



NEW EMPLOYMENT OPPORTUNITY!

Job Title: Indigenous Agreements Analyst
Reports to: Manager, Industry Relations

Department: Government & Industry Relations
Location: Fort McMurray, AB – GIR Office

Background:

Mikisew Cree First Nation – Government and Industry Relations Overview

The Government Industry Relations (GIR) is a department of the Mikisew Cree First Nation (MCFN), located in Fort McMurray, Alberta. The GIR is directed by the MCFN Leadership and acts as a liaison between resource developers, operators, government agencies and the community.

Indigenous Agreements Analyst

The Indigenous Agreements Analyst position for the Mikisew Cree First Nation Government & Industry Relations (GIR) office will establish controls and operating policies that identify, monitor, and mitigate risk factors that could impact the success of executing agreements and subsequent projects. The Indigenous Agreements Analyst will be required to maintain a reporting structure to share project information with stakeholders that track and analyze financial data against project scopes and budgets. The successful candidate will provide cost control, change management, forecasting and reporting with focus on timelines and accuracy.

Primary Accountabilities:

Long-Term Sustainability Agreements (LTSA)

- Coordinate the implementation of MCFN's LTSA's, also known as Impact and Benefit Agreements (IBA) that pertain to the GIR,
- Engage with external industry and government representatives to ensure they are complying with the commitments contained in the LTSAs,
- Oversee the development and implementation of the associated annual and project work plans, budgets, action plans and annual reports with Industry, Government and the GIR,
- Work with Industry and other Stakeholders in the region, to develop and maintain strong working relationships throughout the life of each agreement,
- Organize committee meetings with required agreement partners, per the LTSA,
- Oversee the implementation and monitoring of specific projects funded through the LTSA,
- Perform comprehensive analysis of contract matters as assigned,
- Ensure all LTSA related committee meeting notes are tracked and reported,
- Manage committee actions items, ensuring they are captured within a project management software and status is reported on to the committee,
- Liaise effectively and efficiently with industry and government representatives with regards to LTSA matters,
- Prepare monthly implementation reports, including funding received by the industry partners.

Financial Responsibilities

- Provides the Director, Manager of Industry Relations and Chief & Council with accurate financial reports as requested,
- Ensure that all agreement financial records are accurate, up to date, developed and maintained in accordance with the accepted financial practices established by the CFO, the Trust and the GIR internal finance procedures,
- Interact with the GIR finance coordinators as required to ensure the accuracy and validity of contract information,
- Oversees and administers the financial affairs of the Agreements in accordance with approved Financial Policies and Plans,
- Provide monthly accruals and budget forecasting, and support the annual budgeting process,
- Prepare and compile monthly project progress reports,
- Create work orders and assist with request for proposal documents,
- Collaborate with internal personnel including project managers, consultation coordinators, and external vendors throughout the project cycle, ensuring projects remain on budget and on schedule,
- Assist with queries from external consultants as required by technical leads,
- Assist with on-boarding new vendors and contractors,
- Assess the change impacts to project schedules and budgets and raise issues to management accordingly,
- Apply a change management process to create a strategy to support the adoption of changes required by a project or initiative,
- Identify and coordinate follow up activities of changes,
- Manage client and key stakeholders' expectations to build and sustain long-term relationships,
- Effectively communicate all required activities and changes to project scopes,
- Track and record all changes and follow-up to ensure that all field activities are completed as per the change management plan,
- Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Manager of Industry Relations and Chief & Council,
- Schedule project controls using project management software (for example Microsoft Teams).

Additional Responsibilities:

- Collaborate with project management staff to ensure accurate and effective management of project budgets and project deliverables,
- Effectively communicate all issues and concerns to the relevant stakeholder groups,
- Support organizational design and definition of roles and responsibilities,
- Represent the MCFN at external meetings, forums, and workshops as assigned, or required,
- Perform other duties and responsibilities as necessary in the performance of the position, and as assigned by the Manager, Industry Relations,
- Schedule meetings as required, take accurate meeting minutes, and distribute and report accordingly,
- Represent MCFN at external meetings, forums and workshops as assigned, or required in the performance of the Consultation Coordinator responsibilities,
- Assist in developing annual budgets and report monthly to the Director, the Manager of Industry Relations and Chief and Council,
- Perform all duties and responsibilities in accordance with policies, standards, protocols and procedures of the MCFN as directed by the Manager of Industry Relations,
- Perform other duties and responsibilities as necessary in the performance of the position, and as assigned by the Manager of Industry Relations,
- Contribute effectively as a team member to the overall plans and objectives of MCFN,
- Contribute to the GIR team to include responsibility for:
 - Assisting the Director and the Manager of Industry Relations by contributing to the development of the annual GIR strategic plan,
 - Working cooperatively and effectively with MCFN staff members,

- Participating in all applicable initiatives, workshops, conferences and meetings,
- Contributing to MCFN communication strategies and activities such as news bulletins, newsletters and the MCFN website,

Job Knowledge and Skills:

- Diploma or Certificate in Business Administration, Environmental Sciences or related field of study is required, Bachelor's Degree preferred,
- At least 3-5 years' experience in project controls, forecasting and other project control reports; preference will be given to those with experience working with Indigenous organizations, Industry or Government, or in an industrial environment,
- Experience working in Indigenous communities and a demonstrated in-depth knowledge of Indigenous worldviews, cultural practices and protocols,
- Demonstrated project management skills, including budgeting, scheduling and resource management,
- Thorough understanding of project lifecycles and stages of a project,
- Knowledge and familiarity with project management software platforms preferred,
- Proven ability to read and understand financial reports,
- Excellent interpersonal, communication and customer service skills with the ability to communicate in a professional manner,
- Excellent oral and written communication skills, strong active listening skills,
- Proven planning, prioritizing, and organization skills with a strong attention to detail,
- Demonstrated adaptable skills with the ability to multi-task in a fast-paced environment,
- Ability to work independently as well as collaboratively in a team environment,
- Advanced computer skills and use of MS Office, Adobe Acrobat and knowledge of financial software systems,
- Proven ability to maintain confidentiality at all times,
- Valid Driver's License.

Job Profile Summary

- Work is performed in an office environment
- Some evenings and weekends may be required
- Willingness and ability to travel, including travel to remote areas
- Successful Criminal Record Check
- Ability to speak/and or understand the Cree language is considered an asset

Job Type: Full-time

Experience: 3 years (required)

Education: Diploma or Certificate (required), Degree (preferred)

Location: Fort McMurray, AB (required)

Salary: Negotiable based on education, experience and skills

The competition closing date remains open until the position is filled

Please submit your resume and cover letter in confidence to the attention of:

hr@mikisewcree.ca

Please be advised that only those considered for an interview will be contacted, thank you for your interest



GOVERNMENT & INDUSTRY RELATIONS

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