



Exciting Career Opportunity Consultation Manager (Indigenous Relations) Closing Date: July 27, 2023

About Sipeknekatik First Nation

Sipekne'katik is a community rooted in the traditions and history of our ancestors that takes pride in its Mi'kmaq culture, language, and way of life. Sipekne'katik First Nation is one of 13 First Nations located in Nova Scotia and is the largest Mi'kmaq community in Mainland Nova Scotia.

Sipekne'katik is a vibrant, growing, and close-knit community of approximately 3000 band members with 1256 living on reserve. Indian Brook is located in East Hants (near Shubenacadie) and is a short distance of 68 km from Halifax and 28.8 km southwest of Truro, Nova Scotia.

General Description:

Under the direction of the Director of Operations, the Consultation Manager will lead the Consultation process and its team to implement the strategic goals and vision of Chief and Council. This position will also respond to enquiries from outside organizations and governments that may impact the environment or infringe upon the band's rights.

Responsibilities:

- Receive, review and respond to requests for consultation that may impact the environment and/or indigenous rights (e.g. requests to develop infrastructure, construction, change in land use, fishing rights, etc.).
- Plan, coordinate and facilitate consultation meetings and events that supports Band Council's strategic goals and interests.
- Submit updates and reports to Band Council on external requests, funding applications and related activities of concern.
- Complete and monitor funding proposals, grant applications and funding activity reports.
- Ensure related external policies and legislation are applied and understood.
- Ensure related internal policies are updated and followed with recommendations for change to Council.
- Oversee funding sources such as collecting fees related to the consultation process.
- Supervise and mentor staff that includes assigning and monitoring workloads.
- Organize and facilitate community meetings and workshops.
- Prepare and coordinate submissions, correspondence, reports, records, memos, presentations and work plans for various consultation files.
- Participate in meetings, internally and externally, as required,
- Liaise with stakeholders as necessary including community members, partner companies, politicians, government departments, other First Nations, etc.
- Other related duties as approved by Director of Operations.

Qualifications:

- Post-secondary education in a related field, such as Business Administration or Law, along with 1 year of related experience. An equivalent combination of education and experience will be considered.
- 2 years in a leadership or supervisory role.
- Open to and interested in acquiring the required skills and competencies for the position.
- Excellent relationship management, negotiation, and leadership skills.



- Strong time management and organizational skills along with attention to detail.
- A high level of ethics and demonstrated ability to handle confidential and sensitive information.
- Knowledge of Nova Scotia and Federal legislation along with regulatory and policy framework in relation to Aboriginal peoples and Consultation processes.
- Ability to work in fast-paced and unpredictable environments with ability to be a self-starter and work under pressure with tight deadlines.
- Working knowledge of MS Office Suite.
- Open to, and interested in, obtaining the required skills and competencies for the position.
- Must submit a satisfactory criminal record check. Having a criminal record is not necessarily a determinate factor.

Benefits

This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan. Starting salary based on qualifications.

Please apply with a resume, cover letter (applicants who self-identify as indigenous are to state their community ties in their cover letter) and criminal records check to:

HR Manager

Email employmentapplication@sipeknekatik.ca

*Sipeknekatik is an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***