



## **COLD LAKE FIRST NATION**

### **Employment Opportunity**

**Job Title:** Lands and Resource Director

**Department:** Consultation

**Location:** Cold Lake First Nations

### **Job Purpose**

As the Director of the Cold Lake First Nations Lands and Resources Department you will lead one of the most dynamic and progressive organizations in Alberta. Your task will be to manage all aspects of both on and off reserve lands - issues which will require you to work with a broad network of stakeholders from CLFN Elders to Government Ministers. It will be your responsibility to gather the input from all levels of CLFN and synthesize this into workable direction to be implemented by your team. You will be supported by a diverse team of professionals how are committed to executing the Nations goals.

### **Duties and Responsibilities**

#### **Executive**

- Informs, discuss and implement strategic direction and decisions of the Band Administrator, Access Committee and Chief and Council
- Provide final recommendations to the Access Committee and Chief and Council on approach for each Agreement, consultation and engagement file. Chair of the Access Committee
- Oversee the coordination of negotiations and develop implementation plans based on negotiated agreements and identify emerging community issues as well as supporting budget documents and quarterly updates.
- Ensure long-term relationships with First Nations, Industry, government and other stake holders.

#### **Lands and Environment**

- Facilitate the development and implementation of the CLFN Lands and Resources Management Plan.
- Co-develop and implement the on reserve CLFN Capital and Land Use Management Plan
- Lead and direct new initiatives that provide co-management and/or management opportunities within Dene Ni Nenne.
- Provide context and direction of sustaining environmental from human footprint s within Dene Ni Nenne

#### **Consultation and Engagement**

- Follow and implement strategies and plans related to the CLFN Consultation Framework.
- Manage processes related to the regulatory process involved industry and government applications and approvals.
- Develop agreements and/or MOU's to address impacts and mitigation strategies identified through consultation with membership.
- Develop and lead the implementation of effective community and stakeholder consultation.
- Participate on regional committees, organizations and in government forums.

- Organize and facilitate community meetings related to land use, environment and consultation when required.
- Primary designated contact (“one window”) for regulatory applications and other consultation matters. Provide direction on information flow and internal/external communications on all files. Assign delegation when required

### **Management**

- Oversee day to day operations of the department that may include; Manage staff including HR issues, establishing and implementing departmental policies, goals, objectives, and procedures, financial performance etc.
- Oversee the development of grant applications, rebate applications, or project proposals to secure funding for sustainability projects
- Provide direction on all high level correspondence and reports prior to their finalization, sign-off and delivery
- Develop and manage service provider relationships, including contracts and master services agreements for resources needed within the department.

### **Socio-Economic**

- Support community social priorities by organizing youth programs, elder programming, apprenticeship programming etc.
- Support CLFN Businesses and overall Nation economic development strategy
- Other duties as requested by your supervisor.

### **Knowledge, Skills and Abilities Required**

- A related degree in the field of environmental management, planning, or engineering, preferably at the Master's level
- 8-10 years’ work experience in environmental assessment and approvals, preferably in an industrial, resource, business or consulting setting.
- Knowledge of the formal Consultation process and the ability to clearly articulate the relevance of this to First Nations Section 35 Rights as well as inherent aboriginal title.
- Knowledge of agreements and legislation related to First Nations issues such as: Treaty Number 6, UNDRIP, TRC, The Royal Commission Aboriginal Peoples.
- Demonstrated ability to engage with First Nations communities over a long period of time. A track record of successfully building working relationships with both individual First Nations members and the organizations that represent them is essential.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Extensive knowledge of the Government of national, provincial and municipal regulatory processes I.e. Energy Resources Conservation Board, Department of Fisheries and Oceans etc.
- Excellent researching and organizational skills.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures.
- The ability to clearly and effectively communicate with people outside the CLFN organization.
- Excellent verbal and written communication skills. Must be able to synthesize complex information and produce both technical and plain language summaries in written or verbal formats. Aptitude for public speaking is essential.

- Ensure effective, timely and open sharing of relevant information and communications with all parties, including the CLFN Administrator and other Department directors
- Have extensive experience in team building and negotiation. Able to motivate and move a group toward consensus.
- Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
- Proven ability in designing processes and generating resources to address impacts.
- Knowledge of Dene/Cree Culture and the CLFN Community and its People.
- Ability to speak Dene is considered an asset.

## **Working Conditions and/or Physical Requirements**

CLFN work hours are from 8:30am – 4:30pm Monday – Thursday and 8:30am – 2:00pm Friday. The position may require some evening and weekend work may be required. If and when you are required to work outside these hours, you will be entitled to the equivalent time off (flex time). Flex time arrangements are to be made with your supervisor.

## **Salary**

Commensurate with Qualifications

## **Deadline and Applications**

**Oct. 30, 2017**

Please ensure that you meet the qualifications of the position with either the educational or employment requirements in combination and/or equivalents and submit these with your cover letter, resume and supporting documentation in confidence to [hr@clfns.com](mailto:hr@clfns.com).

We thank all candidates who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified Cold Lake First Nations members.