

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake

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

*Tsi Nīkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**



Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

INTERNAL/EXTERNAL

## JOB OPPORTUNITY

### POSITION:

**Director of Organizational Development, Strategic and Organizational Development Unit**

### DURATION:

Indeterminate, Full-Time  
Twelve (12) Month Probation Period

### DESCRIPTION:

See Attached Job Description

### SALARY:

Hours of Operation  
Hours per week

\$1,712.40 to \$2,311.20 Per Week

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

40 hours per week

### DEADLINE FOR APPLICATION:

**Monday, March 11, 2024 - 4:00 p.m.**

### REQUIREMENTS:

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

- ✓ Applicant Check list
- ✓ 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](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **A preference will be given to Aboriginal candidates.**

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<b>Job Title:</b>	DIRECTOR OF ORGANIZATIONAL DEVELOPMENT
<b>Unit:</b>	Strategic and Organizational Development Unit
<b>Reports To:</b>	Executive Strategic and Accountability Officer
<b>Name of Incumbent:</b>	TBD
<b>Purpose:</b>	<p>Under the direction of the Executive Strategic and Accountability Officer, the Director of Organizational Development leads the development, management, and implementation of strategic and operational planning and organizational change management programs and initiatives. The position is responsible for identifying, developing, and implementing strategic organizational effectiveness changes. The Director of Organizational Development, with the support of the Strategic and Organizational Development Unit team, establishes, implements, and refines a framework of strategic and change management policies and processes that guide the organization. They ensure that strategic plans are developed, monitored, measured, reported, and adjusted and that organizational and system change projects are planned and implemented for success. The Director of Organizational Development is familiar with various field concepts, practices, and procedures, and interfaces with all levels of staff and leadership.</p>
<b>Cultural Identity Attributes:</b>	<p>The Director of Organizational Development is driven to achieve results and enjoys challenging situations. They are creative, disciplined, systematic, results-oriented, and adaptable. They are approachable, diplomatic, responsive, and a critical thinker.</p> <p>The Director of Organizational Development emphasizes teamwork, participation, collaboration, and accountability. They hold a high commitment to both the organization and the community.</p>
<b>Roles &amp; Responsibilities</b>	
<p><b>Oversee and Direct the MCK Strategic and Organizational Development Unit.</b></p> <ul style="list-style-type: none"> <li>• Ensure unit alignment with the global MCK strategic plan.</li> <li>• Guide all global MCK Organizational Development.</li> <li>• Determine the strategic development, direction, and application of all Strategic and Organizational Development responsibilities.</li> <li>• Manage unit operational planning, including organizational requirements, project planning, and organizing and negotiating the allocation of resources.</li> <li>• Provide supervision and direction to Strategic and Organizational Development Unit staff.</li> <li>• Define and communicate project milestones, service level agreements, and resource allocation to the executive team, unit directors, support staff, and end users, as required.</li> </ul>	



- Ensure that an effective communication strategy is developed and implemented and act as the key communicator and promoter for Strategic and Organizational Development Unit initiatives.
- Prepare and manage the budget(s) for the Strategic and Organizational Development Unit.
- Negotiate and oversee outsourcing, vendor administration, consultant contracts, and service agreements.
- Pursue funding proposals for submission to government entities or other agencies to support functions related to the Strategic and Organizational Development Unit mandate.
- Develop and maintain unit policy, standard operating procedures, and process maps.
- Actively explore the trends, innovations, and advancements in organizational design and development to complement organizational development initiatives.
- Use a data-driven and evidence-based approach to support decision-making, prioritization, and allocation of resources.
- Conduct unit assessments, needs and gap analyses, to identify and propose change projects that address evolving organizational needs.
- Incorporate change management considerations into project plans, and measure, evaluate, and revise the process and framework on an established schedule.
- Ensure that record-keeping standards are respected.
- Provide insight on organizational development decisions with the ESAO and Executive Office.

**Lead and implement the strategic planning process for all the functions within the Mohawk Council of Kahnawake.**

- Lead the strategy implementation, including developing or revising the strategic framework, outlining the strategic plan cycle, and optimizing planning processes and systems.
- Lead the process to engage strategic planning consultants and professionals as needed; negotiate, recommend, secure, and manage the consultant file.
- Secure and manage the strategic planning budget.
- In collaboration with the ESAO, work with consultants to create an approach and pre-planning.
- Conduct stakeholder interviews and facilitate stakeholder engagement.
- Present draft global Strategic Plan to Chiefs, Executives, and key stakeholders for approval on an established schedule.
- Conduct operational planning sessions with leadership, ensuring engagement, linkages, coordination between units, and alignment with the MCK strategic plan and council priorities.
- Ensure the strategic and operational plans are communicated to the community and stakeholders.
- Establish and execute the process to implement the approved strategy.
- Communicate with plan leads, document changes to plans and ensure proper reporting.
- Conduct analysis and develop recommendations relating to organizational resources issues.
- Ensure that the strategic planning cycle is closed, reported, and re-initiated.



- Provide MCK standards, process, guidance, advice, and feedback to unit leadership to conduct strategic planning for their respective units, as required.

### **Develop and Implement an Effective Organizational Change Management System.**

- Develop a change management framework, apply a structured methodology, and lead change management activities; ensure human dimensions are a focus.
- Collaborate with management to identify, gather, and analyze operational and organizational information.
- Guide change management process and initiatives for all MCK operations/units.
- Identify areas requiring organizational change management, including human, technological, systems, process, policy, and structure.
- Oversee the development of change management strategies and planning.
- Develop actionable and targeted change management plans including cost and time projections, communication plans, coaching and training plans, resistance management plans, measurement, recognition, and reward plans.
- Connect with project leads to assess the effectiveness of change projects.
- Monitor, track, and report the implementation progress of change projects to stakeholders.
- Conduct post-implementation evaluations to ensure continuous improvement and learning.

### **Develop and Implement an Organizational Design and Documentation Process**

- Review and revise the MCK Policy Management Framework on an established schedule.
- Oversight of organizational policies and procedures.
- Assessment of organizational policies are assessed for effectiveness.
- Collaborate with key stakeholders.
- Provide guidance and templates of Standard Operating Procedures (SOPs), Service Level Agreements (SLAs), and Operation Level Agreements (OLAs).
- Manage project scope, timelines, resources, and deliverables to meet established milestones and deadlines.

**The statements herein reflect general details to describe the principal functions of 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.**

### **Decision-Making Authority:**

- Determine the requirements of the strategic management framework.
- Determine the best method to communicate according to the targeted plan and information.
- Determine the most effective methodology and implementation strategies.



- Determine OD priorities and timeframes for implementation.
- Determine the most suitable reporting methods.
- Determine training and educational requirements and activities.
- Determine OD budgetary requirements.

#### **Accountability:**

- To ensure the development of strategic and change management frameworks.
- To ensure the development of change management plans, activities, and strategies.
- To justify the value of change projects undertaken.
- To ensure the development of a global policy management framework.
- To engage internal and external clients in a tactful, discreet, and courteous manner.
- To maintain confidentiality.
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

#### **Education and Experience:**

Master of Business Administration (MBA), Public Policy or Administration (MPP/MPA), or other related field, plus one (1) year of relevant experience.

#### **OR**

Bachelor's degree in Business Administration, Public Policy, Commerce, Human Relations (Organizational Development and Change) or other related field, plus two (2) years of relevant experience.

#### **Knowledge, Skill, and Ability Requirements:**

- Knowledge of, and experience in Organizational Development concepts and applications.
- Knowledge of, and experience in strategic, action, and operational planning principles and methodology.
- Knowledge of, and experience in project and change management principles and methodology.
- Knowledge of MCK policies, programs, administration, and operational strategies and initiatives.
- Knowledge of human resources concepts.
- Budgeting (projection and monitoring).
- Mathematical reasoning and data analysis.
- Management and leadership.
- Communication and facilitation.
- Collaborative spirit, flexible and reasonable.
- Attention to detail and excellent follow-through are required.
- Ability to build strong relationships, and business network ability.



- Ability to solve problems and think creatively and analytically.
- Ability to use sound judgment and take initiative.
- Ability to work independently and with a team.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language is required.

**Working Environment:**

- Five-day work week and normal office environment.
- Occasional overtime will be required.
- Considerable stress and productivity pressure.

**Competencies**

Self-Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Core	Mastery	Intermediate	Intermediate	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Mastery	Mastery	Mastery	Core		

**Commitment Statement**

I serve Kahnawà:ke with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting, and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Performance Management Administrator: \_\_\_\_\_