

MATAWA FIRST NATIONS MANAGEMENT



FOUR RIVERS GROUP Job Description

PROJECT MANAGER/ ENVIRONMENTAL

PURPOSE OF THE POSITION

Established in 2011, the Four Rivers Group provides environmental advisory and technical services, **centered in supporting self-sufficient and self-reliant communities**. Key services focus in the areas of Project Management, Communications & Engagement, Geospatial Information Systems & Mapping, Training, and Environmental Services.

Four Rivers Group employees operate in a team environment, where tasks are shared between team members based on individual team member strength, availability and operational need. At this time, Four Rivers Group requires the skills of a Project Manager/Environmental to work as part of the Four Rivers team to deliver on multiple environmental programs and projects.

SCOPE

Matawa First Nations Management (MFNM) is the parent organization to the Four Rivers Group. The Four Rivers Group carries out projects and initiatives both on behalf of MFNM and wholly owned subsidiaries of MFNM, including Four Rivers Inc. Those projects and initiatives of MFNM, which are publicly funded and in service of the Matawa member First Nations are referred to as the operations of Four Rivers Matawa. Those projects and initiatives of Four Rivers Inc., which are for-profit and in service of any community or group are referred to as the operations of Four Rivers Inc. The Project Manager/Environmental will support the advancement of any project or initiative affiliated with the Four Rivers Group, in accordance with their technical skills and capacity.

The Four Rivers Group was initially established to support Matawa member First Nations in environmental stewardship and capacity building for resource development. Over the years Four Rivers Group has developed into a team of dedicated and enthusiastic professionals from a wide array of experiences and backgrounds. The team supports multiple projects and initiatives across Northern Ontario throughout the year. Four Rivers Group strives to deliver services that are community centered and innovative.

The Project Manager/Environmental will work under the supervision of the Four Rivers Group Manager, or their designate, as part of the Four Rivers Group team. The Project Manager/Environmental will support all Four Rivers Group projects and activities as required, and will ultimately help Four Rivers Group achieve overall operational goals. The Project Manager/Environmental will need to possess a multitude of skills from public relations skills to communication and organizational skills, as well as project management skills (such as project scoping, budgeting, reporting, etc.), in order to carry out a wide variety of tasks and duties in a highly variable and dynamic work environment.

RESPONSIBILITIES

The Project Manager/Environmental will assist with the delivery of Four Rivers Group programs through research, outreach and communication initiatives. They will have overall responsibility of the management of a number of FRG projects in accordance with project scope, resources and time constraints. Responsibilities include:

1. Project Management

- Planning:
 - Will meet with clients, FRG and MFNM staff, and potential partners or stakeholders to build partnerships, and develop and define projects
 - Will develop project workplans with consideration of available resources, real world constraints, project risks and potential shortfalls.
 - Will research and pursue project opportunities and coordinate the development of project proposals
 - Will evaluate success of proposals and coordinate improvement
- Implementation
 - Will coordinate project resources according to project needs and constraints
 - Will develop and implement project scheduled, including setting and working to achieve project milestones
 - Will track project deliverables, resources and expenditures.
 - Will meet/liaison with project clients and stakeholders to report on the project and advance project interests
 - Will follow, carryout, and enforce all project specific policies and procedures including procedures relating to sensitivity, communications, procurement
 - Will evaluate and report on project progress and client satisfaction
- Closure
 - Will sign-off on project and/or validate project completeness
 - Will ensure all project reporting is complete in accordance with contract and project needs
 - Will evaluate and report on project success
 - Will develop recommendations and or workplans for next steps, if applicable.

2. Assist with the Coordination & Delivery of Environmental Programs

- Prepare, review and assist with work involving Environmental Assessments (EAs) (including phased Environmental Site Assessments), ranging from conducting assessments (including field work) to developing and presenting summary information on provincial & federal EAs conducted as part of project developments;
- Develop information materials (ranging from fact sheets to presentations) on industrial activities occurring or potentially impacting the environment;
- Participate in the planning and development of various lands & resource projects for FRG clients (including the Matawa member First Nation communities);
- Complete and submit proposals for a range of environmental projects within the Matawa member First Nations and throughout northern Ontario;
- Conduct research for various projects, ranging from desktop literature reviews to completing 10-day remote field stints; and,
- Travel to FRG client communities regularly to deliver information, presentations, and training on proposed mining developments (such as the Ring of Fire), environmental assessments, potential environmental impacts, and environmental planning.

3. Assist with providing Community Support, Training & Mentoring

- Provide technical support and expertise to FRG clients regarding day-to-day requests for lands and resource information, project impacts, and technical information analysis;
- Provide training/outreach on environmental science, environmental monitoring, environmental assessments, freshwater habitats, ecosystem health, land and resource management, GIS/GPS, land use planning, environmental site assessment, and contaminated sites; and,
 - Support FRG clients, First Nation community members, youth, and MFNM staff in environment or lands and resource capacity building.

4. General

- Assist with the development and delivery of FRG programs and services.
- Assist with preparation of general correspondence and reports as required;
- Attend meetings as requested and required;
- Assist with the preparation of proposals and funding applications for various programs or projects as required;
- Assist with the development and delivery of training initiatives;
- Adhere to the MFNM and FRG Quality Management System requirements and participate in the maintenance and advancement of standards;
- Support FRG staff, FRG programs & services and the Matawa First Nation communities; and,
- Travel to road-access or remote (air accessible) communities as required.

5. Additional duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Degree in environmental science or engineering (or related field) and a minimum of 3 years of direct project management experience in the consulting sector;
- Demonstrated experience managing all aspects of large and small-scale environmental projects, including: proposal compilation & submission; budget creation, tracking & financial reporting; project oversight; project execution (including field work) & reporting;
- An excellent understanding of First Nations environmental issues and concerns, land, resource and environmental planning, and the environmental effects of developing large and small-scale projects in northern Ontario (including mining developments);
- Experience and an excellent understanding of: Environmental Assessments, Federal and Provincial approval/permitting processes, and Environmental Site Assessments;
- Knowledge of First Nations Governments, Native Culture, traditions and lifestyles;
- Experience working with First Nations;
- Possession of, or the ability to obtain, a professional accreditation (P.Eng., P.Geo. or PMP) would be an asset; and,
- Formal Project Management training would be considered an asset.

Skills

The incumbent must demonstrate the following skills:

- Excellent communication skills including demonstrable public speaking experience and report writing and technical writing skills;
- Excellent detail-oriented organizational and multi-tasking skills;
- Excellent interpersonal skills;
- Excellent leadership skills;
- Must have strong analytical, evaluation and assessment skills, and fluency in basic computer applications, including Microsoft Office, Excel and PowerPoint;
- Ability to speak and understand Ojibway/Cree would be considered an asset; and,
- Possession of a valid Ontario Driver's License.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Project Manager/Environmental. The incumbent must also demonstrate the following personal attributes:

- Must be self-motivated and able to work independently, with minimal supervision and general instructions;
- Must take initiative when performing duties;
- Multi-tasking;
- Reliable; and,
- Punctual.

WORKING CONDITIONS

The Project Manager/Environmental will work primarily in an office setting and may also be required to travel to the field (i.e. First Nation communities, remote communities, wilderness, lakes/streams, wetlands, heavily forested areas) to perform the roles and responsibilities associated with their position.

Physical Demands

The Project Manager/Environmental may have to travel in all weather, in small aircraft or spend prolonged periods of time in a vehicle. He/She may have to lift, carry and manage office equipment and supplies. He/She may have to walk long distances outdoors over rough terrain, carrying heavy field equipment. He/She may have to wear specialized field or safety equipment which may be heavy and overly warm (i.e. steel toed boots, chest waders etc.). He/She, while outdoors, may be exposed to various insects, and weather conditions (hot, cold, rain, snow). He/She may have to work odd or long hours at a time to complete special requests or projects. He/She may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

Office setting:

The Matawa building may be a busy facility. The Project Manager/Environmental may have to work with multiple people and projects at one time, and may be interrupted frequently to meet the needs and requests of the Matawa member First Nations and Four Rivers Group. He/She may find the environment to be busy, noisy and will need excellent organizational, and time/stress management skills to complete the required tasks.

Field setting:

The Project Manager/Environmental may be required to work in various weather conditions (hot, rain, snow/cold). He/She may have to work alone in remote environments and wilderness. Field work can be physically demanding (carry heavy loads, walking for long periods in rough terrain). He/She may be required to carry and use safety gear (i.e. first aid, radios, life jackets, GPS, compass, protective gloves or glasses) and navigate by map. He/She may have to work for long periods of time outdoors, and may be exposed to various insects and some remote camping. Occasional site visits may be required to industrial sites. All site-specific safety controls must be adhered to, along with site specific safety training and equipment.

Sensory Demands

Sensory demands can include reading and the use of computer which may cause eye/wrist strain and occasional headaches. The FRG office at times may be noisy and busy making it difficult for the Project Manager/Environmental to concentrate.

Mental Demands

The Project Manager/Environmental will have to manage multiple requests and projects at one time. He/She must be aware of the Tribal Council policies and procedures. They may have to complete many tasks and responsibilities at one time, and must be prepared to deal with stressful situations. Travel and field work may cause fatigue.

CERTIFICATION

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>Manager of Environmental Programs</p> <hr/> <p>Supervisor's Title</p> <hr/> <p>Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Chief Executive Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.