



Posted: March 28th, 2024
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Full Time Permanent** (39.5 hours/week) position:

MANAGER OF CONSULTATION Government Services and Administration Building

The purposes of this position are:

- The Manager of Consultation is responsible for overseeing and managing the consultation process and fulfilling the duty to consult obligations on behalf of the First Nation. They will ensure that the First Nation's rights, interests, and concerns are effectively represented and protected in all relevant decision-making processes.

The duties and responsibilities of this position are categorized into six main functions:

1. Administration:
 - Responsible to the Executive Director for the effective and efficient administration of the consultation department
 - Develops with staff, applications for grant and funding programs.
 - Monitors and reports to Executive Director on approved budgets for Consultation
 - Approves accounts payable, prepares purchase orders, prepares payroll documents for Consultation staff and develops and maintains documentation for respective funding agencies and submits same to the Finance Manager and Administrative Services for processing.
 - Maintains, with staff, inventories of supplies, equipment and materials at an adequate level; replaces when required within the First Nation's purchasing policy.
 - Manages and directs the employees of the consultation team consistent with the policies and administrative processes of the Curve Lake First Nation.
 - Evaluates employee performance; recommends the employment, promotion, disciplining and termination of related staff.
 - Monitors government policies and legislation and recommends policy positions on issues of import to the Curve Lake First Nation.
 - Researches and prepares statistical, financial, policy, and other reports as required by the Executive Director
 - Ensures adherence to Occupational Health and Safety procedures.
2. Consultation Process Management:
 - Develop and implement effective consultation processes and strategies in accordance with legal requirements and best practices.
 - Liaise with government agencies, industry representatives, and other stakeholders to facilitate meaningful and inclusive consultations.
 - Coordinate and schedule consultation meetings, workshops, and information sessions, ensuring adequate notice and participation of relevant parties.
 - Provide guidance and support to community members and leadership regarding the consultation process and their rights.



3. Duty to Consult Fulfillment:

- Conduct thorough assessments to determine the scope and nature of the First Nation's duty to consult obligations in relation to proposed projects, policies, or legislative changes.
- Ensure that appropriate consultation frameworks and protocols are established and adhered to, including protocols for engaging with Indigenous knowledge holders, elders, and traditional decision-making structures.
- Prepare and present the First Nation's positions, concerns, and recommendations during consultation processes, negotiations, and engagement activities.
- Monitor and track consultation activities, including documenting records, correspondence, and meeting minutes.

4. Community/Stakeholder Engagement and Relationship Building:

- Build and maintain positive working relationships with government agencies, industry proponents, and other stakeholders involved in the consultation process.
- Collaborate with external partners and experts to access specialized knowledge, technical advice, or support in complex consultation matters.
- Facilitate communication and information sharing between the First Nation and external parties, ensuring transparency and effective engagement.

5. Policy Development and Advocacy:

- Stay informed about relevant laws, policies, and legal decisions related to consultation and the duty to consult.
- Provide input and recommendations for the development or amendment of internal policies, guidelines, and procedures related to consultation.
- Advocate for the First Nation's rights, interests, and concerns in consultation processes, negotiations, and policy discussions.

6. Supervision and Team Leadership:

- Provide leadership, guidance, and supervision to a team of health promotion coordinators and support staff.
- Foster a positive work environment that encourages professional growth, teamwork, and cultural sensitivity.
- Conduct performance evaluations, identify training needs, and provide professional development opportunities for staff.
- Promote a culture of inclusivity, respect, and collaboration within the health promotion team.

QUALIFICATIONS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

Education & Experience:

- Bachelor's degree in a relevant field (e.g., Indigenous studies, law, public administration, environmental studies) and 3-5 years relevant experience.
- 2-3 years experience in managing consultation processes, negotiations, or related activities.
- Demonstrated knowledge and understanding of Indigenous rights, consultation principles, and the duty to consult.
- Strong analytical and critical thinking skills, with the ability to assess complex legal and policy issues.
- Excellent communication and negotiation skills, with the ability to effectively represent the First Nation's interests.
- Knowledge of relevant legislation, legal frameworks, and policies related to consultation and Indigenous rights.
- Familiarity with cultural protocols, Indigenous governance structures, and traditional decision-making processes.
- In-depth understanding of the duty to consult and the legal principles governing consultation processes.
- Proficiency in project management, including planning, organizing, and coordinating consultation activities.

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22 Winookeeda Street
Curve Lake, Ontario K0L1R0



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www.curvelakefirstnation.ca

- Ability to analyze and interpret complex legal and technical documents, such as environmental assessments or impact statements.
- Strong interpersonal and relationship-building skills, with the ability to collaborate with diverse stakeholders.
- Knowledge of Indigenous history, culture, and traditions, particularly within the context of the First Nation community.

RATED REQUIREMENTS:

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture, and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** for 39.5 hours/week position beginning immediately. Salary for this position is **\$71,540 to \$77,899**

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Administrator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday April 12th, 2024 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

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While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.