



Indigenous Recruitment & Retention Advisor for Opiikapawiin Services LP

Company Background

Opiikapawiin Services LP ("Opiikapawiin") was established by a partnership of 22 First Nations in northwestern Ontario. The 22 First Nations partnership is also majority owner in Wataynikaneyap Power, a transmission company building 1800km of new transmission line to connect remote First Nations to the provincial grid. Opiikapawiin is primarily responsible for administering projects and programs for Wataynikaneyap Power relating to community engagement, community readiness, education & training, business readiness, stakeholder engagement, communications, and capacity building. Opiikapawiin will also support the First Nations partnership in the management of its investment in Wataynikaneyap Power, which includes raising equity for the First Nations interest in the transmission project.

Job Description

The Indigenous Recruitment & Retention Advisor is a full-time position, who will report to the Indigenous Participation Manager and work collaboratively within a team environment and performs a key role in facilitating meaningful participation. The position will be responsible for, but not limited to, assist with facilitation, coordination, and communication between the Participating First Nations, Tribal Councils, the Engineering, Procurement, and Construction (EPC) Contractor(s) in sharing opportunities for employment, identifying individuals, and supporting related human resources aspects, such as recruitment, and retention

The Indigenous Recruitment & Retention Advisor will represent Opiikapawiin and Wataynikaneyap Power in a professional manner at all times. The person in this role will work directly with the Indigenous Participation Manager, Training Coordinator, and Opiikapawiin Services team, and work closely with Wataynikaneyap Power PM team.

Since Opiikapawiin is an organization that provides services in First Nations communities, the ideal applicant will possess a demonstrated knowledge of First Nations protocols, language, and culture.

Duties and Responsibilities

This position shall be responsible for the following:

Key Responsibilities:

- Follow the Framework in the Indigenous Participation Guide.
- Communicate to community leadership, and Participating First Nations members, the requirements (health and safety, etc.) to participate on construction activities.
- Support and make recommendations toward the development, planning and implementation of an Indigenous recruitment and retention strategy, including process for conflict resolution mechanism.
- Assist in Aboriginal community long term sustainable employment planning including human resources discipline.
- Support the development of increasing community capacity related to the construction activities
- Identifying potential shortage of workers with specific skill requirements and work with economic development departments and corporations of local Aboriginal communities to identify local training and educational facilities and programs that can provide development and upgrade of skills in advance of Project construction.
- Implement agreements with prime contractors to support on the job apprenticeships for Aboriginal workers in specialized areas requiring apprenticeship hours.

- Monitor and report on how Indigenous Participation is meaningfully occurring on a monthly basis through interacting with the EPC Contractor(s), employees and subcontractors.
- Provide a monthly summary describing challenges, opportunities and steps that might be taken to mitigate challenges and enhance opportunities.
- Assist in coordination of the EPC Contractor's participation at Indigenous community events in collaboration with each Community Liaison to increase awareness on the part of the EPC Contractor(s) to the community.
- Support in the implementation of the cross cultural awareness program.
- Attend various community events/trade shows, etc. on an 'as-needed' basis.
- Act as the link between the Participating First Nation community leadership and the EPC Contractor(s) to align opportunities for employment with capacity in the communities, i.e.. assist in coordinating job fairs.
- Act as the liaison between the Participating First Nations , the management team of OSLP, and the EPC Contractor in observing and receiving employee relations issues (including health and safety issues, which includes personal well-being) in a timely and appropriate manner.
- Record and track employment-related communication activities.
- Post and communicate qualification and skill requirements for construction workers to communities in advance of construction activities.

General responsibilities;

- Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.
- Assist in maintaining the Opiikapawiin Services training participant database.
- Works productively and professionally as a member of the Opiikapawiin's team and maintains co-operative working relationships with all Opiikapawiin staff, partners, agencies and clients.
- Maintains the strictest of confidence with regards to Opiikapawiin clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
- Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
- Shows good judgment about when to take the initiative and when to obtain direction from their manager.

Qualifications

Education & Experience:

- A post-secondary Diploma or Degree in Human Resources or related field with minimum 5 years' experience in Human Resources, Management or related roles.

Other Skills and Abilities:

- General computer skills and experience with MS Office suite (Excel, Word, PowerPoint, Outlook)
- Problem identification and problem resolution skills
- Interact effectively with all levels of the organization in a fast-paced, team-oriented workplace
- Excellent time management skills and prioritizing work
- Excellent written and verbal communication skills
- Strong understanding of the culture and protocols of Indigenous communities in Northwestern Ontario
- Experience working in First Nation communities and with Indigenous peoples
- Knowledge of the economic, social, and political environment of Northwestern Ontario and/or experience with remote community realities

- Proficient written and verbal communication skills in English; the ability to communicate verbally in the Indigenous languages spoken in Northwestern Ontario is not required but considered an important asset
- Valid Class “G” license

Employment Type, Location, and Start Date

300 Anemki Place, Suite “C”

Fort William First Nation
Thunder Bay, ON

The expected Start Date for the Indigenous Recruitment & Retention Advisor will be March 2019. The Indigenous Recruitment & Retention Advisor will work Monday to Friday within normal business hours.

Please note that this is a contract position to December 31st, 2019 with opportunity for extension.

Compensation

Negotiable, based on education and experience.

Application & Deadline

Applications shall include a resume, cover letter, and attached references including the most recent employer and at least two others.

The deadline for applications is **12:00 (noon) EST on February 6, 2019.**

Applications must be directed to:

Opiikapawiiin Services LP

Attn: Lucie Edwards – Chief Executive Officer

l.edwards@oslp.ca

Subject: Indigenous Recruitment & Retention application

Applicants may be required to submit a criminal background check.

More information on Opiikapawiiin Services LP can be found at www.oslp.ca

We wish to thank in advance all those who submit applications. **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED** and only the successful candidate will be notified.