



SENIOR MANAGER OF ENVIRONMENT – 150R1-24-4
Nation Building
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until **filled**, for the **Senior Manager of Environment** with **Nation Building**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>.

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Senior Manager of Environment** Reports to and works under the direction and supervision of the Executive Director of Nation Building.

PURPOSE & SCOPE OF THE POSITION:

The responsibility of the Senior Manager of Environment is to manage all respective environmental projects, administer project budgets, coordinate project activities, and supervise project staff. The Senior Manager will oversee field and office work, review of project reports and public presentations during various stages of projects. The Senior Manager must be able to work well in teams, with the public and with committees. This position will also require some environmental research, training, and other related activities.

Type	Full-Time
Closing Date	Until Filled
Hours of Work	35hrs/week
Wage	\$98,400/year

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

Minimum Requirements:

- University, College or Technical Institute graduate in an environmental program, with more than five years work experience with environment field activities, geo-mapping and technical environmental monitoring and reporting.
- Two years work experience as a manager with formal training in the environmental field is a basic requirement.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Advanced knowledge of the natural environment, biology and chemistry is required.
- Knowledge of Six Nations governance structure, environmental issues, social structure and Haudenosaunee culture is essential.
- Must use diplomatic and tactful skills on a daily basis, especially with contentious environmental issues.
- Ability to work independently and with a team.
- Excellent interpersonal, verbal and written communication skills.

Other Related Skills:

- Strong organizational and managerial skills.
- Understands the importance of confidentiality. Ability to work with tact and discretion.
- Demonstrated success leading small work teams.
- Ability to analyze problems and execute solutions.
- Experience in administrative support functions, especially the scheduling and organization of meetings. Ability to take minutes and transcribe recorded sessions.
- Must pass a criminal records check.
- Must have a valid driver's license.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Sydney Lewis, Human Resources Business Partner at 519-445-2223 ext. 5755 or via email at hrbp4@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Senior Manager of Environment – Full-Time – 150R1-24-4

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c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION DESCRIPTION

POSITION TITLE: Senior Manager of Environment

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Executive Director of Nation Building.

PURPOSE & SCOPE OF THE POSITION:

The responsibility of the Senior Manager of Environment is to manage all respective environmental projects, administer project budgets, coordinate project activities, and supervise project staff. The Senior Manager will oversee field and office work, review of project reports and public presentations during various stages of projects. The Senior Manager must be able to work well in teams, with the public and with committees. This position will also require some environmental research, training, and other related activities.

DUTIES & RESPONSIBILITIES:

1. Technical Functions

- manage/co-manage interdepartmental projects as identified under the Mother Earth pillar of the 2019 Community Plan
- perform routine field activities associated with environmental projects
- ensure environmental monitoring equipment is used and maintained properly
- work with environmental consultants and project partners
- oversee environmental site assessment processes as per point and non-point pollution sources.
- coordinate environmental inspections and assist with investigations as per respective Six Nations Bylaws & Community Standards violations
- lead drafting of environmental funding proposals
- enter information in computer programs such as word processor, database, spreadsheet and specialized GIS programs
- complete technical written reviews of reports
- supervise and evaluate staff hired to work in the Environment Department
- conduct regular staff meetings when required
- develop and maintain working relationships with other Six Nations of the Grand River Council departments, offices and agencies
- coordinate and attend training, Built Environment & Climate Adaptation committee meetings, workshops, public events, etc.

2. Administrative Functions

- write reports, project summaries, proposals, terms of reference and other correspondence
- coordinate, attend and take notes at project meetings
- research and gather environmental information on projects

3. Communication Function

- prepare project interim and year-end summaries, briefing notes, and community newsletters, as needed.
- prepare Story Maps and deliver presentations to the Built Environment & Climate Adaptation committee, SNGREC, and community.

4. Other Functions

- respond to requests for information and community pollution complaints when received
- perform other related duties assigned by the Executive Director of Nation Building and Chief Executive Officer as required.

WORKING CONDITIONS:

- Required to work independently, requires motivation and high degree of initiative and fortitude to attain the aspirations of the Six Nations of the Grand River; must be flexible with the ability to adjust and respond to new and varied requirements of the position, must frequently interact with the public/committees with tact, diplomacy and sensitivity; frequent interruptions and stressful situations; attend out of town meetings and work unscheduled hours when necessary; must maintain confidentiality and act in the best interests of Six Nations of the Grand River.

WORKING RELATIONSHIPS:

- With the Executive Director of Nation Building/Chief Executive Officer: receives direction, guidance, and encouragement; discusses plans and priorities.
- With Political Liaison: Act as a resource person; provides information to keep committee up to date on Environment activities; recommends new initiatives, programs or policies for development or revision.
- With Built Environment & Climate Adaptation Depts.: provides guidance, assistance, supervision and encouragement; seeks input, opinions and teamwork from co-workers to improve service to community.
- With Senior Management/Staff: promote teamwork with all managers and staff in a courteous, co-operative manner.

- External Agencies: represents and promotes Six Nations of the Grand River interests relative to the development and improvement of the environment in the community; maintains a sound professional working relationship.
- With the Public: requires extensive interaction with the public; represents and promotes Six Nations of the Grand River Elected Council in a courteous, positive and cooperative manner.; provides information, direction and assistance, and must maintain a friendly, cheerful, courteous and cooperative disposition while maintaining tact, discretion, diplomacy and confidentiality.

KNOWLEDGE SKILLS:

Minimum Requirements:

- University, College or Technical Institute graduate in an environmental program, with more than five years work experience with environment field activities, geo-mapping and technical environmental monitoring and reporting.
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IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relations, confusion, duplication of effort and misinformation being given to the Executive Director of Nation Building, Built Environment & Climate Adaptation committee, Six Nations of the Grand River Elected Council, Government Agencies, and the public.

CONTROL:

Guiding principles set by Central Administration, and Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established by the Six Nations of the Grand River Elected Council for the Environment Department and other legislation provided by the respective governments.

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