

## POSITION PROFILE

**JOB TITLE:** Aboriginal Relations Advisor

**WORK LOCATION:** Calgary, AB

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### POSITION SUMMARY

Devon Canada has an exciting opportunity for an Aboriginal Relations advisor to support our operations within several Aboriginal communities. Reporting to the Lead, Policy & Government Affairs, the successful candidate will support the team with Aboriginal communities as they have a vested interest in participating in commercial, employment and economic opportunities.

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### RESPONSIBILITIES

- Support all internal and external stakeholder relations
- Assist in developing strategic business processes
- Provide point contact for all stakeholders issues and concerns
- Become a key player in implementing Devon's Aboriginal Relations Policy
- Organize and coordinate meetings between local stakeholders employees and management
- Proactively manage relations to gain Devon Canada's Social License to operate

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### PREREQUISITES

- Industry and/or 3-5 years practical experience in Aboriginal Relations.
- A degree or technical diploma in a related field
- Strong interpersonal and written communication skills
- Ability to develop effective working relationships with Aboriginal communities
- Excellent understanding of Aboriginal Culture
- A sense of urgency and the ability to manage priorities and effectively allocate time to a variety of projects
- Aptitude to research and respond to internal and external queries
- Self-motivated team player with good problem solving skills and the ability to work independently and exercise sound judgment.
- Proficiency in Microsoft Word, Excel and PowerPoint
- Ability and willingness for significant travel (50-75% of the time)

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All interested applicants are invited to apply online at [jobs.dvn.com](http://jobs.dvn.com) by March 2, 2012

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