the Deputy Director and within broad parameters of relevant legislation, regulatory guidelines, standards and precedents governing Aboriginal issues. Position has considerable latitude for independent decision making within government regulations, guidelines and directives. Judgment is exercised in: establishing new approaches, systems and controls to ensure efficient and effective implementation process management; working with Negotiators and others to define implementation requirements; monitoring and reporting on results against plans. Judgment is further exercised in identifying policy, standards, guidelines and procedural requirements. Coordinating implementation policy analysis and development activities with those of other MAA branches and line ministry policy development organizations; and in eliciting the cooperation of MAA staff in providing timely, accurate and reliable data and information for tracking, monitoring, evaluation and reporting purposes. Position exercises a high degree of initiative, independent decision-making, diplomacy and judgment in liaising with key partners, stakeholders, various OPS ministries, First Nations and the federal government. Considerable judgment, tact, initiative and discretion is required to ensure that projects are thorough, complete and accurate, and delivered on time and are consistent with the mandate, direction and division of MAA.

Accountability - Programs:

Leading, project managing and coordinating the implementation of agreements through the development, implementation and management of settlement implementation processes. Monitoring and reporting on progress against plans and on implementation issues. Developing and contributing to branch policy, standards, guidelines and procedure development activities. Position is accountable for the provision of leadership in the development of complex and sensitive communication strategies and stakeholder consultations and for the provision of effective liaison, expertise and advice on Aboriginal issues to senior management in several provincial ministries.

Accountability - Personnel:

N/A

Accountability - Finance & Material:

N/A

Accountability - Impact of Errors:

Failure to develop effective process management systems and controls and poor program analysis and evaluation services could result in delays in the settlement implementation and in the resolution of related issues excessive program costs, and loss of MAA/government credibility with negotiating parties (e.g. Federal government, Aboriginal communities/governments) and other stakeholders. Consequences of errors are immediate and have significant impact on Federal, Provincial and First Nations organizations. Poor issues management, policy advice or interpretations could undermine relations with OPS ministries, the federal government and First Nations and heighten or trigger tensions and cause embarrassment for the Minister and the government.

Contact - Internal:

Regularly with branch, MAA and line ministry professional staff and management to discuss program/project reporting requirements, exchange information and advise on implementation planning, progress and negotiations policy development matters.

Represents the interests of Director/Deputy Director, Policy & Relationships Branch, and MAA on a variety of internal committees.

Contact - External:

Regular and ongoing contact with representatives from the federal government, First Nations/Metis/Aboriginal organizations, interest groups, and public sector representatives to lead public consultations, obtain consensus on policy development and implementation initiatives, identify opportunities and mechanisms for advancing the mandate of MAA, negotiate areas of opposing interests, provide authoritative policy advice/interpretation, and to work on multi-jurisdictional projects and initiatives.