



Hiawatha First Nation Employment Opportunity

Position Title:	Full-time Consultation Manager Job#2026-05
Salary Range:	\$77,520 – \$98,220 / annually
Hours per Week:	35 hours
Location:	Hiawatha, ON
Posting Date:	Friday, March 13, 2026
Posting Closes/Deadline:	Sunday March 22, 2026 at 11:59pm (Internal)
Tentative Interview Timeline:	March/April 2026

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

The Consultation Manager is responsible for the comprehensive management of the Consultation Department of Hiawatha First Nation. This role ensures that Hiawatha First Nation's interests, rights, and concerns are represented and addressed throughout the consultation process. The incumbent will be required to develop and review strategies, departmental policies, contracts, and agreements that align with Hiawatha's values and vision. The Consultation Manager will work closely with Consultation staff, proponents, and government agencies to ensure the protection the lands, resources, and treaty rights of the Nation. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report to the Director of Community Development and Consultation and will directly oversee the Energy, Development, Infrastructure, and Traditional Knowledge Leads. The Consultation Manager may be expected to oversee future leads and supporting positions as the department evolves

Main Responsibilities:

- Providing regular direction, guidance, and management support to Consultation Department staff
- Creating, maintaining and reviewing relevant departmental policies and procedures
- Participating in consultation meetings, negotiations, and engagement activities to advocate for the protection of treaty rights, lands, and resources

- Maintaining current understanding of Federal and Provincial legislation as it relates to Consultation
- Preparing, reviewing, and revising contracts and agreements that are in full compliance with funding agencies/proponents while adhering to all required timelines
- Reviewing and analyzing technical documents, assessments, and project proposals to identify potential impacts to Hiawatha First Nation rights, treaty territory, waterways, local food sources, medicines, habitats, species of concern, eco-systems, and other treaty impacts
- Preparing proposed budgets for each upcoming fiscal year, while following all HFN policies and procedures
- Monitoring budgets throughout the year for posting errors and advising the Finance department if there are adjustments required; and providing variance reports on a regular basis and when requested
- Preparing reports for the Executive Director, Director of Community Development and Consultation, Chief and Council, funders, committees, proponents, government bodies, or other agencies as required
- Developing and maintaining working relationships with governmental agencies, Indigenous organizations and other external stakeholders that uphold the cultural integrity and values of Hiawatha First Nation
- Providing leadership, orientation, supervision, direction, training, coaching and mentoring to all Consultation staff
- Supporting Human Resource activity for the Consultation department in various areas including recruitment and selection, orientation, and performance management
- Providing effective management, communication, and evaluation of the four Consultation Lead's
- Maintaining accurate records and up to date files and ensuring security of those files in accordance with appropriate legislation
- Being a part of internal and/or external committees as required
- Creating briefing notes for Chief and Council
- Ensuring that proponent's decision-making processes reflect the interests of Hiawatha First Nation, with regard to the Crown's "Duty to Consult" mandate
- Engaging with community members to gather and build-upon feedback and expectations, ensuring their voices are reflected in the consultation process
- Ensuring that the consultation strategy and its implementation incorporate and reflect the interests and concerns of community
- Managing Consultation staff attendance and time off requests
- Adhering to all HFN policies, procedures and values, while working toward overall organizational goals
- Inspiring a dedicated workforce to deliver exceptional community services and shape a workplace culture that aligns with cultural teachings, including the values of the 7 Grandfather Teachings
- Other duties as assigned

Requirements:

- Post-Secondary School degree/diploma in Business Administration, Indigenous Studies or another related field required
- 3-5 years' relevant work experience
- Prior successful working experience in a managerial or supervisory role in a similar organization
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a satisfactory CPIC
- Valid Driver's License and own vehicle

Knowledge, Skills and Abilities:

- Strong understanding of First Nation rights, governance, and consultation processes
- Knowledge and appreciation of First Nations' culture, traditions, and history
- Knowledge of the Duty to Consult and Accommodate legislation and Section 35 rights
- Knowledge of the Williams Treaties and Hiawatha First Nation Treaties and Territory
- Knowledge of United Nations Declaration on the Rights of Indigenous Peoples and Free, Prior, Informed Consent, Royal Commission on Aboriginal Peoples, and the Truth and Reconciliation Commission: Calls to Action
- Knowledge of industry, environmental assessment and impact assessment processes, and regulatory permitting processes
- Knowledge of provincial, federal, and municipal policies and legislation specific to rights and resources
- Understanding of and identification with the goals of Hiawatha First Nation, Williams Treaty First Nations and Mississauga Nation
- Working knowledge of the provincial Archaeological assessment process
- Experience working with various stakeholders, both internal and external at grass roots and governmental levels
- Working knowledge of computer programs, including Microsoft Office
- Working knowledge of Nuclear Energy, Non-Nuclear Energy, Infrastructure, Transportation, Developments, Natural Resource, and other sectors
- Strong interpersonal, organizational, time management and communication skills
- Community communications and relations, public speaking, public relations and data analysis skills an asset
- Ability to present in both large and small groups to a variety of audience members
- Ability to take detailed meeting notes, prepare reports and briefing notes
- Ability to appropriately determine escalation and communication to Director and Leadership

- Knowledge of the Ontario Heritage Act and related legislation
- Knowledge of Ontario's archaeological consulting industry and cultural heritage resource conservation and management theories, principles, practices and techniques
- Ability to multi-task and set priorities, including adjusting priorities based on need
- Ability to work in a team and individually
- Proactive problem solver with excellent conflict resolution skills
- Excellent organizational, time and file management skills
- Ability to maintain strict confidentiality
- Experience with budgets and financial management

Behavioural Competencies:

- Strong proven leadership abilities
- Innovative and strategic thinker
- Ability to work with and manage a team
- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Indigenous-centered service approach
- Results Oriented
- Dedication to continuous learning and self-improvement
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- Extended periods of sitting, standing or walking, and screen time
- Moderate periods of concentration
- When on site, may be required to walk on rough terrain and in a variety of weather conditions
- Local travel with some extended travel from time to time
- Occasional travel with little notice
- Interaction with employees, management and the community
- May have to deal with upset individuals and groups from time to time, may have to deal within relationally tense and heated atmospheres
- Occasional overtime or requirement to work in the evenings

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume quoting the position title and job number, with a cover letter via email jobs@hiawathafn.ca on or before the posting closing date listed above.

Internal postings are for current employees and Citizens of Hiawatha. Internal applicants who are Citizens are reminded to please identify on your cover letter that you are a Hiawatha Citizen. Please be aware that for postings that are posted as Internal/External, preference will be given first to qualified internal applicants.

Please be aware that tentative interview date(s) are subject to change and are posted for planning purposes only. In addition, Hiawatha is grateful for all who have shown interest in our First Nation and who have taken the time to apply, however, only those chosen for an interview will be contacted.

Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com