



**NISHNAWBE ASKI**  
**DEVELOPMENT FUND**

***Job Description - Draft***

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<b>Job Title:</b>	Researcher	<b>Program:</b>	Nishnawbe Maajijikaywin
<b>Reports to:</b>	Senior Project Manager	<b>Effective Date:</b>	January 5,2015
<b>Pay Grade:</b>	Funded approved at set rate not within the Salary Bands	<b>Revised Date:</b>	

**SUMMARY:**

The Researcher will develop a methodology and related tools to address a specific need/topic, conduct research, formulate recommendations and develop proposals.

**ACCOUNTABILITY:**

The Researcher is supervised by the Senior Project Manager.

**DUTIES AND RESPONSIBILITIES:**

The Researcher will be responsible for the following duties:

1. Develop work plan for specific research project using project management concepts and tools in its design:
  - 1.1. Identify appropriate research methodology;
  - 1.2. Identify phases of work with timelines and deliverables for each;
  - 1.3. Recruit, train and oversee volunteers if required;
  - 1.4. Ensure an evaluation component is included to assess the project both internally by NADF and by third-parties then incorporate results into reports.
2. Work cooperatively with the Communication/Marketing team to bring awareness to research projects
  - 2.1. Ensure availability of culturally appropriate program material;
  - 2.2. Identify strategies to ensure engagement of community;
  - 2.3. Participate in the NADF bi-weekly radio program, internet presence and other marketing activities to ensure extensive promotion of the project;
  - 2.4. Ensure appropriate promotion of every youth program delivered;
3. Other duties as assigned and requested by Senior Project Manager.



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### **STANDARDS OF PERFORMANCE:**

1. Works productively and professionally as a member of the NADF team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Activity tracking systems are up-to-date and well organized to allow prompt response to inquiries internally and externally.
3. Assigned duties and responsibilities are carried out in a professional and timely manner in cooperation with management and staff as per policies and procedures.
4. Completes all reports and submissions on time and in a professional manner. Information contained in reports is concrete, specific, and measurable and relates to previously approved work plan objectives and results.
5. Is willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
6. Is able to adapt effectively to changes in workload or work environment.
7. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
8. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
9. Works effectively and efficiently with a minimum of supervision.
10. Demonstrates time management and the ability to prioritize workload efficiently and effectively.
11. Knowledge of and commitment to the mandate and services provided by NADF.
12. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional First Nations.
13. Must be willing and able to travel by air and road to remote and rural northern communities.

### **QUALIFICATIONS:**

1. A post-secondary diploma or degree in Business or a related discipline.
2. Strong public relations skills.
3. Strong written and verbal communication skills.
4. Strong problem identification and problem solving skills.
5. Computer literacy including e-mail, word-processing, and spreadsheet/database software.
6. Experience working within Aboriginal communities or with Aboriginal clients an asset.
7. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.