



FNIGC | CGIPN

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

EMPLOYMENT OPPORTUNITY

Officer, OCAP® and Information Governance Permanent Full-time – Ottawa office

Deadline for applications: Friday, July 12, 2019

The First Nations Information Governance Centre (FNIGC) is an incorporated non-profit organization operating with a special mandate from the Assembly of First Nations' Chiefs in Assembly (*Resolution #48*, December 2009). FNIGC's Vision is that every First Nation will achieve data sovereignty in alignment with its distinct worldview.

In addition to serving the information, research, training and capacity development needs of First Nations people and communities, FNIGC is home to the First Nations Regional Health Survey (FNRHS), the First Nations Regional Early Childhood, Education, and Employment Survey (FNREEES) and the First Nations Labour and Employment Development (FNLED) survey.

Job Summary

The First Nations Information Governance Centre (FNIGC) is the steward of the principles of OCAP®—Ownership, Control, Access and Possession of First Nations information by First Nations—at the national level. Through its ten-member regional structure, FNIGC works to support the goals of all First Nations in information management and research governance. Using OCAP® as a tool, the FNIGC helps First Nations achieve self-determination in their information management and research governance, and also promotes First Nations self-determination in general through good information and research governance practices. FNIGC “envisions that every First Nation will achieve data sovereignty in alignment with its distinct worldview”.

The Officer, OCAP® and Information Governance will work closely with the Senior Manager, OCAP® and Information Governance in supporting First Nations' capacity in information and research management and governance, as an important pathway to First Nations self-determination. A major component of this work is the assessment, evaluation, design and provision of high-quality education and training in OCAP® and information governance for First Nations and their chosen partners in research and data management.

Duties & Responsibilities

1. OCAP® needs assessment

Assessing the regional and local OCAP® education and training needs of FNIGC member organizations and those they serve or partner with, and assessing options for FNIGC to assist in meeting those needs in ways that respect local and regional self-determination

2. OCAP® program evaluation

Co-planning and delivering collaborative activities to evaluate existing OCAP® programs and materials with rightsholder organizations and allied subject matter knowledge holders. This includes organizing, analyzing, and disseminating (as appropriate) evaluation outputs.

3. Program design

Designing and delivering both introductory and more advanced education and training presentations, workshops, modules, course components, and eventually curricula in OCAP® and information governance.

4. Materials development

Contributing to the design, creation, and ongoing organization of stimulating and informative education and outreach materials in Powerpoint, print, interactive, and other media. Materials will be varied and suitable for multiple audiences and learning settings.

5. External relations and networks

Bringing existing community, professional and educational connections to FNIGC, contributing to FNIGC's First Nations rightsholder and community relations, and participating in strategic networking with knowledge holders and institutional resources in the government, education, and other sectors for the advancement and development of OCAP® on behalf of First Nations.

6. Research

Participating in the research activities of the OCAP® and Information Governance unit, which are broad ranging but include research on best practices for awareness-raising, education and training in the areas of data and research management and governance. Research will focus on jurisdictions in what is now Canada, but will also include international cases.

Work Environment

Working conditions are normal for an office environment. Work regular business hours with some overtime when required. Fairly frequent work-related travel within Canada is required (could be 8-12 trips per year).

Job Requirements

Required

- Excellent communication skills.
- Excellent presentation skills.
- Excellent formal and/or informal teaching, and/or group facilitation skills.
- Excellent organizing skills.
- Experience working with First Nation organizations or communities, and operational knowledge of issues facing First Nations locally, regionally and nationally.
- Ability to work closely with a small team while also taking initiative and self-direction.
- Ability to interact confidently with a variety of leadership, subject matter experts, and publics.
- Demonstrated understanding of issues of First Nations research, data and information governance.

- Demonstrated understanding of Indigenous traditions of knowledge creation (storytelling, experiential learning, written and other texts) and education, and their relationship to Western science, education, and ways of knowing

Desirable

- Some proficiency in a First Nations' language, or high proficiency in French.
- Community or popular education skills, in an Indigenous context.
- Understanding of Indigenous peoples' paths to self-determination.
- Understanding of gender, race, age, dis/ability, LGBTQ+ Two Spirit, class/income perspectives and identities (intersectionality).
- High proficiency with Microsoft Office work tools.
- High proficiency and creativity in designing presentations and other materials.

Education and Experience

- Master's degree or equivalent in Education, the social sciences, or similarly applicable field.
- Minimum 3 years' experience in one or more education fields, including delivery, curriculum design, evaluation, and/or administration, in one or more settings – Indigenous institute, college, university, community, adult or extension education, Nation-based or land-based programming, preferably at least in part with First Nations learners.
- Minimum 3 years' experience in a research setting, in a variety of capacities, including any one or more of research, admin, management, ethics, archiving, community relations.
- Experience in working with First Nations rightsholders, communities or leadership is preferred.

Experience can be concurrent, and different combinations will be considered

The successful candidate will be eligible for a competitive salary, a benefits package, and a pension plan.

If you are interested in this position and meet the above criteria, please send your résumé and cover letter telling us why you think you'd be a great addition the FNIGC team to recruitment@fnigc.ca by Friday, July 12, 2019. Please use Officer, OCAP and Information Governance in the subject line of your e-mail.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.