



## **EMPLOYMENT OPPORTUNITY - Manager, Regulatory and Industry Relations**

**Staffing Process Number: ACFN/DLRM-2021-022**

The Athabasca Chipewyan First Nation (ACFN), Dene Lands and Resource Management (DLRM) department is seeking to fill one (1) full-time, permanent position of **Manager, Regulatory and Industry Relations**. This permanent role consists of 5 days on, 2 days off; Monday to Friday, 7.5-hour days, and 37.5 hours per week. However, schedule and work location may change from time to time to meet operational requirements. The role reports to the Director, DLRM, and is responsible for the regulatory review of proposed projects, ongoing reviews of operations activities, coordinating and submitting responses to both of these, and working with other DLRM Staff to plan and conduct consultation and community engagement activities. A strong focus of the role is the implementation of relevant portions of agreements negotiated between ACFN and companies.

This is a local position to **Fort Chipewyan, AB., or Fort McMurray, AB.,** and the successful candidate is responsible for their own accommodations and transportation. Please note, COVID-19 guidelines and protocols are in force in the workplace until further notice; and there may be a requirement to work remotely from home.

### **GENERAL RESPONSIBILITIES**

- Performs all duties and responsibilities in accordance with the policies, standards, protocols and procedures of DLRM, and as directed by the Director.
- Maintains confidentiality on all matters relating to the affairs of DLRM.
- Provides information and support in the development and review of the DLRM's Strategic Plan.
- Administers the affairs of the Regulatory Affairs Program consistent with the Mission, Vision, Value Statements and formal approved Plans of DLRM.
- Provides information and support to the Director in the development, review and administration of DLRM Human Resource Management programs and policies.
- Develops, facilitates and implements regulatory review processes for regional development, to include responsibility for:
  - o Tracking industry activities in the region pertaining to regulatory applications, project notifications, environmental impact assessments, hearings, and / or approvals.
  - o Developing an ongoing Regulatory work plan / action plan for the regulatory team's activities.
  - o Conducting preliminary screenings of potential impacts on the Athabasca Chipewyan First Nation (ACFN) and, with the Director, determining the level of priority and DLRM review and response.
  - o Retaining and working with third party technical, environmental, social and economic experts to coordinate technical reviews of applications, conduct additional studies, and other initiatives as relevant to ACFN's review of and response to a project or activity.
  - o Assisting with the collection and maintenance of traditional knowledge, historical, economic, environmental, baseline and demographic studies and contributing to the development of protocols and guidelines for use of such information by others, including Industry.
  - o Drafting responses and correspondence to the regulators within the specified timelines, including proposed terms of reference comments, statements of concern, and responses to notices of hearing from the AER.
  - o Maintaining the online CKK (Community Knowledge Keepers), i.e., using it to conduct preliminary screenings and submitting relevant responses to some applications through the CKK.
  - o Coordinating and participating in meetings with industry to work through technical issues and identify and discuss potential mitigations.

- o Coordinating hearing participation, including coordinating submissions, panels and acquiring intervener funding.
- o Participating in various provincial and federal initiatives and tables as relevant to proposed and current regulatory applications and project activities.
- o Participating in applicable regional initiatives, workshops, conferences and meetings to build expertise and capacity that would enhance the capacity of DLRM.
- o Working with the Board of Directors, CEO and ACFN leadership, Elders and membership to enhance the understanding of regulatory processes, to identify potential project-related environmental, technical, social and economic issues arising from each application, and on how to improve ACFN's involvement in the process.
- Participates in the implementation of environmental sections of the Agreements between ACFN and partner companies, including:
  - o Planning and participating in regularly-scheduled meetings with partner companies.
  - o Updating and maintaining work-plans with partner companies.
  - o Planning and coordinating responses to various regulatory activities per the terms of agreements and work-plans.
- Conducts relevant reporting and administrative duties, including:
  - o Drafting regulatory briefings for the Director, CEO and the Board of Directors both to provide updates and to obtain direction on major issues.
  - o Providing support administering the financial affairs of the DLRM Team in accordance with approved DLRM Financial policies and procedures and as directed by the Director.
  - o Working cooperatively and effectively with DLRM staff members.
  - o Assisting in the development of strategic plans, goals and objectives.
  - o Contributing to DLRM communication strategies and activities such as news bulletins, membership and Elders meetings and retreats.
  - o Assisting with the organizing and participating in community activities and events.
  - o Keeping the Director informed of sensitive and important regulatory information, issues and events that may affect the DLRM and ACFN.
- Other duties as assigned.

#### **QUALIFICATIONS AND EDUCATION**

- Post-Secondary Four (4) year degree in a related discipline; Social Sciences, Applied Sciences or Business Administration.
- Prefer formal education or training to include government affairs and applicable regulations, research, conflict resolution, negotiations, communications and writing.
- Three to Four (3-4) years of directing related regulatory affairs experience.
- Experience working with Indigenous communities.
- Extensive awareness and / or knowledge and understanding of environmental and socio-economic issues and concerns.
- Knowledge and understanding of:
  - o Assisting in the development of strategic plans, goals and objectives.
  - o Applicable Provincial and Federal Regulations and regulatory processes.
  - o First Nations' issues pertaining to treaty rights in relation to the land.
  - o First Nations' culture, communities and their respective organizations.
  - o The regional environment, the industry, and resource development.
  - o Regulatory guidelines and processes pertaining to oil sands development.
  - o The oil sands industry's current practices.
- Demonstrated ability to multi-task and adapt in a flexible and fast paced environment.
- Demonstrated skills in strategic design.
- Ability to work with short timelines.
- Strong organization and project management skills.

- Strong written and oral communication skills.
- Strong problem solving and conflict resolution skills.
- Ability to work with multiple stakeholders and developers.
- Strong computer skills with working knowledge of Microsoft Office, Explorer and Outlook.
- Possess valid Class 5 Driver's Licence and own or access to a vehicle.
- Ability to speak and / or understand Dene.
- Excellent / good interpersonal and people management skills.
- Exceptional integrity and professionalism.
- Strong team player with excellent team-building skills.
- Exceptional / strong planning, organizational and coordination skills.
- Exceptional / strong mediation and conflict management skills.
- Ability to work independently / with minimal supervision.
- Ability to consistently demonstrate tact, discretion and sound judgment.
- Exceptional / strong oral and written communication skills.
- Demonstrated commitment to fiscal management.
- Exceptional / strong analytical and decision-making skills.
- Ability to be successful with a pre-employment drug and alcohol test as well as a criminal record check.
- Willingness and ability to work evenings, weekends and holidays.
- Willingness to travel occasionally and trips on the land are conditions of employment.
- Willingness to sign a Confidentiality Agreement.

*Salary will be dependent on experience and qualifications.*

Interested candidates are invited to e-mail a covering letter and résumé quoting **Staffing Process Number: ACFN/DLRM-2021-022**, in confidence to [HR@acfn.com](mailto:HR@acfn.com)  
**Closing Date:** Résumés will be accepted until the suitable candidates are found.

*Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous People (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous People.*

*Marsi cho/Thank you to all who apply, however, only those selected for an interview will be contacted.*