



32 Machishteweyaaau Street
Nemaska, Quebec, J0Y 3B0

Tel: 819-673-2512
Fax: 819-673-2542

EMPLOYMENT OPPORTUNITY

3rd Internal & External Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITON:

TITLE: Director of Land and Sustainable Development
Location : 32 Machishteweyaaau Trail, Nemaska, Quebec, J0Y3B0
Salary: (\$63,028 min. - \$ 94,542 max.) plus northern allowance
Closing Date: March 9, 2023
Employment Status: Permanent, subject to 1-year probation

Summary of Position:

Reporting to the Director General, the Director of Land and Sustainable Development is responsible for the organisation, planning and management of the land and sustainable development of the Cree Nation of Nemaska.

Duties and Responsibilities

Functional Responsibilities:

- Identify the needs of the Cree Nation of Nemaska population regarding sustainable development, land management, urban planning, community development, capital works and environment.
- Act as an adviser to the Council and its entities in the drawing up of by-laws and directives on Category I lands in matters of public health, zoning, land use planning, water supply, wildlife management and related matters.
- Monitor the ongoing effects of pollution and land degradation, and recommend prevention and control processes, and direct and manage environmental and social impacts on tallymen of major projects.
- Identify potential economic possibilities and research economic development programs, funding sources and project requirements.
- Supervise and monitor the economic development of the community, including tourism, Niskamoon, forestry and natural resources, mining, and benefits and financial counselling.

Planning, Administration and Reporting Responsibilities:

- Develop, communicate and implement policies and procedures for departmental operations and programs.
- Develop a five-year operational plan for the department and prepare quarterly reports for the Director General regarding progress of resources management and sustainable development.
- Plan for the economic future of the community through the development of the local economy and business structure.
- Keep up-to-date with legislation, policies, procedures and rules regarding economic development programs, funding sources and events.
- Keep up-to-date with policies and changes to applicable laws (Labour Laws, Cree-Naskapi Act, Council Resolutions, and Contracts and/or Agreements).

Supervisory Responsibilities:

- Supervise the daily activities of direct reports.
- Ensure the training and development of employees, as well as conduct periodic performance evaluations.
- In conjunction with Human Resources, develop and manage succession planning and take part in the hiring and training process of employees.
- Ensure that the Department's objectives are achieved by defining departmental and individual objectives.
- Keep employees informed of decisions made by Council and Senior Management Committee.
- Ensure administrators and supervisors reporting to him/her have the proper training and tools to manage their teams.
- Supervise student or temporary employees hired to assist with administrative support services.

Financial Responsibilities:

- Elaborate, submit and manage the budget for the department of Land and Sustainable Development.
- Look for additional funding/budgets to implement sustainable development programs.

Additional Responsibilities:

- Maintain and increase knowledge and skills through attendance at meetings, conferences, and training seminars.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- A University degree specialized in Economics, Business Administration, Engineering or a related field.

Experience:

- Five to eight years of relevant experience.
- Demonstrated experience in budget planning.
- Demonstrated experience performing accounting and financial tasks.
- Demonstrated experience with staff supervision.

Languages:

- Spoken fluency in Cree and English.
- Written fluency in English.
- Fluency in French is an asset.

Knowledge and abilities:

- Strong leadership, management, supervisory and coaching skills
- Ability to maintain information confidential.
- Strong judgment and problem-solving skills.
- Excellent communication and interpersonal skills with a commitment to mediation and dispute resolution.
- Ability to plan and implement change initiatives.
- Good organizational skills and the ability to coordinate multiple tasks.
- Ability to work under pressure and to adapt to a changing environment.
- Working knowledge of computers and Microsoft Office products.

Working Environments

The Director of Land and Sustainable Development works from an office at the Band Administration Building and is responsible for working from 9:00 a.m. to 5:00 p.m. with one hour off for lunch. In addition, because of the nature of work, travel is required to attend meetings out of the community and occasional overtime may be required in order to meet project deadlines.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
32 Machishteweyaaou Trail
Nemaska, Quebec
J0Y 3B0

Tel: 819-673-2512 ext.313
Fax: 819-673-2542
Email: lwapachee@nemaska.ca