

Career Opportunity – Regulatory Administrator

CPP Environmental (CPP) provides environmental consulting services for the Alberta market, specializing in land and natural resource management. With expertise in the design and use of government policy and regulations, CPP works with clients to develop industry-leading solutions tailored to the unique needs of each situation. Our expertise includes professionals in the fields of Land & Resource Management, Agrology, Biology, Aquatics, and Water Management. The position is based out of Sherwood Park. Visit cppenv.ca to learn more.

At CPP, we have a multi-disciplinary team of professionals that work on a variety of projects. Most staff have a primary area of expertise, combined with one or more complimentary competency areas suited to career interests. Our corporate approach is to provide staff with a variety of types of work, depending on education, training, and interests. CPP Environmental offers:

- A challenging and dynamic work environment.
- The opportunity to gain experience on a diverse field of projects
- Colleagues that are easy to get along with and have similar interests.
- Supervisors that are caring, flexible, and have an open and pro-active approach.
- Professional and Career mentorship from senior professionals in the company.

Specifically for this position,

- Working with Senior Regulatory Administrators in supporting Federal, Provincial and municipal applications
- Exposure to many different sites and types of projects, each with their unique clients, features and opportunities.
- Having a well-rounded technical team to work with, including junior to senior agrologists, biologists, aquatic ecologists, foresters, wildlife specialists, and vegetation specialists.

Opportunity Description

CPP Environmental is currently seeking a full- or part-time **Regulatory Administrator** to join our team of professionals. The Regulatory Administrator is responsible for providing land and water administration deliverables and support for new and ongoing environmental projects. The Regulatory Administrator will interact with a multi-disciplinary team of environmental professionals on several diverse projects that could be occurring concurrently. The ability to work with and support Project Managers will be critical to the success of this position. They will use a variety of communication technologies and techniques in the course of their work. The applicant must be proficient in using a variety of government online electronic systems for submission of applications in addition to conventional means. Based out of our Sherwood Park office, the successful candidate will have the opportunity to work full or part time with a diverse group of environmental professionals to deliver high quality services and products to a wide range of industry and government clients.

Overall Responsibilities include:

- Preparing and submitting federal, provincial, and municipal regulatory applications associated with operating on both crown and freehold land in Alberta;
- Use of online government application systems such as DRAS, EDS, OPAC
- Preparing agreements and other documents for the acquisition of surface rights;
- Acquiring land rights and third-party consent agreements;
- Assisting in the handling of Aboriginal Consultations;
- Completing desktop analysis in support of the technical team as required (FWIMT, ACIMS, HRV Listings);

- Assisting Senior Regulatory Administrator in other land use related duties as required;

Qualifications

The ideal candidate will effectively use their diverse background of skills and experience to successfully work with the CPP Environmental team and stakeholders in developing high quality services and products for our clients.

Attributes of the ideal candidate:

- Strong organizational and time management capabilities.
- Excellent communication and interpersonal abilities.
- Strong verbal and written communication skills.
- Time management
- Land administration certificate, diploma or other secondary education related to land use are considered an asset. Comparable experience in a regulatory administration role will be considered;
- Minimum of 2 years of regulatory administration experience.
- Experience in dealing with natural resource development on Crown and freehold land in Alberta;
- Working knowledge of Government of Alberta disposition application systems (EDS, ETS, SPIN, OPaC, DRAS)
- Advanced computer skills in MS Office Suite are preferred;
- Ability to track and administer workflows and provide updates relative to project requirements;
- Highly adaptable and quick learner;
- Problem solver
- Professional writing skills (writing, proof reading, formatting) are an asset.

Closing

CPP Environmental is an established environmental company that invests in its employees and provides opportunities for career growth. Work-life balance is very important to us, and our HR policies reflect that. Our offices have a blended work approach, meaning that staff work from home and the office. A competitive compensation package will be offered corresponding with the candidate's experience and skills.

Apply through the website careers page on our website www.cppenv.ca or send applications to careers@cppenv.ca.

Successful applicants must provide proof of qualifications.

Closing date: Open until suitable candidate(s) are found.

Address applications to:

*Human Resources
CPP Environmental Corp.
Unit 154, 150 Chippewa Road
Sherwood Park, Alberta T8A 6A2*

Contact Théo Charette at 780-964-8436 if you have any questions. We thank all those who apply; however, only those selected for interviews will be contacted.