

The Canadian Association of Petroleum Producers (CAPP) represents companies, large and small, that explore for, develop and produce natural gas and oil throughout Canada. CAPP's member companies produce about 80 per cent of Canada's natural gas and oil. CAPP's associate members provide a wide range of services that support the upstream oil and natural gas industry. Together CAPP's members and associate members are an important part of a national industry with revenues from oil and natural gas production of about \$116 billion a year.

CAPP's industry members work with Indigenous groups to seek ways to mitigate impacts and to share the benefits of resource development. Industry affirms the importance of reconciliation in Canada and considers natural resource development, including oil and natural gas development, to be linked to the broader Canadian reconciliation process. Responsible resource development contributes to reconciliation by enabling partnerships that support the growth of sustainable Indigenous economies and communities.

CAPP has an immediate requirement for a *Manager* to join the Indigenous affairs team in Calgary, Alberta. This is a permanent full time position and reports to the vice president, government relations and Indigenous affairs, Ottawa.

Position Summary

The Manager provides leadership, strategic guidance and advocacy on a range of Indigenous affairs in a rapidly evolving environment within the relevant federal, provincial, territorial and regional jurisdictions.

This role effectively leads a team of Indigenous relations professionals and works with the Vice President, Government Relations and Indigenous Affairs, to deliver on the objectives defined by the *Indigenous Engagement Priority Steering Group*, the *Oil Sands CEO Council* and other CAPP governance bodies.

Key to the position is relationship building with all levels of government, CAPP membership and Indigenous groups. The delivery of policy and advocacy objectives related to provincial and federal legislative, policy and regulatory issues affecting industry/Indigenous affairs, and programmatic

outcomes supported by CAPP (e.g. communications initiatives, partnerships, educational initiatives, etc.) are also key aspects of the role.

Job Requirements

- Lead the Indigenous affairs team, including project management, work planning and implementation, people leadership, budget management, engagement and supervision of external consultants, and ensuring delivery of objectives identified by CAPP's executive team and governance bodies.
- Support the vice president, with management of the *Indigenous Engagement Priority Steering Group*, the *Oil Sands CEO Council* and other CAPP governance bodies including management of processes for document preparation, development of strategies for response to direction and ongoing reporting across CAPP's governance.
- Oversee the development of collaborative relationships with Indigenous organizations to advance mutual objectives and understandings.
- Direct policy advocacy relating to industry/Indigenous affairs at the federal and provincial level including associated research, the development of positions with members, as well as engagement with elected officials and government or regulator staff.
- Oversee the development and delivery of Indigenous Awareness programming for CAPP staff.

Qualifications and Experience

- Post-secondary education; bachelor's degree or equivalent in an applicable subject area
- Minimum of ten years relevant experience, including five years of community engagement involvement
- Hold a strong understanding of the oil and gas industry and the regulatory environment in multiple jurisdictions in Canada – territorially, provincially and federally
- Successful track record working directly with Indigenous groups and a clear understanding about the challenges and benefits of engagement
- Understand the historical context of Canada, the treaties, and related historical challenges faced by Indigenous communities and its impacts on current day events
- An asset, not a requirement, is the ability to provide strategic advice on the legal and advocacy implications of relevant court decisions affecting Indigenous rights, proposed government policy, legislative and regulatory initiatives.
- Strong project management and organizational skills, including the ability to manage a number of complex issues or programs while still delivering results
- Solid working knowledge of technology and the ability to navigate successfully the systems needed to effectively manage the job responsibilities. (Office suite of programs, databases, etc.)
- Must be eligible to work in Canada legally

Personal Skills and Qualities

- Highly developed communications, negotiation and consultation skills with experience leading groups to consensus
- Demonstrated strengths in leadership, coaching and able to work in a team environment for the timely delivery of organizational objectives
- Ability to develop and maintain effective working relationships with internal and external stakeholders and positively influence people and events in a leadership role
- Solid conceptual, analytical, decision-making and problem solving skills
- An asset, not a requirement; capable of providing strategic advice and advocacy regarding relevant court decisions affecting Indigenous rights, proposed government policy, legislative and regulatory initiatives, as well as socio/economic context that supports CAPP and its membership.

Other Considerations

- Some travel may be necessary
- After hours and weekend work may be required

Forward your cover letter and résumé in confidence to jobs@capp.ca by October 10, 2021 referencing “*manager, Indigenous affairs*” in the subject line. We thank all those who apply; however, only candidates selected for an interview will be contacted.



CAPP MISSION

To advocate for and enable economic competitiveness and safe, environmentally and socially-responsible performance.

OUTCOMES

We are the BEST advocacy organization in supporting our members to deliver on our value proposition with clarity and confidence.



Find a Way

- Be a reliable source of information and be resourceful in developing solutions
- Be responsive and collaborate
- Be adaptable and innovative while upholding the highest standards of integrity

Be a Leader

- Lead by example
- Learn from mistakes and recognize achievements
- Take initiative and be accountable

Make a Difference

- Be committed to the team, organization and industry
- Go above and beyond to deliver results
- Be a thought leader

Be Good to Each Other

- Empower, support and talk to each other
- Challenge ideas and perspectives respectfully
- Listen to and recognize each other's point of view