



Ulkatcho

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Employment Opportunity

Ulkatcho Natural Resources Chunta Resources Operations Manager

Job Description

The **Chunta Resources Operations Manager** will act as the primary point-person responsible for the planning, execution, and delivery of all Natural Resources projects on time, within budget, and according to specifications. To achieve these important goals, **Chunta Resources Operations Manager** must define project requirements and scope, acquire project resources through internal support and subcontracted labour, and supervise the efforts of project team members and subcontractors till project completion. Efficient delivery of project deliverables, effective quality control, clear communication of expectations to Chunta Resources Board of Directors and upwards reporting to stakeholders are critical tasks that must be preformed throughout each project lifecycle.

The **Chunta Resources Operations Manager** will work closely with the Natural Resources Director to perform several duties integral to the operation of the Department, including but not limited to:

- Liaison with Provincial and Federal representatives and external sub-contractors to develop and negotiate contracts for a wide range of high-profile Natural Resource Projects.
- Developing additional, and maintaining existing, commercial relationships and bring in additional contracts.
- Developing high value budgets and communicating with funding sources, contractors and sub contractors.
- Tracking all project costs to ensure completion within budget; procure extra funding where necessary.
- Project management of multiple, multi-level projects in various field locations.
- Writing project proposals and securing external funding through grant applications.
- Tracking/monitoring the progress of the reports and providing biological insight to create lay person summaries of reports and recommendations to the Natural Resource Director for follow up.
- Responsible for all final reporting duties.
- Producing regular reports (status, escalations, etc.) on the progress of projects, deliver these reports to the Natural Resource Director. And assist the Natural Resource Director in presenting to Chief and Council.
- Liaising with the Natural Resources Director to exchange information in respect to Natural Resource Development Projects and reporting out to Ulkatcho community members.
- Implementing and maintaining new efficient operations strategies across the business.
- Researching training potential and facilitating opportunities for Ulkatcho Community members to expand membership skill base, and to build capacity within the community.
- Identifying and resolving conflicts within project teams and associate work; create contingency plans to mitigate risk.
- Maintaining insurances, WorkSafe BC etc. in compliance with contract requirements.

Skills and Abilities:

- Understanding of the Indigenous political environment and sensitivities; ability to function effectively within that environment.

- Knowledge of UFN culture and practices, and a demonstrated ability to work successfully with Indigenous communities.
 - Knowledge of federal, provincial, municipal and Indigenous governments.
 - Demonstrated experience managing large budgets and projects for multi level projects consisting of field and office-based activities.
 - Relevant experience in a Business Development role developing opportunities and commercial strategies
 - Ability to build and maintain lasting relationships with business units, corporate departments, key managers, and other stakeholders.
 - Ability to assess corporate climate, socio-economic factors, trends, and other criteria to determine chances of project success.
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- Field study and data analysis experience.
 - Scientific/environmental proposal and report writing experience - examples of written environmental/biological reports may be requested.
 - Excellent team management skills & highly effective negotiation, diplomatic, and conflict resolutions skills.
 - Ability to effectively communicate with all types of staff, including technical, professional, and upper management.
 - Strong problem identification and problem resolution skills.
 - Ability to create and edit project documents, materials, and presentations.
 - Ability to effectively communicate both verbally and in writing.
 - Flexibility to adjust to shifting priorities and deadlines.
 - Persuasive and motivating, with a strong focus on managing consultants.
 - Excellent Excel and Microsoft Office skills.

Education and Experience:

- A strong environmental background with 4+ years relevant Project Management experience.
- Experience working in an Indigenous community is essential, and a willingness to learn about culture, history, and traditions of Ulkatcho People.
- Valid BC Class 5 Driver's License and reliable vehicle.

Working Conditions

- Travel if required
- Work overtime if required
- Flexible working conditions will be considered.

How to Apply:

Application Deadline: Open until filled

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include **“Chunta Resources Operations Manager”** in the subject line. Or drop off at the reception counter at the band office.

Note: Only Shortlisted candidates will be contacted.

Posting Date: August 8th, 2022