November 3, 2026

MANAGER OF INDIGENOUS INTERESTS

Location: Remote within Canada
Type: Full-time (37.5 hours per week)
Salary Expectations: $104,446 to $156,721, commensurate with experience

Position Overview

The Manager of Indigenous Interests provides day-to-day leadership and oversight of Falkirk's Indigenous Interests team while remaining actively involved in technical work and project delivery. This working management position combines people leadership, technical expertise, and project management to support the effective delivery of Indigenous Interests assessments, engagement activities, and related services.

Working alongside senior practitioners and multidisciplinary project teams, the Manager provides technical subject matter expertise, leads teams and projects, and contributes to Indigenous engagement activities, socio-economic and socio-cultural assessments, technical reporting, and project delivery across a variety of projects and sectors. The role is responsible for managing assigned projects, overseeing the quality and timely completion of team deliverables, coordinating workloads, and supporting effective client and Indigenous Nation relationships.

The Manager provides coaching, mentorship, and performance management to Indigenous Interests team members, helping develop their technical capabilities, professional judgment, and independence. Working closely with the Practice Area Manager, the position supports resource planning, team performance, and continuous improvement while maintaining responsibility for assigned technical work and project deliverables.

About Falkirk

Falkirk is built for complexity, guiding clients through every stage of the project lifecycle. Whether through a single service line or a fully integrated advisory approach, we align technical, regulatory, political, and partnership systems to advance projects efficiently and without unnecessary delays.

Our team includes senior practitioners across environmental consulting, water and land stewardship, regulatory approvals and compliance strategy, Indigenous partnerships, government relations, and project realization, bringing the experience and alignment needed to move projects forward with confidence.

Duties and Responsibilities

Team Leadership, Coaching, and Mentorship

- Provide day-to-day leadership and supervision to the Indigenous Interests team, establishing clear expectations, priorities, and accountabilities.
- Coordinate team workloads and assignments in collaboration with project managers and practice area leadership, balancing project requirements, employee capacity, development opportunities, and utilization expectations.
- Establish performance expectations for direct reports, monitor progress, provide regular feedback and coaching, and conduct performance reviews in accordance with Falkirk's performance management processes.
- Provide mentorship and technical guidance to support employee development, professional judgment, independence, and confidence in managing increasingly complex work.
- Support employee goal setting and professional development planning, identifying opportunities to strengthen technical expertise, project management, and leadership capabilities.
- Support team members in managing competing priorities, addressing technical challenges, and meeting project expectations.
- Identify and address employee performance or conduct concerns in a timely and constructive manner, involving the Practice Area Manager and Human Resources as appropriate.
- Contribute to recruitment, onboarding, training, and succession planning for the Indigenous Interests team.
- Foster a respectful, collaborative, and accountable team environment that supports employee engagement, knowledge sharing, and continuous improvement.

Assessment, Research and Reporting

- Lead and contribute to Indigenous engagement planning, coordination, and activities, socio-economic, socio-cultural, and community health and wellbeing assessments, including research, data collection, analysis, and technical reporting.
- Lead and contribute to baseline studies and environmental impact assessments, including the preparation and review of technical sections and supporting documentation.
- Assess potential project impacts on Indigenous interests, rights and title, land and resource use, community wellbeing, and socio-economic conditions, providing technical guidance and reviewing findings as appropriate.
- Lead and review technical work related to employment and economy, community wellbeing, land and resource use, Indigenous interests, and other socio-economic and socio-cultural topics.
- Develop and contribute to impact management plans, including mitigation measures, benefit enhancement strategies, and monitoring programs.
- Apply Gender-based Analysis Plus (GBA Plus) principles to research, assessment, and reporting activities, providing guidance to team members on their application.
- Prepare and review technical memos, Information Request responses, reports, presentations, and plain-language communication materials.
- Provide technical oversight and quality assurance for assigned deliverables, ensuring accuracy, completeness, and alignment with project and regulatory requirements.

- Apply professional judgment to identify technical challenges, evaluate findings, and develop practical recommendations.

Indigenous Engagement and Relationship Management

- Lead, plan, and coordinate Indigenous engagement activities, including meetings, workshops, open houses, and community events, facilitating discussions as appropriate.
- Lead and support engagement with Indigenous Nations on land use planning, traditional use, Indigenous interests, potential impacts to rights and title, socio-economic and socio-cultural matters, and community health and wellbeing.
- Build and maintain respectful working relationships with Indigenous Nations, Elders, Knowledge Keepers, community leadership, clients, and project partners.
- Prepare and oversee engagement materials, presentations, meeting records, commitment tracking, and "What We Heard" summaries.
- Provide guidance to team members on respectful engagement practices, cultural protocols, communication approaches, and relationship management.
- Apply cultural humility and professionalism, respecting Nation-specific protocols, practices, and engagement preferences.
- Lead and support the development of engagement plans, communication strategies, and reporting deliverables.
- Identify and address engagement challenges, exercising sound judgment and escalating sensitive matters, significant relationship concerns, or commitments beyond the role's authority to practice area leadership.

Indigenous Data and Documentation

- Oversee the collection, management, and maintenance of engagement records, consent forms, and supporting documentation in accordance with project requirements and Nation-specific protocols.
- Apply Indigenous Data Sovereignty principles, including OCAP®, to the collection, management, use, and sharing of information, as applicable.
- Ensure engagement documentation and supporting materials are accurate, complete, and maintained in accordance with Falkirk's processes, client requirements, and applicable information management protocols.
- Provide guidance to team members on confidentiality, cultural sensitivity, and appropriate information management practices.
- Coordinate and support discipline leads with Falkirk or other consultancies, and clients to incorporate Indigenous Knowledge into documents.

Project Delivery and Collaboration

- Manage and deliver assigned projects and project components within established scopes, budgets, and timelines.
- Lead project planning, scheduling, resource coordination, and monitoring of project progress, deliverables, and commitments.
- Coordinate project activities and assigned tasks across team members and multidisciplinary project teams, ensuring clear responsibilities and deadlines.

- Monitor project performance, identify emerging risks or resource needs, and implement or recommend corrective actions as appropriate.
- Serve as a primary point of contact for assigned clients and project teams, managing expectations, communicating project progress, and addressing delivery concerns.
- Lead and contribute to the preparation of proposals, including technical approaches, scopes of work, budgets, schedules, and cost estimates.
- Collaborate with other Falkirk practice areas to coordinate resources, share expertise, and support multidisciplinary project delivery.
- Use Falkirk's project management tools, systems, and processes to support effective project delivery and reporting.
- Support business development initiatives, client relationship development, and external events as required.

Professional Development and Practice Area Support

- Maintain and further develop technical expertise in Indigenous engagement, socio-economic assessment, regulatory processes, and technical reporting.
- Stay informed of developments in federal, provincial, territorial, and Indigenous regulatory frameworks, policies, and practices.
- Support the Practice Area Manager and Senior Project Manager with resource planning, team capacity, workload forecasting, and identification of emerging staffing needs.
- Contribute to improvements in technical processes, templates, tools, and quality assurance practices.
- Share technical knowledge, lessons learned, and emerging practices with team members and other Falkirk practice areas.
- Support the implementation of practice area priorities and contribute to the continued development of Falkirk's Indigenous Interests and Community Wellbeing services.
- Support other project and practice area activities as required.

Qualifications

Education

- Bachelor's degree in Social Sciences, Economics, Indigenous Studies, Environmental Studies, or a related field preferred. An equivalent combination of education and relevant experience will be considered.
- Minimum seven (7) years of progressively responsible experience in Indigenous engagement, socio-economic or socio-cultural assessment, environmental consulting, or a related field.
- Demonstrated experience leading technical projects or significant project components, including responsibility for project deliverables, schedules, budgets, and quality.
- Experience providing technical guidance, mentoring developing professionals, and coordinating the work of others.
- Previous formal people management experience is preferred, although demonstrated team leadership and supervisory capabilities will also be considered.
- Experience working with Indigenous Nations and communities, including an understanding of respectful engagement practices, cultural protocols, and Indigenous rights considerations.

- Experience preparing and reviewing technical reports, regulatory submissions, engagement documentation, and impact assessments.

Technical Skills

- Strong technical writing, research, and analytical skills, including the ability to independently prepare and review complex reports, assessments, and project documentation.
- Strong understanding of qualitative and quantitative research methods, data collection, analysis, and interpretation.
- Demonstrated knowledge of environmental assessment processes across Canada, including ESIAs, CEAs, EMPs, and related regulatory frameworks.
- Understanding of Indigenous rights and title, UNDRIP, DRIPA, FPIC, OCAP®, and applicable Indigenous rights frameworks.
- Experience managing project scopes, schedules, budgets, resources, and deliverables.
- Ability to review technical work, identify gaps, and provide clear, constructive guidance to support quality and consistency.
- Strong problem-solving and decision-making skills, with the ability to assess risks, evaluate options, and develop practical recommendations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and standard project and document management systems.
- Experience responding to public comments related to proponent plans and community relationships.
- Familiarity with Canva, Miro, Borealis, or similar engagement, reporting, and collaboration tools is an asset.

Leadership, Interpersonal and Professional Skills

- Demonstrated ability to lead, coach, and mentor employees while maintaining responsibility for individual technical and project deliverables.
- Strong interpersonal and cross-cultural communication skills, with the ability to build respectful relationships with Indigenous Nations, communities, clients, and stakeholders.
- Strong organizational and time management skills, with the ability to balance team leadership, project delivery, and competing priorities.
- Ability to establish clear expectations, provide constructive feedback, and support employee performance and development.
- Strong attention to detail, problem-solving abilities, and a solution-focused approach.
- Effective active listening, collaboration, facilitation, and communication skills.
- Ability to exercise sound professional judgment, work independently, and recognize when consultation or escalation is appropriate.
- Ability to work effectively with internal and external teams in a remote work environment.
- Adaptable, proactive, and committed to continuous improvement and professional development.
- Demonstrates integrity, professionalism, cultural humility, confidentiality, and accountability.

Other Requirements

- Travel to remote communities and project sites, as required.
- Understanding of trauma-informed approaches and intergenerational trauma.

- Understanding of UNDRIP, DRIPA, FPIC, OCAP® and Indigenous rights frameworks is an asset.
- Utilization in this role will be 70%.

How to Apply

Submit your resume via email to the attention of Paula Salter, Practice Area Manager, Indigenous Interests and Community Wellbeing, to careers@falkirk.ca with “Manager of Indigenous Interests” in the subject line. We appreciate the interest of all applicants; however, only those selected for interviews will be contacted.

Falkirk is committed to economic reconciliation and to building a workforce that reflects the communities where we live and work. We warmly encourage First Nations, Inuit, and Métis people to apply. We recognize that Indigenous knowledge, community experience, and cultural perspectives are valuable skills, and we consider them alongside formal education and work history. Applicants are welcome to self-identify as Indigenous in their application. Self-identification is voluntary, confidential, and used only to support our Indigenous employment commitments.