



# FORT MCKAY FIRST NATION

P.O Box 5360, Fort McMurray AB T9H 3G4  
Phone (780) 828-2430 Fax (780) 828-4680

## ***JOB OPPORTUNITY***

### **REGULATORY COORDINATOR – Sustainability Department**

#### **General Description:**

The **Fort McKay First Nation (FMFN)** is seeking a motivated and multitask-oriented individual who is flexible and works well in a team environment to fill the full-time permanent position of **Regulatory Coordinator**, reporting directly to the Fort McKay Manager of Environmental Affairs. The Regulatory Coordinator will represent and advance Fort McKay's interests through liaising, tracking, coordinating and communicating with external stakeholders in matters related to regulatory and consultation processes. This is a permanent full-time position and is based on seventy-five (75) hours bi-weekly.

#### **Duties:**

- Act as liaison for regulatory and consultation requests from industry, and coordinate with appropriate Department personnel and consultants
- Monitor timeframes for regulatory processes, track status of regulatory applications, alert Department staff to key dates and deadlines and ensure timely responses from the Sustainability Department and timely follow-up with industry and government
- Review industry-generated consultation logs, liaise with staff and consultants as necessary to verify or correct the logs and provide summaries of key outstanding issues for appropriate follow up
- Ensure that regulatory records, including technical submissions and statements of concern are maintained and are accessible using tools such as the Community Information System or SharePoint site
- Maintain the Community Information System including ensuring that all submissions to regulatory agencies, permits, authorizations and/or approvals are documented
- Assist the Environment Manager and Senior Environmental Coordinator in preparation of regulatory filings and coordinate responses to information requests from regulatory agencies.
- Assist the Manager, Community Engagement & Government Relations in preparing submissions related to Government initiatives
- Stay abreast of current and proposed laws and regulations, as well as previous regulatory decisions and effectively communicate implications as appropriate to the team
- Support the Director, staff, legal council and consultants as they represent Fort McKay's interests in regulatory proceedings, including at hearings
- Promote awareness among regulators of community-generated data, interests and goals
- Participate in meetings with regulators, industry and government

#### **Required Competencies:**

Candidates are required to have the following competencies:

- |                               |  |  |
|-------------------------------|--|--|
| • Strong Interpersonal Skills | • Job Knowledge  | • Strong oral and written communication skills |
| • Adaptability                | • Productivity   | • Client focus                                 |
| • Dependability               | • Strong Computer Skills (proficiency in MS Office including database management programs) | • Teamwork                                     |
| • Integrity/Ethics            |  |  |

*We appreciate the interest of all applicants; only those selected for interviews will be contacted.*



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### **Qualifications:**

- University degree in a related field (e.g. Bachelor of Science or Environmental Studies) and 3 or more years' experience or equivalent
- Demonstrate planning, organization and project coordination skills
- Ability to handle multiple assignments on a timely basis, with a high degree of accuracy
- Good attention to detail
- Intermediate understanding of the Alberta regulatory frameworks and policies
- Experience working in a regulatory environment is an asset
- Experience working in/with Aboriginal communities is an asset

**Closing Date: *Open Until Filled***

**Please forward resume to:**

Attn: Human Resources

Fort McKay First Nation

P.O. Box 5360

Fort McMurray, AB T9H 3G4

E-mail: [bcourteoreille@fortmckay.com](mailto:bcourteoreille@fortmckay.com)

Fax: (780)828-4680 (attention Bonnie Courteoreille)

***Please ensure you indicate the job you are applying for***

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