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Position Description

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Indigenous Relations Advisor

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Job Summary (This is a hybrid remote/in-office position)

The purpose of this position is to strategize, plan and lead engagement with Indigenous Nations and communities to facilitate the successful execution of the Whiteshell Laboratories Closure Project (WLCP). This position is essential to help Canadian Nuclear Laboratories (CNL) develop and secure the formal agreements and informal concurrence with Indigenous Nations and communities necessary to complete the WLCP.

The incumbent will build on existing relationships and develop new relationships with Indigenous Nations and communities that have treaty rights on lands affected by WLCP activities and/or an interest in CNL's plans and activities as part of the WLCP. The incumbent will also support the delivery of public communications and engagement efforts by other staff for the WLCP and other CNL projects. The position involves interface with representatives of AECL, a federal Crown corporation, as CNL's client.

As part of the Project Communications department, the incumbent reports to the Manager, ERM Stakeholder Relations. This is a hybrid remote/in-office position, with time spent at or in the area of the WL site and/or at other CNL sites as required to fulfill the responsibilities of the job. The incumbent is expected to work closely and collaboratively with other CNL personnel involved in Indigenous and public engagement to promote alignment of strategies and approaches across CNL and advance corporate efforts towards Reconciliation.

Canadian Nuclear Laboratories (CNL) Employees perform all duties in accordance with established health and safety and regulations guidelines, policies and procedures (i.e. utilizing personal protective equipment as per safe work procedures). Notifies management or supervisor of all occurrences, injuries, illnesses or safety and health concerns which are likely to harm themselves, their co-workers or any other on the premises in a timely manner and in accordance with established reporting requirements.

Qualifications

Education

- Post-secondary degree in a relevant area of study (e.g. Indigenous studies and/or communications and/or environmental sciences or related field).

Experience

- Minimum five (5) years of experience working in Indigenous relations, combined with experience in Indigenous knowledge systems and values;
- Ability to connect and promote collaborative engagement with a variety of Indigenous communities, organizations, and interests in a culturally appropriate way;
- Understanding of traditional use studies and their meaningful integration and consideration in projects and operations;
- Strong interpersonal, communication, negotiation and presentation skills, including an ability to demonstrate tact and diplomacy when managing issue-related conflicts and negotiations;
- Ability to communicate complex technical/scientific/environmental issues to lay audiences in clear, understandable, language;
- Strong writing, presentation and oral communication skills;
- The ability to work under tight deadlines is essential;
- Knowledge of MS Office products such as Word, PowerPoint and Excel.

Abilities and Skills

The incumbent should have:

- Plan and lead a strategic approach to engagement with Indigenous Nations and communities with treaty rights on lands affected by the WLCP and/or an interest in CNL's activities on those lands, working closely and collaboratively with other CNL staff and consultants involved in Indigenous engagement to promote alignment of approaches across the company and to advance corporate efforts towards Reconciliation;
- Develop and facilitate interactive and meaningful opportunities for dialogue with representatives of Indigenous communities at the staff, consultant and leadership levels through meetings, site visits and virtual appointments, communicating in culturally appropriate language all activities of interest in the WLCP and providing regular updates on scheduled work and notification of changes;
- Lead the negotiation and development of community contribution agreements and relationship agreements (or memoranda of understanding), as well as community-specific engagement and communications strategies, with representatives of Indigenous communities;
- Act as the first point-of-contact and be available to Indigenous community members and representatives for inquiries by phone and email, and ensure timely response or escalation or concerns/issues as required. Also occasionally provide CNL representation at in-person events such as open houses, drop-ins and community presentations and information sessions;
- Lead and/or contribute to the development of Indigenous engagement sections of regulatory and other reports and documentation; ensure all interactions with representatives of Indigenous Nations and communities and related pertinent information are documented and filed per CNL corporate record requirements and as required by project permitting and regulatory licencing;
- Lead the translation and application of Traditional Knowledge considerations into project planning, monitoring and verification processes. Advise CNL colleagues on the importance of incorporating sufficient time for Indigenous engagement and related considerations into broader planning, scope and schedule for project activities;
- Ensure Indigenous engagement efforts and related messaging are aligned with public and stakeholder communications efforts at WL.

- Maintain an up-to-date understanding of technical and environmental project details, schedules and activities through interactions with WLCP staff;
- Support the broader mandate and activities of the Project Communications team as required;
- Maintain effective, collaborative relationships with Corporate Affairs teams and individual staff to help ensure the setting and achievement of joint objectives, strategies and goals.

Functions and Responsibilities

Functions and responsibilities include but are not limited to the following:

- Interacts regularly with WLCP staff including engineers, environmental specialists, and project managers to gather technical and scheduling information about project activities for use in developing communications projects. Interaction is largely face-to-face (virtual and in-person) and by phone and email;
- Interacts regularly with other CNL staff involved in Indigenous engagement/relations to ensure alignment of approaches across the company;
- Interacts regularly with WL Communications Officer and ERM Stakeholder Relations Manager to ensure a coordinated approach to developing and delivering communications products and messages at Indigenous engagement activities;
- Interacts with AECL staff to plan a coordinated approach to Indigenous engagement and provide updates on CNL's Indigenous engagement activities.
- Develops strong relationships and interacts regularly with Indigenous community Chiefs, Councils and staff to provide specific and current project information;
- Ability to spend several hours each day working at a desk in front of a computer screen;
- Occasional extended hours and travel, including weekends, usually within Manitoba or Ontario;
- Must be comfortable in public meetings, live media scenarios, interview structures and management briefings;
- Requires diplomacy to manage scrutiny and tense interactions in emotionally charged interactions;
- Required to manage several tasks with competing and/or changing deadlines in the same timeframe.

CNL has an Employment Equity Program and encourages applications from women, Indigenous Peoples, visible minorities and persons with disabilities.

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