

Job Title: Manager, Indigenous and Rural Relations

Requisition ID: 2894

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (subject to change)

Division/ Department: Office of the CAO, Indigenous and Rural Relations

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 24/08/2024

Closing Date (dd/mm/yyyy): 08/09/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Manager, Indigenous and Rural Relations is responsible for planning, developing, implementing, and measuring Indigenous and rural relations strategies for the Municipality. This role strives to ensure increased Indigenous awareness, and to make the Municipality a recognized leader in Indigenous relations best practices. Coordinating the overall Municipal approach to Indigenous and rural relations, the Manager, Indigenous and Rural Relations advocates and guides internal departments for the inclusion of Indigenous communities, voices, and perspectives for their projects. This role oversees relationships between the Municipality and Indigenous partners and community, cultivating positive relationships in the spirit of Reconciliation and working to ensure these relationships remain positive. Primary responsibilities of this position include:

Departmental Management: Assists department with overall program service delivery. Manages through direct involvement in daily operations, budgeting, and strategic planning of the overall design and deployment of Indigenous and Rural Relations. Ensures all Indigenous Relations programs are developed according to legislation, industry standards, and best practices. Facilitates the development and implementation of intergovernmental relations strategy, drafting correspondence and interacting with other levels of government, anticipating issues and areas of concerns, and counselling where appropriate. Mitigates concerns from rural communities and Indigenous partners, and follows up with departments for resolutions to issues, facilitating working groups, meetings, or briefing notes and reports as needed.

Leadership: Takes a lead role in developing and implementing innovative and practical approaches to department initiatives to ensure all employees are working proficiently and effectively in a productive environment. Recruits, trains and mentors staff. Leads staff in the delivery of advice, recommendations, and decision support to departments and senior leaders within administration. Ensures that communication and dialogue between the Municipality and rural and Indigenous communities is consistent to build and maintain relationships.

Implementation of Strategies: Works closely with core internal and external teams to ensure that municipal objectives are adequately supported with effective Indigenous and rural relations strategies, campaigns, and programs. Advises on engagement methods, appropriate communication, and social context of regional history between these groups and the Municipality, as well as other levels of government. This includes, but is not limited to, research and analysis, event marketing, public relations, and advertising, as well as provides guidance to internal departments and colleagues on Indigenous relations best practices such as Reconciliation, engagement, The United Nations Declaration on the Rights of Indigenous Peoples, Federal and Provincial legislation, etc.

SKILLS REQUIREMENTS:

- Demonstrated understanding of municipal policies, procedures, processes, strategic and business direction.
- Demonstrated experience in community development and relationship building within Indigenous communities.

- Broad knowledge of federal and provincial government policy, programs, legislation, regulations, services, and initiatives related to Indigenous relations.
- Knowledge of Canadian constitutional and jurisdictional issues is considered an asset.
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
- Ability to adapt to and support situations involving change, shifting priorities, and/or simultaneous demands.
- Excellent project management and organizational skills, including the proven ability to manage multiple complex projects simultaneously within tight deadlines.
- Ability to develop and maintain effective working relationships at all levels within the organization as well as with external partners and stakeholders.
- High emotional intelligence including the ability to remain calm and neutral in situations of conflict.
- Strong communication, interpersonal, leadership, analytical, problem-solving, and presentation skills.
- Strong political awareness and ability to deal with sensitive and confidential information/situations.
- Knowledge of privacy legislation and its application in the delivery of customer service and support.

EDUCATION:

- Degree in Indigenous Relations, Business, Social Sciences, or a related discipline is required.
- An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Nine (9) years of experience in Indigenous Relations, including two (2) years of experience in a leadership/supervisory capacity is required.
- An in-depth knowledge and understanding of Indigenous culture issues, communities, and protocols is required.
- Experience working in a public-sector environment with unionized and non-unionized employees is considered an asset.

OTHER REQUIREMENTS:

- Ability to provide a Criminal Record Check for review and acceptance.
- A valid Class Five (5) Operator's License as incumbent will be required to operate a personal or municipal vehicle for business use on regular basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such, the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**