



Director, Infrastructure and Planning

Department: Infrastructure and Planning
Posting Date: November 18, 2022
Location: Nipissing First Nation, ON
Schedule: Standard Work Week (35 hours per week)
Job type: Full time, Permanent
Vacancies: 1
Reports To: Chief Executive Officer

The Director of Infrastructure and Planning will provide strategic leadership for the planning and management of infrastructure across Nipissing First Nation. The Director will lead a dynamic team of professional staff, technical specialists, and administrative staff in infrastructure planning for long term growth, state of good repair planning, including development and oversight of asset management frameworks and policies. The Director will also lead the review and implementation of Nipissing First Nation's capital plan.

The Director, Infrastructure Planning & Policy's team also reviews and leads data/information management and completes asset financial reporting. In addition, the Director of Infrastructure Planning & Policy will collaborate and cultivate positive working relationships with partners across the departments and Regions as well as key outside stakeholders such as the local municipalities, funding entities, conservation authorities and other levels of government.

What you'll do in the role

While there are no two days the same in this dynamic position, below is a highlight of the key responsibilities.

- Development and implementation of strategic short-and long-range infrastructure planning
- Overview, review and implementation of Nipissing First Nation's 10 year Capital Plan
- Asset Management activities including the development of asset management processes, policies and plans, including leading the development of the annual and long term capital program
- Provision of professional expertise, advice, and recommendations on issues related to infrastructure and asset planning to support and actively participate as a member of the senior management team
- Ensure members and residents are provided with the appropriate permit information and required physical records
- Monitor the operations and projects within the department to ensure safety, service quality, cost effective and timely delivery of services, and legislative compliance which includes monitoring the progress of initiatives, programs and departmental budget
- Overseeing the projects and day-to-day operations of the department's data management functions and tools
- Monitor and apply changing trends in related business practices and technology pertaining to infrastructure, engineering, legislation, Ministry of Environment, Conservation and Parks requirements, population growth, and other trends affecting the departmental resources.



Employment Opportunity

- Develop and maintain positive working relationships through regular consultation with staff, members, Chief and Council, and external stakeholders
- Ensuring Nipissing First Nation complies with and operates within the framework of existing NFN Policies and applicable laws and legislation such as Ministry of Environment, Conservation and Parks Regulations, Operator Certifications, permit approvals, and employment legislation
- Ensuring the efficient utilization of human, physical, and financial resources by developing and implementing strategic planning initiatives, establishing goals/objectives, and service levels while meeting the performance standards set by the department and Nipissing First Nation
- Provide technical expertise and input to effectively capture corporate project data, facilitate information gathering, and communicate with internal and external stakeholders
- Direct data management projects within the department to ensure they are within Nipissing First Nation capabilities by collaborating on cross functional teams, acting as subject matter expert, and representing the best interest of Nipissing First Nation
- Develop and empower staff through the provision of direct feedback, developmental opportunities, technical direction, and encouraging staff participation whenever appropriate
- Maintain positive relations by proactively addressing and responding to staff issues
- Provide support, coaching and leadership to direct report managers and staff
- Accountable for department budgets including the preparation of annual and capital budgets and monthly reports
- Prepare tenders for the purchase of equipment, materials and services; examines tender proposals to ensure that they meet specified needs and recommends action
- Maintain agreements on file, ensure documentation and processes are inline with current policies and procedures
- Responsible for the management of risks and/or abatement(s), strategic planning and program development

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job and other training as required to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- The successful candidate will possess a University degree in Civil Engineering, Professional Engineering designation (or a combination of related experience and education in an applicable area) and a minimum of 8- 10 years of progressive leadership experience within a similar environment



Employment Opportunity

- Through an innovative and continuous improvement mindset, the candidate will have experience in infrastructure planning, asset management process development and implementation and project finance principles
- An in-depth understanding of relevant standards/legislation is required
- Proven decision-making abilities are required, combined with strong public engagement skills to build partnerships and collaborative relationships with people inside and outside the organization and to represent Nipissing First Nation on organizational and strategic issues
- Must have experience in sound financial management to include responsibilities for managing budget in a challenging financial environment while maintaining quality output and resource control
- Comprehensive understanding of infrastructure, utility operations and project management is a requirement for this position
- Experience in administration of multiple capital construction projects from conception to completion
- Experienced teambuilder with strong leadership and advocacy skills necessary to ensure the continued successful growth and responsiveness of the department
- Candidates will also require excellent verbal and written communications and interpersonal skills and a proven ability to develop and deliver strong and effective presentations to large and small groups
- A strong focus in customer service excellence and superior strategic and business planning knowledge and skills is necessary as well as proven negotiation and conflict resolution skills
- Proven ability to work effectively and collaboratively with others including other levels of government, internal staff, and stakeholders is valuable as is the ability to build, develop, coach, and support a team of professional staff and to work collaboratively across the department as well as the organization as a whole
- Establish a clear vision for the division and managing change will be critical to the success of the team
- Sound problem solving experience, able to identify and implement creative solutions to complex problems
- Demonstrated competence in working comfortably with people who have a diverse range of skills, knowledge, abilities, and backgrounds
- Ensure a work environment that prioritizes health and safety through actions, processes, and policies
- Incumbent must be bondable, hold a valid Ontario Drivers Licence and successfully pass vulnerable person police check
- Respect for Indigenous culture and willingness to learn Ojibwe

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing December 2, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing December 9, 2022 - 2nd Round



Employment Opportunity

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing December 16, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.