



GINOOGAMING FIRST NATION

Impact Assessment Advisor

JOB DESCRIPTION

Purpose of the Position: The Ginoogaming Lands and Resources Department actively manages the lands and water within Ginoogaming First Nation's Homelands and Traditional Territory. Key services focus on project coordination, communications & engagement, Indigenous Knowledge data collection and mapping, and environmental monitoring. The Lands & Resource Department operates in a team environment, where tasks are shared between team members based on individual team members strengths, availability and operational need. The Lands & Resource Department requires the skills of an **Impact Assessment Advisor** to work as part of the team and ensure projects are executed and deliverables are met.

Scope: The Lands & Resource Department is part of the Band Administration for Ginoogaming First Nation (GFN). The Lands & Resource Department undertakes a variety of types of projects that can be publicly funded by the federal or provincial governments, privately funded by industry or are direct community initiatives. All projects vary in length and can range from short-term to long-term projects. The Lands & Resource Department was established to support community members in environmental stewardship and capacity building for resource development. The **Impact Assessment Advisor** will support the advancement of any projects or initiatives affiliated with the Lands & Resource Department and the overall coordination of assigned projects while working directly with the Chief & Council to ensure their successful execution. A focus for the **Impact Assessment Advisor** will be advising, coordinating, and managing impact assessment related projects affecting the homelands of GFN.

The **Impact Assessment Advisor** will need to possess a multitude of skills from coordination and project management to communication and organizational skills, as well as technical expertise on a variety of subject matter relating to the impact assessments and the environmental sector, to carry out a wide variety of tasks and duties in a highly variable and dynamic work environment.

Responsibilities: The **Impact Assessment Advisor** will assist with the delivery of Lands & Resource Department programs through advisory, technical, research, coordination, and communication initiatives, including:

Impact Assessment Focused Projects:

- Receive training and mentorship from GFN Chief and Council.
- Attend Impact Assessment related meetings, conferences, workshops, etc.
- Assist with the development of recommendations for input into Impact Assessment related activities.
- Advertise, promote, and assist in community meetings, engagement sessions and capacity building initiatives surrounding impact assessments.

- Coordinate the logistics of and conduct community engagement sessions (with virtual assistance if required).
- Record/communicate information collected at events, group discussions and interviews.
- Communicate project activities to the GFN community through generating and distributing information newsletters and providing updates on the community website/social media.
- Coordinate and support Elder and land user interviews/focus groups as required for IK data collection and mapping relevant to the RA.
- Collect/compile existing sources of Indigenous Knowledge as needed.
- Complete project reporting, financial tracking etc. as required by program funders.
- Other duties as assigned by Chief and Council.

Project Management:

- Maintain filing system in accordance with office file and records management procedures.
- Assist with the development of work plans with consideration of available resources, real world constraints, project risks and potential shortfalls.
- Research and pursue project opportunities and coordinate the development of project proposals.
- Evaluate success of proposals and coordinate improvement.
- Coordinate project resources according to project needs and constraints.
- Develop and implement project scheduling, including setting and working to achieve project milestones.
- Track project deliverables, resources and expenditures.
- Follow, carryout, and enforce all project-specific policies and procedures.
- Evaluate and report on project progress.
- Sign-off on project and/or validate project completeness.
- Ensure all project reporting is complete in accordance with contract and project needs.
- Evaluate and report on project success.
- Develop recommendations and/or work plans for next steps, if applicable.
- Identify, develop and implement policies and procedures critical to department, initiative or program success.

Community Engagement:

- Will meet with staff, neighbouring communities, the tribal council, potential partners, and stakeholders to build relationships and develop/define projects.
- Participate/coordinate/facilitate in community engagement initiatives (engagement sessions, focus groups, open houses etc.), providing pertinent information and updates on department projects.

Communications:

- Will meet/liaise with project stakeholders to report on the project and advance project interests.
- Communicate information materials on industrial activities occurring or potentially impacting the environment (mining, mineral exploration, forestry, etc.).
- Foster strategic partnerships or collaborations in order to advance program or initiative goals or to develop or pursue new opportunities.
- Help facilitate consistent communications with neighbouring First Nations and program collaborators, partners and funders.

- Liaise with First Nations, Government and industry to support and coordinate the delivery of key initiatives, programs or services as requested or required.
- Communicate regularly to the community, department and band administration staff and other groups as required, program or initiative updates and critical or important information and foster the collection of feedback as required.
- Help facilitate consistent cross-department and organization communications and coordination.
- Communicate project activities to the GFN community through generating and distributing information newsletters and providing updates on the community website and social media.

Technical:

- Conduct research for various projects, ranging from desktop literature reviews or hands on research out on the land.
- Interpret, understand and relay information pertaining to Environmental Assessments, Impact assessments and Regional Assessments.
- Prepare technical reports on behalf of the community, communicating project work and results.
- Conduct or support fieldwork at the community and regional levels (working alongside Environmental Guardians and Four Rivers Environmental Services Group) on various areas of focus, including but not limited to: sampling, reconnaissance work, species at risk research, ground truthing, surveys etc.

Finance:

- Review and maintain a project schedule and project budget.
- Report financial activities to the Lands & Resource Coordinator, Band Administration and Chief and Council as required.

General:

- Assist with the development and delivery of Lands & Resource Department programs.
- 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 environmental programs or projects as required.
- Assist with the development and delivery of training initiatives.
- Provide support to the Lands & Resource Department staff and programming along with general support to the community as required.
- Travel, as required, to neighbouring First Nations, conferences, workshops, meetings, to support Lands & Resource Department activities.

Other:

- Additional duties as requested or required.

Knowledge, Skills and Abilities:

- Minimum 5 years of experience in environmental/land-based work.
- A diploma or Degree in environmental science or 10+ years of experience working in the environmental sector would be considered an asset.
- Knowledge in Impact Assessments, Regional Assessments, etc.
- Should have a good multidisciplinary background and understanding of biology, geology, geology, geography and environmental studies.

- A good understanding of the environment and Indigenous Knowledge.
- An excellent understanding of First Nations environmental issues and concerns, as well as land, resource and environmental planning.
- An excellent understanding of potential environmental effects of developing large and small-scale projects in northern Ontario, including mining developments.
- Must understand Environmental Assessments, Impact Assessments and Regional Assessments and Federal and Provincial approval/permitting processes.
- Knowledge of First Nations Governments, culture, traditions and lifestyles.
- Experience working with First Nations communities is considered an asset.
- Teaching and presentation experience would be an asset.
- Excellent communication (oral and written) skills.
- Excellent organizational and multi-tasking skills.
- Excellent interpersonal skills and strong leadership skills.
- Ability to travel to remote locations is required.
- Must have strong analytical, evaluation and assessment skills, and understanding of basic computer applications, including Microsoft Office.
- Experience using GIS would be considered an asset.
- Ability to speak and understand Ojibway would be considered an asset.
- Possession of a valid Ontario Driver's License is required and access to a vehicle would be considered an asset.
- Ability to think both conceptually/strategically.
- Be detail oriented.

Personal Attributes:

The incumbent must maintain strict confidentiality in performing the duties of **Impact Assessment Advisor**. 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 value flexibility and be adaptable.
- Must take initiative when performing duties.
- Reliable and punctual.
- The ability to handle and manage conflict.

Working Conditions:

The **Impact Assessment Advisor** will work primarily in an office setting and may also be required to travel to the field to perform the roles and responsibilities associated with their position.

Physical Demands:

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

Environmental Conditions:

Office Setting: The Ginoogaming Training Centre may be a busy facility. The **Impact Assessment Advisor** may have to work with a number of people and projects at one time and may be interrupted frequently to meet the needs and requests of the community. They 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 **Impact Assessment Advisor** may be required to work in various weather conditions (hot, rain, snow cold). They 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). They 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. They 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 and Mental Demands:

Sensory demands can include reading and the use of computer which may cause eye/wrist strain and occasional headaches. The Ginoogaming Training Centre at times may be noisy and busy making it difficult for the **Impact Assessment Advisor** to concentrate.

The **Impact Assessment Advisor** will have to manage a number of requests and projects at one time. They must be aware of community policies and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with stressful situations. Travel and field work may cause fatigue.

Working Location:

Preference is for the candidate to work in Ginoogaming First Nation in person, but we're open to accommodating a remote or hybrid work environment.

Please submit your resume to:

Denise Taylor, HR Manager
denise.taylor@ginoogamingfn.ca
FAX: 807-876-2495
PO Box 89, Longlac, ON P0T 2A0

Closing Date: Until Filled

Wage: TBD

Only qualified candidates will be contacted for an interview.

Qualified Ginoogaming First Nation members will be given priority.