

# Geographic Information System (GIS) Analyst



## *Cree-Québec Forestry Board*

The Cree-Québec Forestry Board (CQFB) was created during the implementation of the Agreement concerning a new relationship between the Gouvernement du Québec and the Crees of Québec (Paix des Braves). This historic agreement, signed on February 7, 2002, marks a new era in Cree-Québec relations. It embodies a common desire to harmoniously manage the natural resources of northern Québec, while respecting the Cree way of life, and the development of Cree communities in the territory.

The Board was created on September 15, 2003, as part of the implementation of the Paix des Braves and its Chapter 3 on the Adapted Forestry Regime. The parties, who negotiated the nation-to-nation Agreement, agreed to its creation to promote close consultation with the Crees during the various stages of planning and management of forestry activities as part of the implementation of the Adapted Forestry Regime.

### **Job description**

The Geographic Information System Analyst performs their duties under the management of the Executive Director and will be responsible for collaborating with the rest of the Secretariat staff in carrying out analyses relating to the implementation and effectiveness of the provisions of Chapter 3 of the Agreement. More specifically, this person will contribute using their expertise in geographic information systems (GIS).

### **Duties**

The person holding the position of analyst is required to perform, under the supervision of a forestry engineer, duties in the following areas :

1. Research and analysis of issues related to forest management in a context of sustainable development.
  - Participating in the monitoring and review of the integrated forest management plans of the Agreement territory.
  - Participating in formulating advices and recommendations concerning the evaluation of forest management plans.
  - Participating in the production of five-year reports on the implementation of Chapter 3 of the Agreement and in the identification of priority recommendations.
  - Participating in monitoring the revision of the allowable cut calculation on the territory.

- Analyzing the issues and contributing to the production of an advice on necessary adjustments to the Adapted Forestry Regime, following the assessment of the Agreement report.
  - Collaborating on determining directions and tools for the sustainable management of wildlife resources and the forest environment.
  - Participating in the preparation of analyses, notes, letters, tables, summaries of documents and briefs.
2. Participate in liaison activities with partners and stakeholders associated with the CQFB's mandates and the development of the Board's communication tools.
- Participating in the development and implementation strategies and action plans aimed at consulting and coordinating with the various parties.
  - Participating in committees and collaborating with Cree, government, university and other community group stakeholders and those in the private sector involved in the management of forest development and resources on Agreement territory.
  - Preparing presentation material for various communication and consultation activities.
  - Participating in the preparation of the CQFB Annual Report.
  - Assuming any other duties assigned by the Executive Director.
3. Participation in the organization of Board meetings and activities and in the development of procedures linked to the operation of the Secretariat.
- Participating in the identification and preparation of the material required for the meetings and activities of the Board.
  - Contributing to the implementation of the CQFB action plan.
  - Participating in the implementation of the Board's management policies and coordinating the management of documents associated with the Board's mandates.

### **Qualifications required**

- Hold a bachelor's degree in forest management and environment, in geomatics or any other relevant discipline, with a good knowledge of the forestry sector;
- Have a good knowledge of the laws, regulations and standards applicable to forestry operations in public forests;
- Have a command of Microsoft Office suite (Word, Excel, PowerPoint, Teams) as well as geographic information systems (ArcMap);
- Have a good capacity for analysis and synthesis and be able to solve problems;
- Possess an ability for interpersonal relations and demonstrate mobilizing leadership, the ability to work under pressure, autonomy, honesty and discretion and mastery of written and oral communication;
- Have a good knowledge of English and French, both oral and written.
- Knowledge of the context of the Paix des Braves Agreement and its Chapter 3 on forestry would be considered an asset.
- Among personal qualities, the following elements are considered important : autonomy, good interpersonal relations, teamwork, good ability to communicate orally and in writing, judgment, creativity.

**Location**

Teleworking upon taking up the position and alternating face-to-face/teleworking in the aboriginal community of Waswanipi during the relocation of the Board Secretariat.

**Conditions of employment**

- Full-time;
- 35 hours/week;
- Possibility to alternate face-to-face working and teleworking;
- Salary according to experience and Treasury Board salary scales.

**To apply**

If you are interested in this position, please send your CV by April 12, 2024 for the attention of Ms Annette Hayden, email: [annette.hayden@ccqf-cqfb.ca](mailto:annette.hayden@ccqf-cqfb.ca)

To learn more about our organization, please visit our website : [www.ccqf-cqfb.ca](http://www.ccqf-cqfb.ca)

*Notes : We will only communicate with those shortlisted. Our organization subscribes to the principle of employment equity*