

Job Description

GENERAL MANAGER, SAKÂW ASKIY MANAGEMENT INC.

Prince Albert, SK

Reporting to the Sakâw Askiy Management Inc. Board of Directors, the General Manager will represent and act as the single point of contact for the Sakâw Askiy consortium. This is a multifaceted position, requiring the incumbent to be capable of performing a wide variety of roles to achieve the forest management and business objectives as established by the Sakâw Askiy Management Inc. Board of Directors.

You will be responsible for the administration of the corporation's forest management agreement (the "Prince Albert FMA") and facilitating planning in the FMA area while ensuring compliance with contractual and business obligations. The General Manager will also support shareholders in building strong relationships with Indigenous Peoples, Communities, and Stakeholders within the Forest Management Agreement area. You will also oversee Sakaw's Office Manager / Bookkeeper who looks after finances and daily operations.

Your duties will include:

Administration

Key Agreements

- Administer the corporation's Forest Management Agreement (the Prince Albert FMA) and related documents (Assignment and Assumption Agreement, Prince Albert FMA Side Agreement)
- Administer the Sakâw Forest Renewal Trust Agreement and overseeing related Trust Fund finances)
- Monitor compliance with agreements and obligations as outlined in other key governance documents (Unanimous Shareholder Agreement, Operating Zones Agreement, Legislation)

Finances

- Prepare budgets
- Ensure accurate and audited accounts are maintained and reported on, notices and invoices for charges and levies assessed by the corporation are sent
- Ensure compliance with all tax-related, insurance, and corporate reporting requirements.
- Act as an authorized signing officer for bank and trust accounts, and legal documents authorized by the Board.

Facilitation

- Promote consensus among shareholders.
- Organize and facilitate forestry operations, planning, and project and policy specific meetings and discussions.
- Prepare Board meeting materials, follow-up on action items.

Communication

- Maintain open and effective interactive communications with Sakâw Askiy shareholders
- Act as the single point of contact and public face for the Sakâw Askiy consortium.
- Maintain positive relationships with government ministries.
- Support shareholders as required in engagement at the political level with government on forest industry issues.
- Support shareholders in maintaining contact with the various communities, Aboriginal groups and stakeholders in the Prince Albert FMA area that may be affected by forest management plans and activities.

Forest Management

- In collaboration with the key shareholder staff, consolidate and submit Operating Plans, Forest Management Plans, Forest Management Plan Annual Reports, Wildfire Prevention Preparedness Plans, and any other plans for the Prince Albert FMA area. Development of such plans often involves working in collaboration with third party operators, Aboriginal groups, and stakeholders.
- Be aware of any special interest areas or claims.
- Track and communicate approvals and any non-performance issues.
- Assist the corporation in strategic, higher level forest management activities such as data collection and monitoring, that are required of a forest management agreement holder and are not otherwise the responsibility of a shareholder.

Additional activities will be as directed by the Board from time to time.

QUALIFICATIONS

- An undergraduate degree in Engineering, Business or Forestry. An advanced degree is highly desirable. He/she will have a minimum of ten years of management experience.

EXPERIENCE AND SKILLS

- An understanding of forest management planning and operations (technical knowledge) and the forest industry (sector knowledge) will be highly considered.
- Public policy – a strong awareness of public policy, including how, where, when and by whom decisions are taken, and how the process can be influenced.
- Political awareness - ability to understand government agenda and link it to the corporation's case.
- Proven interpersonal and communication skills, and the ability to facilitate consensus.
- Strong work ethic, attention to detail, cost control orientation, and the ability to successfully manage in a constantly changing environment.
- Analytical thinking - ability to identify, access, absorb and interpret relevant information and pinpoint the high-level key issues.
- People management ability to develop, motivate and manage the performance of others, including staff and committees, so that objectives are met, and good team performance is achieved.
- Planning - ability to develop and communicate a clear strategy, with goals for the short, medium and long term.
- Financial awareness - ability to manage budgets and assess the financial implications of decisions.



www.sakaw.ca

GENERAL MANAGER

Prince Albert, SK

Sakâw Askîy Management Inc. is seeking a highly motivated individual with forest management background to assume an exciting, multifaceted role within our corporation, performing a wide variety of roles to achieve the forest management and business objectives as established by the Sakâw Askîy Management Inc. Board of Directors.

Reporting to the Sakâw Askîy Management Inc. Board of Directors, the General Manager will act as the single point of contact for the Sakâw Askîy consortium. This person will be responsible for the administration of the corporation's forest management agreement (the "Prince Albert FMA") and facilitating planning in the FMA area while ensuring compliance with contractual and other obligations. The General Manager will also support shareholders in building strong relationships with Indigenous Peoples, Communities, and Stakeholders within the Forest Management Agreement area. You will also oversee Sakâw's Office Manager / Bookkeeper who looks after finances and daily operations.

QUALIFICATIONS

- Post-secondary education in business, engineering, forestry or environmental sciences.
- Technical knowledge - 10 years' experience working in forest management and doing managerial work.

EXPERIENCE AND SKILLS

- Proven interpersonal skills – relationship management, discretion, diplomacy, presence, and leadership.
- Exhibit behaviour associated with strong performance in communications – listening, writing, presentation, and media.
- Strategic thinking - ability to understand the sector, including economic issues, industry dynamics and key issues that will affect the future development of the forest sector.
- Sector knowledge - having a good basic knowledge of the forest sector, its services, products and regulatory environment.
- Public policy - a strong awareness of public policy, including how, where, when and by whom decisions are taken and how the process can be influenced.

- Political Awareness - ability to understand government agenda and to link it to the corporation's case.
- Analytical thinking - ability to identify, access, absorb and interpret relevant information and pinpoint the high-level key issues.
- People management - ability to develop, motivate and manage the performance of others, including staff and committees, so that objectives are met, and good team performance is achieved.
- Planning - ability to develop and communicate a clear strategy, with goals for the short, medium and long term.
- Financial awareness - ability to manage budgets and to assess the financial implications of any decisions.

Visit www.Sakaw.ca for a more detailed description of this position.

Compensation and Benefits

Sakâw Askiy offers an excellent benefits and relocation package and a competitive salary that is commensurate with experience.

APPLY TODAY

Applications will be accepted until **December 15, 2021**. Please email applications to gm@Sakaw.ca

Sakâw Askiy Management Inc. is a collaborative industry partnership, recognized for working together in a manner that ensures sustainable forest management and demonstrates our determined commitment to the companies, communities, and the citizens we serve. We are a unique partnership of five forest companies with Saskatchewan operations and two First Nations partners. The corporation was formed in 2010 to assume the Prince Albert Timber Supply Area (PA TSA) and its forest management responsibilities. Sakâw shareholders bring a proven track record in business and sustainable forest management, along with the traditional knowledge and investment interests of First Nations.