

Apply By: Wednesday, November 9, 2016 11:59 pm EST

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DISTRICT RESOURCE LIAISON SPECIALIST

Organization: Ministry of Natural Resources and Forestry

Division: Regional Operations Division

City: Pembroke

Job Term: 1 Temporary assignment/contract for up to 12 months, with possibility of extension

Job Code: 5513 - Community Development Officer 3

Salary: \$1,187.58 - \$1,476.66 Per Week*

*Indicates the salary listed as per the OPSEU Collective Agreement.

Posting Status: Open Targeted

Job ID: 99071



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Are you a skilled communicator with a sound grasp of natural resource management and solid experience building effective relationships with indigenous communities and non-aboriginal stakeholders? If so, consider your niche as a District Liaison Specialist.

What can I expect to do in this role?

In this challenging opportunity, you will:

- provide advice, plan and lead indigenous programs and initiatives
- promote understanding, co-operation and participation in the ministry's sustainable resource management programs with a focus on lands and resource allocation with communities and other users
- act as the ministry representative or advisor in resource and issue negotiation with indigenous communities and associations
- prepare budget submissions and explore funding options as well as authorize and track expenditures for indigenous and non-indigenous programs and initiatives within communities
- assist in the development and delivery of community outreach initiatives to non-indigenous communities

Please note that this position provides support to Pembroke, Bancroft and Kemptville Districts.

How do I qualify?

Mandatory requirement

- valid class G driver's licence or equivalent as recognized by the Province of Ontario

Specialized knowledge

- extensive knowledge and sensitivity to aboriginal culture, social and economic issues, concerns, legislation, policies and communities within the service area
- thorough working knowledge of resource management principles, practices, policies and procedures and government resource management policies, programs, operations and initiatives

Communication & Interpersonal skills

- proven conflict resolution and facilitation skills to negotiate and build consensus on resource management issues
- demonstrated ability to foster effective relationships with stakeholders and indigenous and non-indigenous communities and associations

- ability to provide advice and information effectively and produce written products such as media releases, articles, issue sheets, briefing notes, reports and correspondence

Analytical & Problem-Solving skills

- demonstrated ability to research and analyze information and data to respond to requests, issues and/or concerns
- ability to apply policies, procedures and directives to determine/recommend solutions and provide issues management support

Administrative skills:

- proven ability to prepare work plans/budgets and track and monitor expenditures/deliverables
- ability to prioritize, coordinate and complete work in given timeframes

Additional Information:

Address:

- 1 Temporary, duration up to 12 months, 31 Riverside Dr, Pembroke, East Region

Compensation Group: Ontario Public Service Employees Union

Schedule: 6

Category: Lands and Resources

Posted on: Wednesday, October 19, 2016

Note:

- N-NR-59361/13(10)

How to apply:

1. You must apply online by visiting www.ontario.ca/careers. You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from

being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Wednesday, November 9, 2016 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Ontario Public Service is an inclusive employer.

Accommodation is available under the [Ontario Human Rights Code](#).

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