

## Director General

### **IDENTIFICATION**

<b>Reports to</b>	Board of Directors
<b>Position Status</b>	Permanent – Full-time
<b>Work Schedule</b>	5 days/week
<b>Work Location</b>	Mistissini and Rupert office
<b>Positions Supervised</b>	Director Assistant Maintenance Manager Customer Service Manager Education and Communications Manager Accounting Clerk Activities Attendant
<b>Number of Employees Supervised</b>	15 to 30

### **SUMMARY OF POSITION**

Reporting to the Board of Directors, the Director General is responsible for planning, organizing, directing, monitoring, and coordinating all of Nibiischii Corporation's activities in order to achieve its objectives of profitability and infrastructure, equipment, and site development.

### **RESPONSIBILITIES**

#### **Project Management and Compliances**

- Manage and keep track of the progression of all of Nibiischii Corporation's activities
- Participate in the development and implementation of the national park project
- Supervise employees while respecting policies, procedures, legislation, and collective agreement in force
- Ensure compliance with standards relating to the quality of services and safety of the facility, customers, and staff
- Ensure that all laws and regulations governing hunting, fishing, and other activities on the reserve are respected by customers, employees, and other stakeholders
- Develop and ensure the implementation of the annual plan for the operations and conservation
- Ensure the development of an Emergency Response Plan (ERP) and its regular updating

#### **Financial Management**

- Implement activities required to ensure Nibiischii Corporation's financial independence
- Establish and maintain partnership relations with corporate stakeholders for the Reserve
- Develop and implement a marketing and public relations plan
- Develop and implement a five-year sustainable development plan for the wildlife reserve
- Plan, manage, and monitor budget forecasts
- Approve monthly financial statements, all expenses and revenues

#### **Human resources**

- Implement actions required to ensure the management of human resources
- Establish training and onboarding plans to encourage the hiring of Cree workers
- Review salary scales and other working conditions to reflect the current job market
- Negotiate and ensure implementation of the new collective agreement

