



**Sucker Creek First Nation
EMPLOYMENT OPPORTUNITY**

POSITION TITLE: DIRECTOR OF CONSULTATION

SUMMARY:

Reporting to the Nation Manager.

Implements and administers the Consultation Program of the Sucker Creek First Nation in a manner that is both consistent with the strategic objectives of the Sucker Creek First Nation and reflects the cultural values, traditions and customs of SCFN Members.

Plans, organizes, supervises and is responsible for all aspects of the Program, including the program budget.

OBJECTIVES:

To implement the consultation process and coordinate information sharing for integrated land use management within the traditional land use area of the Sucker Creek First Nation.

To establish and maintain sound working relationships and partnerships with industry and government in order to improve the social and economic wellbeing of SCFN Members.

DUTIES:

- Serves as the primacy contact for SCFN and ensures an efficient and effective flow of communication between the community, industry and the government to advance the consultation process.
- Researches and gathers information on industrial activity in the area, as well as, analyses and critiques government and industry policies and procedures to determine the impact on traditional use and SCFN interests in general.
- Serves as the primary resource to Chief and Council, the Elders Society, SCFN Communities and staff, as well as, takes on the role of lead spokesperson on interagency committees on consultation issues.
- Works with the Nation Manager and the Director of Finance and Administration in the development of the annual Consultation budget, monitors and operates with in the budget, as well as, ensures that reporting requirements are met.
- Oversees the development and submission of proposals to various agencies for the purpose of accessing funding relating to the delivery of the SCFN Consultation program.
- Provides information on SCFN traditional land use protocol and priorities to industry and government.
- Ensures that the approved policy and procedural guidelines governing the administration of SCFN Consultation program is maintained and followed.
- Compiles records and statistical data on Consultation services being delivered, including historical data on past trends and expenditures, in order to determine the effectiveness and efficiency of funding utilized and to identify the optimum mix of future Consultation service expenditures.
- Promotes the philosophy, goals, objectives and activities of the SCFN Consultation program.

Staff Supervision:

- Supervise the activities of staff by:
- Allocating workload and flow to ensure efficient and effective operation
- Directly supervises and evaluates staff
- Conducts interviews, performance appraisals, staff disciplinary action and implements staff development plans
- Fosters an environment of teamwork and commitment

QUALIFICATIONS:

- A university degree, or, any combination of training and experience which provides the
- required knowledge, abilities and skills
- Knowledge and understanding of land use industries, such as oil and gas and forestry and their practices
- Ability to work well with other agencies, both internally and externally
- Possess supervisory and management skills
- Possess excellent and effective decision-making skills, assessment skills and organizational skills
- Proficiency in the use of computer programs such as word processing, spreadsheets,
- databases, email and internet.
- Possess strong interpersonal, communication and customer service skills.
- Must provide a criminal record (CPIC) check and Child Welfare Information Systems (CWIS) check, as required.
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- Ability to speak Cree is an asset.
- Knowledge of First Nations culture and traditions is an asset.
- Oath of Confidentiality must be signed prior to commencing employment.

Deadline for Applications: June 12, 2019 @ 4:30 p.m.

Please hand in your resumes, or mail or email them to;

Attention: Deborah Willier

Sucker Creek First Nation

Box 65

Enilda, Alberta

T0G 0W0

Email: applicants@scfn.ca

Only successful applicants will be contacted