



NEW EMPLOYMENT OPPORTUNITY!

Job Title: Government Relations Manager
Reports to: Director

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.

The Mikisew Cree First Nation (MCFN) Government & Industry Relations (GIR) office is a leading-edge office with several key initiatives underway such as the Wood Buffalo Nation Park - United Nations Educational, Scientific and Cultural Organization (UNESCO) Action Plan , Alberta's Lower Athabasca Regional Plan (LARP) 10 year review, , and Federal Recognition of Indigenous Rights and Self-Determination processes and developing shared governance and co-management options for parks and places of interest to the MCFN. Alongside these key initiatives, the MCFN GIR undertakes review and formal consultation on several Federal, Provincial and Municipal legislation and policy review processes engaging with all levels of government and with multi-departmental formal consultations. The MCFN GIR has the following opportunity available to a person with a high level of project management skills ready to work in a fast-paced environment with a strong desire to deliver positive results that impact the community directly.

Government Relations Manager Position

The GIR is seeking a motivated and multi-task orientated individual who is flexible and works well in a team environment. The Government Relations Manager is responsible for the development, review, coordination and implementation of all aspects of consultation related to Government initiated projects and proposals.

Primary Accountabilities:

- Development and implementation of annual plans for the effective delivery of all matters relating to consultation proposals from government,
- Development of Government Legislation Catalogue to support the GIR in all aspects of operations toward full understanding of Government Policy and statute influencing consultation,
- The development of policies, procedures and processes that maximize both efficiency and the achievement of desired outcomes relating to government consultation proposals,
- Leading the government team, including technical consultants, to deliver agreed outcomes (quality/ timeliness /cost) for consultation proposals,
- Contributing as a member of the GIR leadership team to the development and delivery of GIR's strategy and annual planning process,
- Leading and developing the team to ensure the talent and capabilities are in place to deliver great performance,

- Management of financial resources relating to the team's activities including annual budgeting, monthly reporting and delivering of commitments within allocated resources.

Additional Responsibilities:

- Monitoring of existing projects, including environmental issues, identifying relevant concerns and ensuring that performance problems are addressed in a timely and appropriate manner,
- Effective implementation of the regulatory review process relating to government-initiated projects and proposals,
- Implementing Indigenous Knowledge plans to ensure all relevant information is captured and is incorporated into relevant government projects and planning processes and that MCFN members' traditional ways of life are protected,
- Represent MCFN at external meetings, forums and workshops as assigned, or required in the performance of Manager 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 and Chief and Council,
- Perform all duties and responsibilities in accordance with policies, standards, protocols and procedures of the MCFN as directed by the Director,
- Perform other duties and responsibilities as necessary in the performance of the position, and as assigned by the Director,
- 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 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 or consultation with Indigenous communities, Industry or Government,
- Experience working in Indigenous communities and a demonstrated in-depth knowledge of Indigenous worldviews, cultural practices and protocols,
- Proven experience of working with and knowledge of legislation, regulations and policies that pertain directly to regional, provincial and federal regulatory processes,
- Proven experience anticipating and identifying the need for policy and/or policy revision,
- Exemplary oral and written communication skills in presenting clear and concise findings for decision makers,
- Ability to write a variety of proposals, policy and procedure drafts, reports and other documentation,
- Excellent analytical, problem-solving, persuasion and consensus-building skills with the ability to work under pressure,
- Excellent time management skills with the ability to manage multiple priorities and manage shifting priorities to produce results within deadlines,
- Demonstrated project management skills, including budgeting, scheduling and resource management,
- 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 a suitable candidate is found.

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

betty@impacthr.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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