

Executive Director — Position Description

Yukon Surface Rights Board

Position

This is a part time term position with a Board option to renew for up to three years.

Position Title

Executive Director

Reports To

Chair, Yukon Surface Rights Board

The Executive Director is an ex-officio member on all Board Committees or as assigned by the Chair.

Direct Reports

There are no direct reports. Temporary casual or contracted support is arranged as required to support hearings or when additional capacity or expertise is required.

Board Mandate

The Yukon Surface Rights Board (the “Board”) is an independent regulatory and quasi-judicial administrative tribunal with the primary responsibility to hear and decide disputes related to accessing or using Yukon First Nation settlement land and, in certain circumstances, disputes involving access to or use of non-settlement land. The Board's process begins when the parties are unable to reach an agreement, and a party applies to the Board.

The Board operates within a federal governance environment and must meet standards consistent with federal and territorial public administration, accountability, transparency, and regulatory decision-making requirements. The statutory mandate is in accordance with applicable legislation, regulatory frameworks, administrative law principles, and public sector accountability standards. There are also a number of territorial acts governing the work of the YSRB including the Access to Information and Privacy legislation

Position Summary

The Executive Director is responsible to provide the leadership for the overall Board and office administration, ensure planning and delivery of operational plans and programs, oversee day to day operations including financial management in an efficient and effective manner, and ensure Board readiness to conduct the regulatory process related to tribunals. The role must ensure that all Board processes support procedural fairness, natural justice, and administrative law principles.

The position regularly communicates with First Nations, the public, industry, government, and non-governmental agencies with respect to Board activities and is responsible for producing a variety of documentation, reports, and recommendations to support Board decision-making.

Major Job Functions

There are four primary themes of work outlined below. The percentages reflect an approximate share of time and work to each category; they are subject to change based on Board objectives, tasking, and hearing related requirements

Regulatory and Hearing Process Management (Approx.15%)

Responsible for managing preparations to support Board readiness to conduct hearings by:

- Developing a training plan of education/training activities for new and current Board members to include ongoing training and refresher training, education activities
- Ensure manuals, forms, and materials are reviewed and updated at least annually
- Develop a readiness plan and checklist of administrative and logistics support necessary to coordinate for hearings, meetings, and mediation sessions
- Consulting with legal counsel and the Chair regarding readiness and the administration of applications
- Conducting research into application issues to support Board decision-making
- Maintaining and making accessible public files and public records related to applications
- Preparing reports, correspondence, and communication materials for review by the Chair and legal counsel

Office Administration/Board Support (Approx.50%)

Responsible for supporting effective Board governance and day to day office administration by:

- Coordinating Board meetings including agendas, supporting materials, and minutes
- Following up on Board minutes and directed action items
- Preparing annual and special reports, briefing notes, and written recommendations
- Managing day-to-day financial operations
- Preparing financial reports, forecasts, variance reports, and funding submissions
- Preparing and managing annual budgets and work plans
- Preparing plans for Health and Safety workplace, Respectful Workplace and other such policies and to make regular reports to the Board
- Procuring office equipment, technology, supplies and materials
- Supporting orientation and training for new Board members
- Maintaining reference libraries and Board resources
- Maintaining records and filing systems (electronic and physical)
- Making proposals and recommendations to the Board for new or updated policies, bylaws, programs, and initiatives

Stakeholder Engagement, Outreach and Public Presence (Approx 20%)

Responsible for building a YSRB presence and awareness of services in the territory by:

- Providing leadership in building, managing, and maintaining relationships with communities, Yukon governments, First Nation governments, CYFN, and related surface rights boards and committees, land users/developers, and the public to promote awareness of the Board and its services.
- Serving as the media contact and, as assigned by the Chair, act as official spokesperson for the organization. •
- Developing and implementing a communication plan to with strategies that are impactful and support a positive image in building effective relationships with stakeholders, members, advocates, and partners.
- Preparing and distributing public information materials
- Representing YSRB in presentations and meetings with partner organizations, academic institutions, governments, Indigenous communities, corporations, and others.
- Remaining informed of land use developments and trends, community needs and interests related to the YSBR organization’s goals to relay relevant information to the public and Board.
- Overseeing the maintenance and development of the organization’s website, ensuring it is current, informative, and reflective of programming and educational resources objectives of the YSRB.
- Maintaining a minimum regular office presence for predictable public access
- Participating in public engagement activities and events

Strategic, Research and Special Projects (Approx.15%)

Responsible for broader organizational support activities including, but not limited to:

- Supporting special projects, research, and strategic initiatives as directed by the Chair
- Other duties as assigned by the Chair

Work Week/Work Hours

The position is based on a 20-hour workweek of which a minimum of two days per week are to be spent in the office for a minimum total of 10 hours. The regular days of office presence are approved by the Chair and may be adapted to regularly align with meetings, special sessions, and other related activities.

The option to work remotely from home for the remaining work hours may be available. Additional work time outside these hours may be approved for hearings, training, or special projects.

and may be compensated through pre-approved arrangements, consistent with Board policy and employment agreement terms.

Competencies and Skills

Education

- Post-secondary education or equivalent experience in public administration, law, business administration, or related disciplines. An equivalent combination of education, training, and experience may be considered.

Experience

- At least five (5) years' experience in a related senior leadership role, with specific experience in the Yukon, preferably in an Executive Director or part of a Board.
- Experience with the Federal and territorial legislation, and the Umbrella Final Agreement
- Knowledge and experience in the supporting teams and relationship building with local

Knowledge, Skills and Abilities

- Knowledge of governance and board operations
- Knowledge of Yukon First Nations history and the Umbrella Final Agreement
- Strong report writing and verbal communication skills including public presentations
- Strong organizational skills
- Work effectively with Indigenous governments, federal / territorial departments, and industry representatives
- Ability to work independently in a small organization environment
- Financial management and budgeting knowledge
- Familiarity with administrative law, regulatory and statutory processes
- Advanced computer skills, including proficiency with the MS Office Suite

Key Acts, Regulations, and Documents

- Yukon Surface Rights Board Act (Canada) (the "Act")
- Umbrella Final Agreement (the "UFA")
- Quartz Mining Act (Yukon)
- Placer Mining Act (Yukon)
- Oil and Gas Act (Yukon)
- Expropriation Act (Canada)
- Radiocommunications Act (Canada)
- Individual Yukon First Nation Final Agreements.
- Coal Regulation

Key Stakeholders and Contacts

- Council of Yukon First Nations
- Mining, forestry, construction industry organizations
- Federal and Territorial Governments
- First Nations governments

Working Conditions

- The Executive Director position is a hybrid of in office and remote/WFH presence
 - Part time term position of 20 hours per week. Additional hours may be required with notice
 - Occasional travel required within and outside of the Yukon for meetings, conferences and outreach opportunities
 - Willing to undergo a criminal record check and background check as a condition of employment
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Acknowledgement

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities expected of me

Incumbent: _____ **Date:** _____

I have read this general description of duties and agree that it accurately reflects the needs of the position.

Chair, Yukon Surface Rights Board: _____ **Date:** _____