Job Posting Extension

Career Opportunity: Wildlife Administrator

Department: Environment and Remedial Works
Salary Grade 6: (Min. $57,754.00 – Max. $77,102.00)

Location: Montreal
Status: Temporary (1 Year)

Core Functions:
The Wildlife Administrator is responsible for overseeing the implementation of Section 24 of the James Bay Northern Quebec Agreement (JBNQA) and for ensuring that the wildlife populations in Eeyou Istchee territory are maintained at an optimal condition in support of the Crees’ rights and interests. More specifically, the incumbent monitors and manages all development and recreational activities in the territory that may have an impact on wildlife resources.

Functional Responsibilities:
• Oversee the implementation of the Outfitting Regime and the Right of First Refusal Procedure in the Cree territory (Chapter 24 and complementary agreement #11 of the JBNQA).
• Ensure that the Hunting, Fishing and Trapping Coordinating Committee’s (HFTCC) role and mandate within Section 24 is fully implemented.
• Provide support and advice as required for the implementation of the Environment Regime (Chapter 22 of the JBNQA), the Forestry Regime (Chapter 30A of the JBNQA) or other agreements related to wildlife resources and habitats.
• Coordinate with the Cree Outfitting and Tourism Association to ensure that they are informed of policies, directives or strategies relating to wildlife management which may affect Cree tourism and the Cree outfitting industry.
• Prioritize and oversee various projects related to wildlife matters.
• Coordinate and collaborate with key stakeholders in the development of strategies, policies or actions related to the conservation of wildlife populations in Eeyou Istchee.
• Coordinate the monitoring and follow-up of post project wildlife-related directives that have been issued through the environmental and social review process.
• Engage in and/or manage specific research initiatives related to the improvement of up-to-date information on wildlife in the territory.
• Review and provide advice on provincial and federal wildlife management laws, policies, regulations and directives.
• Keep key stakeholders informed of all wildlife-related projects and issues by notably providing them oversight and guidance.
Career Opportunity: Wildlife Administrator

**Interaction/Communication Responsibilities**
- Act as contact person with media and provide interviews on wildlife-related matters.
- Give and/or participate in presentations at conferences, workshops, or other events/meetings on various wildlife matters.

**Administrative Responsibilities**
- Prepare, provide input or review media publications or various studies, papers, interviews, etc.
- Prepare briefs, presentations and recommendations for the executives and council boards on wildlife-related matters.
- Coordinate and organise meetings.

**Managerial Responsibilities**
- Supervise and lead direct reports.
- In conjunction with the Coordinator, assist with development of team and individual objectives and ensure that performance is aligned with team and individual objectives.
- Identify training needs, recommend solutions, and support training and development.
- Conduct periodic performance evaluations for direct reports.
- Promote ongoing, effective and open communication with employees. Keep staff members informed of decisions that impact them and/or their department.

**Other Responsibilities**
- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

**Education**
- Bachelor’s degree in Wildlife Biology, Environmental Science or related field.

**Experience**
- Five to eight years of relevant work experience.

**Language**
- Fluency in verbal Cree.
- Fluency in English.
- Fluency in French is an asset.
Knowledge and Abilities

- Knowledge and understanding of the JBQNA, complementary agreements and the Paix des Braves Agreement.
- Proven ability to communicate effectively.
- Strong attention to detail and accuracy.
- Strong organizational skills and the ability to coordinate multiple projects.
- Strong judgment and proven ability to problem-solve.
- Demonstrated ability to take initiative.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Willingness to work both in an office and outside setting.
- Willingness to travel occasionally.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period
From October 9, 2020 to October 23, 2020

Application
Your application must be sent by email or fax with the competition number: ERWD-201009-1

Sabrina Shahidi
Training and Development Specialist
Email: hr@cngov.ca
Tel.: 514-861-5837
Fax: 514-861-0760