

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

'Isi Nīkaió 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

**Policy Development and Compliance Specialist,
Organizational Development Unit**

DURATION:

Fixed-Term, Full-Time
Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$1,099.99 to \$1,242.38 Per Week

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

DEADLINE FOR APPLICATION:

Thursday, August 15, 2024 - 4:00 p.m.

REQUIREMENTS:

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE
DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



Job Title:	Policy Development and Compliance Specialist
Division:	Organizational Development Unit
Reports To:	Director, Organizational Development
Date of Job Description	June 2024
Purpose:	The Policy Development and Compliance Specialist will be responsible for developing, implementing, and managing policies that align with both regulatory requirements and the Mohawk Council of Kahnawà:ke's (MCK) strategic objectives.
Roles & Responsibilities	
Policy and framework development and implementation.	
<ul style="list-style-type: none"> • Guide the development of procedures, forms, and processes within the policy framework context. • Lead and manage policy development projects from request intake to implementation, including defining project scope, objectives, timelines, action items, and resource allocation. • Conduct comprehensive research and analysis on relevant topics, including legislative and regulatory frameworks, industry best practices, and emerging trends, to inform policy development decisions. • Develop clear, concise, and actionable policy documents, including proposals, briefs, and recommendations, incorporating input from subject matter experts and stakeholders and bring through the appropriate channels for approval. • Identify potential risks and implications associated with proposed policies and develop mitigation strategies to address them effectively. • Set MCK policy guideline standards and provide guidance to MCK staff to develop policies that comply with these standards. • Coordinate the development of a change management plan that includes early, and on-going communication and training as required. • In collaboration with the unit director, recommend the strategic approach to policy management and development, ensuring that practices are innovative, compliant, and effectively aligned with the latest industry standards. 	
Stakeholder engagement and collaboration.	
<ul style="list-style-type: none"> • Collaborate with subject matter experts, internal and external stakeholders to gather requirements, solicit feedback, and ensure policies reflect diverse perspectives and considerations. • Facilitate communication and coordination among cross-functional teams, ensuring alignment and integration of policies with existing processes and procedures. • Provide guidance and coaching to units on policy development and maintenance. • Act as the primary point of contact for policy-related inquiries for the MCK. 	
Monitoring, evaluation, compliance, and process improvement.	
<ul style="list-style-type: none"> • Establish mechanisms for monitoring and evaluation policy implementation, compliance, and effectiveness, and recommend adjustments, as necessary. 	



- Maintain accurate and up-to-date documentation of policy development processes, decisions, and outcomes, and prepare regular reports for leadership and other stakeholders.
- Set a policy revision schedule, ensuring policy owner compliance of schedule.
- Ensure all necessary records are filed or archived accordingly with Records Management and that they conform to organizational document classifications standards.
- Proactively identify opportunities for process improvement, and optimization in policy development and implementation processes.

The statements herein reflect general details to describe the principal functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- Bachelor's degree in Political Science, Business or Public Administration, or a related field.
- Proven experience (3+ years) in policy development, project management, or a related field.

Knowledge, Skills, Abilities

- A comprehensive understanding of policy analysis.
- Strong analytical, research and project management skills.
- Excellent written and verbal communication skills.
- Ability to build and maintain effective relationships with diverse stakeholders.
- Ability to collaborate effectively with internal teams and external stakeholders.
- Proficiency in data analysis and statistical software.
- Strategic thinking and problem-solving abilities.
- Familiarity with legislative and regulatory processes.
- Self-motivated and able to work independently.
- Detail-oriented with strong organizational skills.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week and work is performed in a typical interior/office environment.
- Light to moderate stress due to workload.
- Occasional overtime.

Signatures:

Employee's Signature: _____

Date: _____

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Supervisor's Signature: _____

Date: _____