

Senior Project Manager - Energy

Batchewana First Nation

Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the north-eastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadjiwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and every day.

Position Summary

The Senior Project Manager – Energy is responsible for all stages of project management for various BFN proposed and existing businesses and partnerships in the Energy sector. The SPM-E uses standardized frameworks to bring efficiency, engagement and transparency through all stages of projects including scoping, planning, executing, and monitoring. The incumbent collaborates with other internal areas such as Lands and Finance, external stakeholders and consultants, senior leadership and Council representatives to realize the best interest of BFN. The Project Manager will engage in feasibility discussions, define project requirements and scope, identify risks and resource requirements, and guide/organize cross-functional team efforts.

Key Duties & Responsibilities

- Establishes and adopts standardized methodologies for project management in order to build efficiency, collaboration and transparency. This involves duties such as identifying and implementing technology and tools, communicating requirements of project phases, critical paths and working with staff to ensure steps and actions are undertaken in line with project deliverables and milestones.
- Ensures project stakeholders are informed and understand project requirements and status through efforts that include conducting project communication meetings, delivering presentations and analysis and maintaining project documentation.
- Provide project management and facilitation services through all phases of systems project life cycles, including needs assessment, business case development, obtaining approvals, project implementation and transition to operational status.
- Manage the full life cycle of projects resolving issues of performance, scheduling and control. Define objectives, perform tasks and produce deliverables critical to the success of the project and in the development of and implementation of contractual agreements. Identify needs for staffing resources, material resources and project management support. Identify the project components ensuring the project team and operational leadership understand the deliverables/milestones from start to close out.
- Manages risks related to the identification, quantification, response development and response control throughout the course of a project by establishing a process for identifying, analyzing, prioritizing, planning, implementing, evaluating, communicating and documenting risk and risk response. Develops and communicates risk response through acceptance, avoidance or mitigation.
- Provides coordination for all phases of projects by performing duties that include drawing on subject matter experts, internal and external resources and partners to develop project analysis, scope, costs, schedule/milestones and to set standards and expectations.
- Coordinates project team participation and contribution and assists with resolving roadblocks or delays by performing duties that include providing information, scheduling regular meetings, brainstorming solutions and escalating issues when required.
- Liaises between stakeholders and project team members including Finance, Engineering, Lands, and others in order to capture appropriate business processes, identify, realize and coordinate funding sources, maintain reporting and ensure coordination and plan adherence between various entities.
- Participates in creation of partnership agreements, through duties that include representing BFN's interests, position, and mandates in discussions/negotiations with stakeholders and potential partners, liaising with lawyers for corporation set up, interacting with external contractors, analyzing language and assessing options for the consideration/approval of senior leadership.
- Monitors project resources and budgets including contractor management in order to ensure quality, efficiency, integrity and cost effectiveness of project start up and operationalization; ensures these are reflected in regular reporting and risk management.

QUALIFICATIONS & EXPERIENCE:

- University Degree in Business Administration/Economics or related field
 - Accreditation in project management is an asset
- 5 years of progressive experience in project management with a high degree of complexity and a minimum of 3 years at a management/leadership level
- 2 years working with a First Nation community or related organization is an asset
- Familiarity with the Energy sector trends, future opportunities and dynamics, generally gained through experience in an energy related business

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated success in project delivery and employment of project management methods
- Adept at collaborative leadership and motivating others
- Ability to estimate project resource requirements
- Ability to prepare presentations and conduct effective meetings
- Knowledge of financial, accounting, and business practices
- Excellent communicator through various methods and adapt approach based on the audience
- Highly effective negotiation, diplomacy, and conflict resolutions skills
- Strong problem identification, critical thinking and problem resolution skills
- Ability to build and maintain lasting relationships
- Ability to drive a project team to meet goals and objectives
- Demonstrated integrity and high ethical standards
- Knowledge of Indigenous history, culture and territory

CONDITIONS OF EMPLOYMENT

- Favorable Canadian Police Information Check (CPIC)
- Valid G Driver's License and/or access to a reliable vehicle.
- Travel may be required.

How to Apply & Deadline: Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Senior Project Manager

ALL APPLICATIONS MUST BE RECEIVED BY July 12 2024 AT 12:00 PM (Noon).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding inherent obligations.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.