



# Algonquins of Ontario Consultation Office Job Posting

## Senior Project Development Manager

The AOO are looking to fill a new and critical role Senior Project Development Manager. This position will work with the Executive Director and the respective AOO Consultation staff, to establish project plans in support of the Algonquin Negotiation Representatives (ANRs) in their ongoing efforts to rebuild and revitalize the Algonquin Nation through the negotiation towards and implementation of a modern-day Treaty, while also working to enhance the Algonquin presence across the unceded AOO Settlement Area.

<b>Position Title:</b>	Senior Project Development Manager
<b>Reports to:</b>	Executive Director or designate
<b>Location:</b>	Pembroke, Ontario, Canada
<b>Salary:</b>	\$78,000 – \$101,772 per annum
<b>Benefits:</b>	Competitive benefits package including Group Medical Plan and generous vacation and working hours.
<b>Position Type:</b>	Full-Time

### Opportunity Summary

The AOO are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

Working with the Algonquins of Ontario (AOO) provides an exceptional and rewarding opportunity for any person who seeks a complex, dynamic environment while contributing to the process of rebuilding and revitalization of the Algonquin Nation.

Working in collaboration with the Executive Director, Principal Negotiator, Technical Advisory Group and the respective AOO Consultation staff, the Senior Project Development Manager advocates for the development of projects based on internal resources and capacity. The Senior Project Development Manager is responsible for providing leadership and oversight within the AOO to ensure the comprehensive planning, implementation, and successful delivery of AOO projects. The Senior Project Development Manager is responsible for simultaneously providing oversight on a multitude of complex and multidisciplinary projects, this includes scheduling, assessment of scope, resourcing, tracking progress, status reporting and providing support to ensure projects are aligned to the approved work plans.



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This position also offers the unique and groundbreaking opportunity to be part of a team that is supporting the AOO in the historic negotiations of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

### **Position Responsibilities**

The following summarizes the responsibilities of the position:

#### **Project Management Foundation:**

- Collaborates with the Executive Director and respective AOO Consultation staff to develop project plans for consideration and direction by the appropriate Working Groups, and for approval by the Algonquin Negotiation Representatives.
- Advocates for the development of SMART (Specific, Measurable, Attainable, Relevant and Time-Bound) projects in alignment with internal capacity and the mandates or objectives of ANRs.
- Determines and define project scope and objectives based on approved project plans.
- Develops and manage a detailed project schedules and work plans; preferably with developed or acquired project management tools.
- Uses a consistent framework across all projects focused on communication, monitoring, outcomes, and reporting.
- Utilizes industry best practices, techniques, and standards throughout entire project execution.
- Coordinates the development of user manual, training materials, and other documents as needed to enable successful implementation and completion of projects.
- Supports the communication strategy of all key projects in collaboration with the respective AOO Consultation staff.

#### **Fiscal, Internal and External Resource Management:**

- In collaboration with the Executive Director and respective AOO Consultation staff:
  - Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
  - Manage contracts with contractors, vendors, and suppliers by assigning tasks and communicating expected deliverables.
  - Prepare budget based on scope of work and resource requirements.
  - Track project costs to meet budget
- Ensures appropriate resource allocation across the organization and within all project work plans.
- Brings forward concerns and recommendations related to work plans to the Executive Director and/or respective AOO Consultation staff and, if required, to the appropriate Working Group for review and consideration and if needed for approval by the ANRs.

#### **Project Management:**

- Provides leadership and expectations to respective AOO Consultation staff.
- Establishes project touchpoint and status updates with respective AOO Consultation staff.
- Assists in identifying and resolving issues and risks.



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- Measures project performance to identify areas for improvement.
- Monitors' progress and adjusts, as needed.

### **Project Auditing and Reporting:**

- Provides project updates on a consistent basis about strategy, adjustments, and progress.
- Implements project reporting to identify and manage changes in project scope, schedule, costs, and outcomes.
- Conducts retrospectives on completed projects to identify successes and areas for improvements. Retrospectives includes collecting feedback from ANRs, community members and internal stakeholders.
- Prepares presentations to report on progress and outcomes.

### **People Leadership:**

- Directs leadership to the respective AOO Consultation staff
- Provides coaching and leadership to the respective AOO Consultation staff to assist in the coaching and performance growth of their teams.
- Develops inclusive approaches that build trust and confidence, that motivate and inspire, and that promote the AOO values and principles.
- Assists in the for recruitment, onboarding, training, performance growth and coaching of key positions, as required.
- Responsible for ensuring that the respective AOO Consultation staff are adhering to developed policies and practices of the AOO.
- Champions in a positive culture and workplace environment that embraces change.

## **About You**

### **You are a proven leader who:**

- Has at least 10 years of project management experience.
- Has at least 5 years of leadership experience within an Indigenous community or experience consulting/ working with Indigenous communities on resolution, policies, projects.
- Is passionate about the survival, rebuilding, and self-sufficiency of all Algonquin communities.
- Excels at project management with proven success in the effective implementation and management of multi-programmed projects with concise administrative and financial monitoring.
- Has experience designing and implementing best practice project management practices, processes, and tools.
- Has proven success inspiring and gaining buy-in on organizational objectives and projects.
- Has the proven ability to work effectively within a complex organization in order to balance multi-projects across diverse programs.
- Is experienced at successfully leading and managing multiple high impact organizational projects.



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- Excels at leading internal teams with inclusive approaches that build trust and confidence, that motivate and inspire while promoting accountability, organizational culture, and adaptability.
- Has experience successfully managing staff including hiring, onboarding, training, coaching, constructive feedback, recognition, performance management and conflict resolution.
- Excels at building successful working relationships and networks.
- Is responsive and adaptable, thriving in a dynamic, fast-paced and changing environment.
- Is self-motivated, self-organized, and self-improving with superior work standards.
- Thrives at working both independently and within a team environment.
- Has excellent time management and organizational skills.

### **Additional Requirements:**

- Bachelor's degree in related field or the equivalent combination of education and experience.
- Professional Project Management Designation or equivalent.
- Leadership or supervisory training is an asset.
- Advanced skills with the Microsoft Office suite.
- A valid G Class Driver's License.
- Able to lift up to 20kg (44 lbs.) and comfortable performing physical work within the field.
- Have a clear criminal record check for working with vulnerable populations.

### **More about the AOO**

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi<sup>1</sup> and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to negotiate a modern-day Treaty.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in- Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open up new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.



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### **The Teachings of the Seven Grandfathers**

- **Kwayakoziwin: Honesty:** Honesty in facing a situation is to be brave.
- **Tabasenindizowin: Humility:** Humility is to know yourself as a sacred part of Creation.
- **Manàdjiyàn: Respect:** To honour all Creation is to have respect.
- **Sòngideyewin: Bravery:** Bravery is to face the foe with integrity.
- **Nibwàkàwin: Wisdom:** To cherish knowledge is to know wisdom.
- **Sàgìhidiwin: Love:** To know Love is to know peace.
- **Tebwewin: Truth:** Truth is to know all of these things.

### **How to Apply**

So, what do you say? Are you ready to support the Algonquin Negotiation Representatives in their efforts to rebuild and revitalize the Algonquin Nation?

**Qualified candidates are invited to submit their resume and a letter of introduction by 2:00 PM on Friday, May 7, 2021 to [recruitment@tanakiwin.com](mailto:recruitment@tanakiwin.com).**

When applying please ensure to list the position(s) you are applying for in the title of the email.

Please note that the AOO have obtained the services of an external organization to support this recruitment process and no applications will be accepted by the AOO Consultation Office. Only applicants who apply to the above email address will be considered for the position.

For members of our Algonquin communities, we ask that you please identify which community you are connected to in your cover letter.

The AOO welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

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