



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

EMPLOYMENT OPPORTUNITY

Ontario Regional Survey Lead for the First Nations Labour and Employment Development (FNLEDS) Survey

Deadline for applications: March 23rd @ 8:00 p.m. EST

Overview

In cooperation with the First Nations Information Governance Centre (FNIGC) and the FNIGC Survey Management team, the Survey Lead's main objective is the successful implementation of the First Nations Labour and Employment Development Survey (FNLEDS) in Ontario.

The FNLEDS is a survey by First Nations people for First Nations people and respects the rights of First Nations self-determination in true compliance with the principles of OCAP® (Ownership, Control, Access and Possession – a set of standards that establish how First Nations data should be collected, protected, used or shared). The FNLEDS will provide quality, credible information on economic well-being to ultimately improve skill development and employment opportunities for First Nations people living on-reserve and in northern communities. This survey will have a thematic focus on employment, labour, jobs, skills and development involving First Nations youth (15-17 years) and adults (18 to 64 years).

Initially, the Survey Lead will engage with communities randomly selected to participate, First Nations Provincial, Territorial Organizations (PTOs) within Ontario, and/or Aboriginal Skills and Employment Training (ASET) holders to facilitate respectful access to communities. To support these conversations, the Survey Lead will also assist the Survey Management team with the development of education and communication materials to ensure we have agreement and support from First Nations leadership to enter their communities to collect survey data. Once communities have agreed to participate, the Survey Lead will recruit, train and provide support and guidance to team members performing data collection in the field. The Survey Lead will participate in training with the Survey Management team, and in turn will coordinate and/or provide training to the Ontario survey team as needed.

Key Responsibilities

- Coordinate the administration of the FNLEDS survey within Ontario including recruitment and supervision of data collectors.

- Establish and maintain good working relationships with Ontario First Nations Communities, First Nations Advisors, FNIGC Regional Partners and National FNIGC staff. Participation in FNLEDS National gatherings.
- Work with FNIGC Survey Management team to monitor and achieve sample data collection targets.
- Assist with development of communications and outreach materials for leadership, communities and partners.
- Participate in the design of FNLEDS survey process, training and tools.
- Assist in finalizing the FNLEDS questionnaire.
- Work with First Nations ethics processes to ensure the highest ethical standards are met.
- Support Ontario First Nations communities and organizations with capacity development initiatives including training, workshops, presentations, webinars and publications.
- Prepare reports, briefs, presentations, publications and respond to general inquiries.
- Maintain effective communication with Ontario partners, FNIGC, and collaborate with counterparts in other regions.
- Develop and prepare progress reports based on management requirements.
- Ensure data protection procedures are adhered to and ensure a secure data environment.
- Monitor and ensure timely submission of project deliverables.
- Advocate and promote the advancement of the First Nations Principles of OCAP® in First Nations research and data collection processes.

Job Requirements

- Experience working with First Nations organizations and communities.
- Excellent communication and presentation skills, both written and spoken.
- Have a clear understanding of the First Nations principles of OCAP®.
- Excellent interpersonal skills with an ability to foster positive relationships.
- Superior diplomacy and high levels of integrity while handling confidential information with discretion.
- Strong organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines.
- Ability to mentor team members, set project standards and monitor progress.
- Ability to take initiative, be self-motivated and use independent judgement to respond appropriately to requests for information.
- Strong planning and project management skills.
- Ability to negotiate and collaborate in order to reach compromises or gain support.
- Possessing operational knowledge and understanding of issues facing First Nations locally, regionally and nationally.
- Project or survey management experience including 5 or more years of research-related work in a First Nations context.
- Knowledge of and respect for Ontario First Nations history and diverse cultures.
- Demonstrated ability to organize and prioritize work, to work under pressure and to meet deadlines.
- Exceptional knowledge of the Microsoft Office suite including Word, Excel, PowerPoint etc.
- Able to adapt to new technologies with ease and to train others.

Education, Skills and Experience

- Significant knowledge of First Nations culture, languages, and traditions. Understanding of First Nations protocols and ethics to ensure First Nations interests and values are addressed, respected, and protected in carrying out this work.
- Significant experience in project management and coordination (within a First Nations context).
- University degree or college diploma in Arts, Science, Social Sciences, Public Health, Epidemiology, First Nations Studies or equivalent diploma, with specific course work and experience in conducting research with First Nations partners, will be considered an asset but is not a requirement.
- Significant experience in managing/coordinating preparing and undertaking large surveys (design and methodologies, staff recruitment and training, field supervision and data analysis/write up) will be considered an asset but is not a requirement.
- A valid Drivers' License is a requirement.

Work Environment

Working conditions are normal for an office environment. Work regular business hours with some overtime when required. The Survey Lead will be required to travel on a regular basis within the ON Region.

The FNIGC National office is in downtown Ottawa, however, the location of this position is negotiable.

Hours

Full-time (37.5 hours per week)

Compensation

As per term employment agreement

Status

This is a temporary full-time position for 1 year from the start of the contract with the possibility of extension.

Supervision

This position reports directly to Senior Manager, Survey Management

To Apply

Applicants are invited to submit a cover letter and a current resume that demonstrates that the candidate meets the minimum criteria for this position, and three (3) work-related references with current contact information. Candidates may be asked to submit copies of all certifications, diplomas, and/or degrees.

All applications received by the closing date will be thoroughly screened and only the candidates selected for an interview will be contacted.

Please submit your application via fax, mail or by email by Friday, March 23rd @ 8:00pm (EST) to:

Ms. Janet Restoule
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