



NEW EMPLOYMENT OPPORTUNITY!

Job Title: Senior Regulatory and Consultation Coordinator **Department:** Government & Industry Relations
Reports to: Manager, 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.

Senior Regulatory and Consultation Coordination Position

The GIR is seeking a motivated and multi-task orientated individual who is flexible and works well in a team environment. The Senior Regulatory and Consultation Coordinator will represent and advance Mikisew Cree First Nation's interest through liaising, tracking, coordinating and communicating with external stakeholders in matters related to regulatory and consultation processes. They will act as a liaison for regulatory and consultation requests from industry and coordinate with appropriate GIR personnel and consultants, be responsible for supporting preparation of reporting materials for MCFN Leadership and possess the ability to develop and participate in MCFN agreement implementation as it relates to consultation protocols and directives.

Primary Accountabilities:

- Monitor timeframes for regulatory processes, track status of regulatory applications, alert appropriate staff to key dates and deadlines and ensure timely responses from the GIR and timely follow-up with appropriate regulatory agencies and industry,
- Maintain a quarterly regulatory reporting document to track all regulatory submissions as a reference tool for GIR personnel and Chief and Council, as appropriate,
- Provide direction and guidance to GIR staff and industry on consultation log submissions via a consultation guideline or submission protocol,
- Work with the Environmental Affairs team to maintain the Community Knowledge Keeper (CKK) workflow including ensuring that all submissions to regulatory agencies, permits, authorizations and/or approvals are documented,
- Ensure regulatory records, including technical submissions and statements of concern are maintained and are accessible using tools such as the Community Knowledge Keeper and/or Laserfiche, as appropriate,
- Advise the GIR staff, including Manager, Industry Relations, and other Consultation Coordinator(s) in preparation of regulatory filings and coordinate responses to information requests from regulatory agencies,

- Stay current on relevant regulatory regime requirements in Canada and Alberta, as well as any and all proposed changes that may impact the work of the GIR,
- Support the Director, Manager, GIR staff, legal counsel and consultants as they represent Mikisew Cree First Nation's interests in regulatory proceedings,
- Plays a leadership role in the development, review, and coordination of regulatory consultation,
- Coordinates and plays a leading role in the consultation processes with governments and industry operators as assigned by the Manager, Industry Relations.

Additional Responsibilities:

- 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,
- Develop an action plan for activities and procedures in the interest of MCFN,
- 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,
 - Educate and advise Industry and Government on Indigenous rights, lands, culture and interests.

Job Knowledge and Skills:

- Bachelor's Degree in Environmental Science, Business Administration, Communications or related field of study,
- At least 6-8 years' experience working in regulatory, consultation or engagement role with Indigenous communities, Industry or Government,
- 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,
- Community engagement facilitation skills (large groups, small groups, workshops, Indigenous Knowledge interviews),
- Ability to record accurate notes, minutes, action items and record keeping,
- Excellent oral and written communication skills, strong active listening skills,
- Proven planning, prioritizing, organizing and coordination skills,
- Excellent interpersonal skills with the ability to establish and maintain successful and effective relationships with a variety of internal and external contacts,
- Has an understanding of Mikisew Cree First Nation (MCFN) culture, demonstrates cultural competency and sensitivity towards MCFN cultural traditions with the ability to use sound judgement and diplomacy in high stress/conflict situations,
- 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 statistics/data analysis software,
- 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
- Certification in Project Management is considered an asset

Job Type: Full-time

Experience: Regulatory, consultation or engagement with First Nations (required)

Education: Bachelor's Degree (required)

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

Suite G – 8219 Fraser Avenue, Fort McMurray, AB T9H 0A2 **O:** 780-714-6500 **F:** 780-715-4098 **W:** www.MikisewGIR.com