



EMPLOYMENT OPPORTUNITY - Regulatory Officer

Staffing Process Number: ACFN/DLRM-2022-005

The Athabasca Chipewyan First Nation (ACFN), Dene Lands and Resource Management (DLRM) department is seeking to fill one (1) full-time, permanent position of **Regulatory Officer**. The permanent role will consist 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. This role reports to the Manager, Regulatory and Industry Relations, and the Regulatory Officer is responsible for supporting the department with regulatory files.

This role is local to **Fort Chipewyan, AB., or Fort McMurray, AB.**, and the successful candidate is responsible for their own accommodations and transportation.

GENERAL RESPONSIBILITIES

- Performs all duties and responsibilities in accordance with the policies, standards and procedures of DLRM, and as directed by the Manager, Regulatory and Industry Relations.
- Maintains confidentiality on all matters relating to the affairs of DLRM.
- Plans and oversees Athabasca Chipewyan First Nation's (ACFN) participation in regulatory review processes for proposed projects, as well as reviews of already-approved operations activities, and coordinates responses to these appropriate to ACFN's relationship with the company. This includes:
 - Planning, scheduling, facilitating, and conducting follow-up from regulatory update and other meetings with industry proponents and operators.
 - Confirming level of consultation required (per provincial or federal guidelines and requirements) for proposed project applications as well as operations and activities as responding with ACFN's consultation expectations.
 - Liaising with proponents to develop plans for ACFN's consultation that could include technical reviews, community engagement, and other initiatives and activities, and developing budgets and work-plans to support the consultation process.
 - Managing, and coordinating technical experts to conduct technical reviews, and selecting reviewing draft and final reports.
 - Liaising with legal counsel on strategy.
 - Working with the Manager of Community Engagement to plan and conduct virtual and future face-to-face consultations and engagement sessions.
 - Supporting ACFN submissions to regulatory bodies to include writing (and / or revising) statements of concern and reviewing and editing technical reviews prepared by technical consultants.
 - Tracking applications for Oil Sands development approvals affecting ACFN through regulatory process.
- Completes budgets, financial tracking, and progress reporting on assigned projects and programs.
- Provides regular status, progress, and work-plan updates and briefings to the Director for internal reporting.
- Ensures that consultation records are accurate, developed and maintained.
- Mentors and trains community Members as assigned and relevant.
- Identifies and fills capacity requirements as necessary to include working with the Director, DLRM, to identify internal capacity requirements for consultation and work on strategies and activities necessary to meet these requirements.
- Manages and coordinates consultation processes, projects and / or programs for the implementation of agreements associated with approved oil sands projects.

GENERAL RESPONSIBILITIES (CONTINUED)

- Plans and oversees ACFN's participation in regulatory review processes for proposed projects, as well as reviews of already-approved operations activities, and coordinates responses to these appropriate to ACFN's relationship with the company.
- Identifies consultation requirements, develops scopes of work, manages technical consultants and counsel, and coordinates information collection activities necessary to support consultation.
- Liaises with Government departments and personnel to communicate ACFN consultation requirements and to coordinate consultation activities.
- Provides support on consultation files for high priority Government initiatives, including the development of regulations for tailings water treatment and release (ECCC), the OSMW Science Team (AEP), and tables and initiatives related to caribou and bison protection. This requires ability to track and maintain budgets, assist in financial reporting and submission of deliverables on contribution agreements, and participating in strategic planning with legal counsel and other First Nations.
- Interacts with the ACFN community regarding land use / community planning.
- Other duties as required.

QUALIFICATIONS AND EDUCATION

- Post-Secondary Four-Year Degree in a related (environmental earth science, environmental studies, human geography, planning, environmental and conservation science, and combined degree with native studies) or an acceptable combination of education and experience may be considered.
 - A formal education or training is preferred, budgeting, research, negotiations, conflict resolution, and communications and project management.
 - Four to Six (4-6) years of directly related experience is preferred.
- Post Graduate Degree in a related discipline, is an asset.
- Experience working with a First Nations organization.
- Experience in land-use planning, natural resource (energy) development provincial and federal regulatory process, and general business administration are assets.
- Experience in environmental management is an asset.
- Project management experience.
- Knowledge of consultation and First Nation issues in respect to environmental management.
- Excellent / good interpersonal and people management skills.
- Ability to organize, prioritize and manage workload.
- 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.
- Demonstrated knowledge of related Government Regulations.
- 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.
- Strong cultural sensitivity and understanding.
- Strong Microsoft computer office application skills within a network environment.
- Valid Class 5 Driver's Licence, and own or access to a vehicle.
- Ability to work flexible hours – weekends and holidays if necessary.
- Ability to be successful with a pre-employment drug and alcohol test as well as a criminal record check.
- 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-2022-005, in confidence to HR@acfn.com
Closing Date: Résumés will be accepted until a suitable candidate is 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.