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## Job Opportunity: Strategic Consultant

### Who We Are

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history, and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan, and our traditional lands range over a large portion of Athabasca oil sands deposits. For nearly 30 years, our wholly owned business arm, has worked toward the long-term, sustainable economic progress of our Nation and its members through employment and significant investments in education, training, social programs, and infrastructure.

The Strategic Consultant goal is to undertake and overcome challenges by seeking opportunities in specific areas the organization is strategically aiming toward. Having the capacity to undertake strategic research and development of funding opportunities for increased programming to deliver community-driven projects to support community and individual health & wellness. Knowing both federal and provincial government process and planning is to identifying horizon funding and key connections to press for increased opportunities to deliver to community and individuals.

The successful candidate will have a strong background in management and operations to focus on providing sound management of current projects, programs, and services.

The strategic management approach here is to identify a forecasting approach to remain on the forefront of trends and community needs to identify challenges and opportunities while allowing current staff to focus on existing programs, projects, and services. Current & newly Identified new programs and services should be triaged into a structured project management framework.

### Responsibilities

The Strategic Consultant is responsible for making sure the project requirements are defined while ensuring that the deliverable meets the needs of the Health Office, additional responsibilities include:

- Acting as champion and is the face for the projects.



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- Developing the Business Case and ensuring that the appropriate approvals are obtained.
  - Providing/securing project funding.
  - Chairing the Project Steering Committees and meetings, where applicable.
  - reviewing and approving certain project deliverables and major change requests.
  - Identifying and approving required changes to project scope, cost and schedule; and,
  - periodically reviewing the Project Status Report with the Project Lead.
  - Provide project completion reports and closure.
  - Planning, controlling and providing overall management of the entire project in accordance with the Framework and agreements (funding and contracts).
  - Reviewing and endorsing the project charter.
  - Managing the project and project team on a day-to-day basis.
  - Achieving the defined project objective (scope) within the allocated cost and schedule, in accordance with the approved project charter.
  - Creating the project schedule and defining tasks, in addition to monitoring and tracking time and status scheduled tasks.
  - Escalating project issues to the appropriate levels.
  - Reviewing proposed changes and assessing their impact on the project costs and schedule.
  - Maintaining the risk/issues log (risk management)
  - Scheduling and conducting status meetings during the entire project.

## **Qualifications**

- 5 years of relevant experience in Project Consulting and or Project Management
- Education in Project Management is considered an asset.
- Knowledge and experience in strategic planning, legislative and policy development; in depth knowledge of issues, practices and management.
- Solid understanding of standard office administration practices and procedures.
- Working experience managing multiple calendars.



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- Proven experience in building working relationships with First Nations communities and partners.

### **Other Requirements**

- Possess valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel to Fort Chipewyan as required.
- Willingness and ability to work after hours and/or weekends when required.
- Willingness to submit to oath of confidentiality.
- Willing to work flexible schedule. Combination of in-office and at community locations.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

### **How to Apply**

If you or someone you know is interested, please send your resume to [betty@impacthr.ca](mailto:betty@impacthr.ca). Application deadline is, until a suitable candidate is found.

We thank all who apply but we will only be contacting those selected for an interview. Thank you!