



Algonquins of Ontario Consultation Office Job Profile

SENIOR BUSINESS DEVELOPMENT STRATEGIST

Title:	Senior Business Development Strategist (Level 8)
Reporting to:	Senior Project Development Manager (Level 9)

General Background

The Algonquins of Ontario (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 is 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
- Snimikobl
- Whitney & Area

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi¹ 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 new economic development opportunities for the benefit of the AOO and their neighbors 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 toward 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.

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 honor 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.
- **Sàgihidiwin: Love:** To know Love is to know peace.

¹ The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as “Kichisipi”, “Kichissippi”, “Kitchissippi” and “Kichissippi”



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- **Tebwewin: Truth:** Truth is to know all of these things.

Position Summary

Public Services and Procurement Canada (PSPC) serve federal departments and agencies as their central purchasing agent, real property manager, treasurer, accountant, pay and pension administrator, integrity adviser, and linguistic authority. The PSPC's Real Property and Services Branch leads the planning and development of various multi-year and multi-million capital investment projects across Canada.

Numerous PSPC projects are currently in development or planned within the Algonquin of Ontario (AOO) Settlement Area. As these projects are proceeding in the planning and development phases, PSPC is committed to establishing a long-term respectful and trusted relationship with the AOO to maximize the benefits of such projects for the ten AOO communities.

It is in this context that as a Senior Business Development Strategist you will play a leadership role within the AOO Consultation Office in developing and executing various initiatives from PSPC's projects as well as projects from other private and public sector entities benefiting the ten AOO communities.

Ultimately, the Senior Business Development Strategist will be a key contributor in improving the economic situation of the ten AOO communities, finding ways to create training and learning opportunities and jobs, assisting with the establishment of and supporting businesses, and helping create the environment in which the local economy and the communities will flourish.

Job Duties

- Reporting to the Senior Project Development Manager and working in close collaboration with the Algonquin Negotiation Representatives (ANRs), develop, cultivate, and maintain ongoing respectful and trusted relationships and continuous open communication with Public Services and Procurement Canada (PSPC) on federal capital investment projects within the Algonquin Settlement Area (i.e., act as a prime liaison).
- The Senior Business Development Strategist will also be responsible to develop relationships with other governmental entities, and private sector companies involved in various consultation projects based on the Crown's legal duty to consult.
- Build and manage networks of stakeholders, working partnerships, and external resources to identify social, economic, and business opportunities from PSPC's capital investment projects and other projects within the Algonquin Settlement Area (i.e., scope out opportunities through relationships).
- Develop business plans or business cases supporting social, economic, and business opportunities from PSPC's capital investment projects and other projects within the Algonquin Settlement Area (i.e., planning function).
- Develop and implement initiatives from confirmed social, economic, and business opportunities maximizing benefits for the members and businesses of the ten AOO communities such as training development, job creation, employment, business creation, procurement, and sub-contracting (i.e., execution function).



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- Identify and implement in collaboration with other partners training and learning initiatives by leveraging, among other ways, existing governmental training and learning programs, strengthening the skills set of the Algonquin people within the ten AOO communities enabling them to be considered for job opportunities in various capital investment projects.
- Identify and implement in collaboration with other partners federal and provincial procurement opportunities supporting Algonquin’s businesses within the ten AOO communities.
- Develop and implement initiatives strengthening the AOO’s presence in the National Capital Region and promoting the AOO’s heritage and culture.
- Lead the coordination of the AOO’s consultation efforts by mitigating the adverse effects of the PSPC’s and other capital investment projects within the Algonquin Settlement Area on the AOO’s rights and interests.
- Develop detailed work plans and budgets seeking capacity-building funding from governmental programs.
- Contribute to longer-term market research and trends analysis supporting the development of socio-economic and business strategies and plans from PSPC’s and other capital investment projects benefiting the members and businesses of the ten AOO communities.

Expected Results

Increase socio-economic development opportunities for individuals and businesses within the ten AOO communities and minimize the risk of them missing opportunities.

Skills

Education:	Bachelor's degree Public Policy, Political Science, Public Administration, Indigenous Studies, or related discipline.
Previous Experience:	6-10 years of experience in business development.
Internal Communication:	This position requires giving professional advice or direction to other employees of the organization. There is an element of influence and some negotiation at this level, but it is not a regular activity. Moderate level of performing presentations.
Algonquin Representative Communication:	Regular weekly communication is required with Algonquin Negotiation Representatives providing support and/or guidance as required by the position.
Required Qualifications:	A significant level of business acumen and demonstrated experience, knowledge, and understanding of: <ul style="list-style-type: none"> • business concepts/operations/management; • small business start-up and development; • training and learning initiatives; and • risk identification, assessment, control, mitigation, monitoring & control.



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	<p>Demonstrated experience and significant ability to build beneficial working relationships with Indigenous communities and stakeholders.</p> <p>Forward-thinking and in touch with current trends.</p>
External Communication:	<p>Giving professional advice or direction to outside contacts is required. Some persuade influence, and negotiation, and is a regular activity. Limited - moderate level of presentations and public speaking. Contacts may include Director/senior level.</p>
Problem Solving Skills:	<p>Problems are different and situations are constantly changing. Uses considerable judgment and analysis to arrive at recommendations or conclusions. Problem-solving based on experience and guided analysis from Senior Leadership.</p>
Other Position Specific Skills:	<ul style="list-style-type: none">• Ability to understand the detrimental and lasting effects of colonization on Indigenous people and respond appropriately when interacting with the Algonquin Negotiating Representatives and other Indigenous clients, customers, and external parties.• Superior ability to positively interact with others using sensitivity, tact, diplomacy, and professionalism.• Self-directed and independent.• Customer-service oriented.• Dealmaker and go-getter.• Able to work with political leaders, politics, and political realities.• Excellent organizational and time management skills.• Superior team-building skills and ability to create a positive work environment.• Strong ability to exercise effective judgment, political sensitivity, creativity, and enthusiasm to achieve high-level, effective interactions.• Strong project management skills to effectively manage complex projects and initiatives.• Strong ability to respond effectively to and manage emerging priorities and firm deadlines within a multi-disciplined, fast-paced, and changing environment.• Strong analytical, research, and problem-solving skills, providing attention to detail.• Strong ability to work independently and in a team environment.• Advanced skills with the Microsoft Office suite• Must be able to carry out physical aspects of fieldwork activity.• Must be able to lift to 20kg (44 lbs.)• Must provide a clear criminal record check for working with vulnerable populations• Must hold a valid G Class Driver's License• Must be able to work occasional evenings and weekends.



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Associated Responsibilities

Planning & Coordination:	Planning and coordinating complex projects, determining deadlines, and keeping supervisor apprised of changes.
Contacts/Advocacy/ Relationship Building:	Contacts involve a) Key relationships/approvals within an organizational area b) Work with/influence others to gain agreement. OR c) Coordinate work of others without direct authority. The moderate impact such as lost relationships, considerable project delay
Decision Making:	Tasks are assigned by general instruction, discussion, or advice, with most details left to the employee. Periodic progress/quality checks during significant stages. Errors have some financial loss or adverse effect on public/employee relations, loss of time.
Human Resources & Functional Leadership:	Supervisory duties may be assigned to lead a small work unit/section or to run a project, coordinating the work of others. May include periodic management of contractors or contracts with external resources.
Financial:	Moderate financial responsibilities. Must influence in developing a budget. Able to approve small and moderate purchases and negotiate with vendors. Able to make financial decisions that are aligned with the provided budget.

Mental Effort

Tasks require significant attention to detail for substantial periods and include setting the strategic direction, developing strategies, plans, processes, and controls.

Physical Effort

Long periods sitting/restrained with minimal opportunity to set aside a task or document due to urgent deadlines or intense concentration due to the complexity of activities. More than 3 hours of computer work and audio-visual strain.

Working Conditions

Physical Working Environment:

Office environment with some regular noise distraction and close proximity of other employees.

Challenging Working Conditions:

Regular contact with challenging individuals, with unique circumstances, referred to supervisor.

Acknowledgment & Agreement

The above profile reflects the general details, skills, responsibilities, effort, and working conditions considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job.



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Job Profiles are not all-inclusive. This Job Profile describes the general nature and level of work being performed by employees assigned to this position. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job profile.

Joseph Phillips
(Please print)

Employee Signature

Date
(DD/MM/YYYY)

Approval:

Daniel Charbonneau
(Please print)

Supervisor Signature

Date
(DD/MM/YYYY)