

CHAMPAGNE AND AISHIHIK FIRST NATIONS

Identification: Environment and Natural Resource Officer

Department: Heritage lands and Resources

Supervisor: Manager, Environment and Resources

Date: July 25, 2019

Wage Level: 7

Status: Regular Full-Time

A. **Job Summary:**

Reporting to the Manager of Environmental and Natural Resources, the Environment and Natural Resources Officer is responsible for reviewing and responding to proposed project activities in the traditional territory. This includes coordinating and taking a lead on CAFN representation in Development Assessment, the Yukon Water Board, and Government referrals. The position will also assist with engaging on the operational management of quartz and placer mineral exploration and development, energy and forestry projects in the traditional territory, with emphasis on acting as a key liaison between Industry and the Heritage, Lands and Resources Department.

B. **Main Duties:**

1. Reviewing, responding to, and monitoring of projects submitted to the Yukon Environmental and Socioeconomic Assessment Board and to the Yukon Water Board. The incumbent will be responsible for reviewing the environmental and socioeconomic effects of project development in the CAFN traditional territory. This includes reviewing, analysing and responding to project proposals to the Yukon Environmental and Socioeconomic Assessment Board. This work will entail articulating clear, consistent, and comprehensive responses to proposed work with the aim of reflecting core values of the CAFN Government and community. The work involves understanding direct impacts, indirect impacts, ways of addressing uncertainty, the role of traditional knowledge, and matters related to cumulative effects assessment, and strategic assessment.
2. Act as a liaison between the CAFN Heritage, Lands and Resources Department and Resource Industry within the CAFN Traditional Territory
3. This position will act as the initial point of contact in the CAFN Lands and Resources Department, for proponents in the Resource Industry (Mining and mineral exploration, energy, forestry) to coordinate effective communication between the Department and Industry. This position is responsible for ensuring Industry is made aware of the expectations for carrying out work in the traditional territory including building Industry awareness of a range of relevant Treaty Rights and Interests. At the same time, this position is responsible for monitoring Industry activity and ensuring relevant CAFN Heritage, Lands and Resources staff are kept up to date on activity. The focus of work is expected to be based on fostering healthy and respectful relationships between Industry and CAFN.
4. Manage internal resource development, capacity building and communications initiatives:
 - This position will organize and support technical and administrative duties for internal working groups, advisory committees. The position will also assist in coordinating outreach and community engagement

meetings, including informal meetings or more formal community consultation sessions or field visits and camps as needed.

5. Conduct basic research and analysis and communicate results:
 - This position will carry out research and analysis and build baseline information/ status reports on resource industry activity and development, including: mineral staking and exploration, mining interests, energy generation, forestry, and oil and gas activity including planning activity. Specific areas of concentration may be based on preparing for current key industry projects. The position will assist CAFN Heritage, Lands and Resources staff in providing regular updates to other CAFN Staff, Chief and Council and engage with citizens through a variety of means on an as needed basis (e.g., newsletter updates, public meetings, General Assembly, handling inquiries from citizens).
6. Administrative duties
 - Develop, implement and monitor progress for an effective workplan with supervisor and HLR Director;
 - Manage budgets, carry out regular review of financial statements and accounts, and other finance duties according to CAFN Finance Policy;
 - Assist Manager of Environment and Natural Resources with various financial administrative duties;
 - Participation in regular staff meetings and relevant planning sessions;
 - Manage effective and timely communications with other staff;
 - Manage an effective working schedule with supervisor and the HLR Director;
 - Work in accordance with CAFN Human Resource Policy
7. Other duties
 - Other duties may arise from time to time that are directly or indirectly related to the position or to the overall goals and objectives of the CAFN government. Participation and teamwork is expected in these infrequent instances.

C. **Job Knowledge and Skills**

Education and Experience:

The candidate will require a minimum of two years of post-secondary education/ graduation, in a related field, which may include: Natural Resources Sciences/ Management; or Environmental Sciences / Management; or Lands Management; or Water Sciences/ Resource Management Geosciences /mining and mineral exploration. Preference will be given to graduates of a University degree in a related field. The candidate should also have at least three years of practical work experience in a related field. Candidates with experience in other relevant fields of study may be considered. Candidates that can demonstrate experience, knowledge and ability that meet an equivalency may be considered.

Job Knowledge:

- Candidates should possess a strong knowledge of:
- Principles and practices of environmental and socioeconomic assessment;
- the mining, mineral exploration, energy, forestry, and oil and gas/ pipeline sectors;
- the resource management policy and regulatory environment in the Yukon;
- the UFA/ CAFN Final Agreement;
- the value and use of traditional knowledge in resource management, and
- Models of First Nations – Industry relations.

Licenses and Certifications:

- Class 5 Driver's licence
- clean Driver's Abstract.

Management Skills:

- Demonstrated ability for critical, analytical, and strategic thinking;
- Ability to organize and facilitate community workshops and meetings;
- Possess excellent oral and written communication skills;
- Possess strong interpersonal communication skills;
- Proficiency in physical and digital file management;
- Project management;
- Ability to work in a team environment

Specific Skills:

- Demonstrated ability to research, analyze, and synthesize a wide variety of documents and information, which may include communicating complex topics in a plain language form;
- Field skills (ATV, Snowmobile, boat, GPS and mapping, basic bush skills, first aid) an asset;
- Demonstrated ability to effectively use a range of computer based tools and software, including; MS Excel, Word, Outlook, Power Point, or their equivalent;
- Experience with Geographic Information Systems an asset.

Interpersonal Skills:

- Ability to interact effectively with external contacts;
- Ability to work effectively in First Nations community;

D. **Decision Making:**

The candidate is expected to work independently, determining how communication goals, objectives, and priorities will be met and in developing and maintaining contacts with appropriate organizations, companies and individuals. The candidate will be required to schedule their working priorities based on assessing the current and expected level of external activity, seasonality of work, and other determining factors

E. **Impact/Accountability:**

The candidate will report directly to their supervisor (Manager of Environment and Natural Resources). The work of the position is evaluated on effectiveness of meeting the main duties described in the job description and workplan. The work of the position has direct impact on the effectiveness of CAFNs ability to participate in the development of resource activity in the CAFN traditional territory.

- Acts, Regulations, Policies/ Procedures
- CAFN Final Agreement
- CAFN Self-Government Agreement
- Yukon Environmental and Socioeconomic Assessment Act
- CAFN Legislation
- Various Federal and Territorial Legislation
- CAFN Policies and Procedures

F. **Positions Supervised:**

NONE

G. **Working Conditions:**

1. Physical:

- The position is located in a normal office environment with requirement to travel to local communities and some travel between Haines Junction and Whitehorse. There will be occasions that the position will be required to make field visits, including walking over rough terrain, and potentially prolonged daily periods outdoors in a wide range of weather conditions, in some instances remote locations.

2. Mental:

- There is a constant need to meet regular deadlines, as well as *ad hoc* deadlines. The position will interact with a wide range of people and may be challenged to find appropriate ways of communicating with some citizens without a moderate degree of conflict.

3. Personal Suitability:

- The incumbent should be a strong technical person who strives to understand as much as possible about the critical issues with a keen interest in engaging with a wide range of people, including CAFN citizens. The incumbent should be very open minded and flexible, have a willingness to explore innovative ideas and alternative ways to address problems, and have a work ethic that strives for excellence. The incumbent should also be positive thinking, healthy, respectful and professional in their conduct.

H. **Conditions of Employment**

- Valid Class 5 Yukon Driver's License
- Clean Driver's abstract
- Sign the CAFN Oath of Confidentiality

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

Director, Heritage, Lands & Resources

Date

Employee

Date