

Teme Augama Anishinabek Job Description

Position Director of Negotiations
Department Joint Council
Position Reports To Council
Employment Status Full Time
Hours 35 hours per week
Employment Type Permanent

Position Summary

The Director of Negotiations is responsible for leading and coordinating Settlement Agreement negotiations on behalf of Temagami First Nation and the Teme-Augama Anishnabai (TFN/TAA). The position advances land and compensation matters, shared resource management initiatives, and self-government objectives while ensuring negotiation activities reflect TFN/TAA mandates, values, and cultural context. The role coordinates the Negotiations Team, supports Joint Council decision-making, and represents TFN/TAA interests with provincial and federal governments, partners, and stakeholders.

Primary Responsibilities

Negotiation and Strategic Leadership – 40%

Leads and participates in Settlement Agreement negotiations under the direction of leadership. Develops and advances positions on land, compensation, shared management, and self-government. Coordinates development of chapter language, facilitates legal review, and participates in interim or settlement-related measures. Applies TFN/TAA values, traditional knowledge, and cultural considerations. Represents TFN/TAA interests through effective diplomacy, analysis, and consensus building.

Political, Community, and Public Relations – 25%

Provides regular briefings to leadership to support informed decision-making. Coordinates engagement with TFN/TAA members, municipalities, and external partners. Supports the design and implementation of ratification activities. Represents TFN/TAA in meetings with officials and agencies and provides strategic advice related to governance, policy, and community priorities.

Administration and Oversight – 20%

Develops and monitors the negotiation budget and ensures responsible financial practices. Supervises negotiation team activities, tracks deliverables, and maintains secure management of sensitive information. Prepares correspondence, reports, and briefing materials. Supports governance and strategic planning implementation and ensures coordination among TFN/TAA, advisors, and the negotiation team.

Research and Reporting – 15%

Reviews agreements, submissions, and position papers to support negotiation strategies. Prepares defensible written positions aligned with legal, cultural, and strategic frameworks. Produces monthly progress reports, briefing notes, and recommendations. Maintains organized documentation and tracks negotiation outcomes to support continuous improvement.

Qualifications

Education and Experience

Post-secondary degree or diploma in First Nation Studies, Aboriginal Law, Political Science, or a related discipline.

Minimum five (5) years of experience in government-to-government negotiations, First Nation governance, or a comparable setting with demonstrated negotiation leadership.

Experience working with land claim and self-government processes and relevant provincial and federal frameworks.

Physical and Sensory Demands

Work requires sustained periods of reading, analysis, and participation in meetings.

Concentration, accuracy, and discretion are required when reviewing complex documents and participating in negotiations. Occasional lifting of documents and participation in off-site meetings may be required.

Work Environment

Primarily office-based with frequent meetings involving government representatives, communities, and partners. Travel may be required. The role involves managing multiple priorities, deadlines, and politically sensitive matters.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____