

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Tribal Management **COMPETITION:** TAEM-02-04-05-22
DEPARTMENT: Tribal Management
POSITION: Director of Government and Industry Relations **DATE POSTED:** Apr-05-22
SALARY: Based on Education and Experience **DEADLINE:** Apr-15-22
STATUS: Term Contract **NOTICE: DEADLINE TIME TO SUBMIT IS 12:00pm (NOON)**

General Statement of Duties:

The Director of Government and Industry Relations has the overall responsibility of developing, maintaining, and partnering with external stakeholders to meet the Nation's objectives of having self-sustaining operations and reducing reliance on government funding. The director utilizes existing resources, identifies, plans, and executes opportunities for development. The director actively monitors legislative, policy, and regulatory activity within the government and industry to consider effects on the Nation's economic development.

Duties & Responsibilities: Duties include but are not limited to:

- Consult with legal staff and contact elected officials to lobby for initiatives and garner support;
- Apply for grants, loans, and other funding at the local, provincial and federal level to provide resources necessary for initiatives,
- Develop business plans, evaluate opportunities, develop pipelines and performance metrics for economic initiatives.

SEE RECRUITMENT OFFICER FOR A COMPLETE JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Capacity to research, analyze, and quantify information for development of strategies and economic plans; Ability to forecast and plan economic initiatives for the preparation of annual budgets; Ability to co-ordinate and facilitate meetings; Strong working knowledge of current regulations, policies, procedures, and trends within government and industry; Ability to build strong relationships and networks with key personnel in government and industry; Interpersonal style demonstrating a personal commitment to organizational excellence, displays honesty, and a strong sense of ethics in all decisions and actions; Strong written and verbal communication skills, with the ability to persuade and engage audiences.

Education and Experience:

- Bachelor's or other post-secondary degree in Political Science, Public Policy, Business, Economics and Communications;
- 5 years in a government/industry relations role.

Other:

- Ability to speak the Siksika language is an asset.

SUBMIT APPLICATION & RESUME TO RECRUITMENT OFFICE

NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE

▶ **Please call Recruitment Officer before faxing documents**



Contact HR Recruitment Officer – Tennie Running Rabbit

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