



**Union of Nova Scotia Mi'kmaq**  
**Capacity Development Department**  
**Job Description**

**Position Title:** Project Manager (Regional Data Centre)

**Supervisor:** Governance Manager

**Location:** Membertou or Cole Harbour Office (other work locations considered)

**Employment Term:** Full-Time (Two Year with Possibility of Extension)

**Scope of Position**

Reporting to the Governance Manager, the Union of Nova Scotia Mi'kmaq (UNSM) is seeking a skilled and culturally grounded Project Manager to lead the Regional Data Centre project.

This Regional Data Centre will serve as a vital hub for data sovereignty, self-determination, and the preservation of Mi'kmaq knowledge, culture, and governance. It will provide secure, reliable, and culturally appropriate data storage, management, and analytical capabilities for Mi'kmaq communities and organizations across the region. This initiative is foundational to empowering Mi'kmaq control over their information and supporting evidence-based decision-making for future generations.

The Project Manager will lead the planning, development, and implementation of the Regional Data Centre, supporting Mi'kmaq data sovereignty and information governance initiatives across Nova Scotia. The Project Manager will oversee project planning, stakeholder engagement, governance processes, procurement, budgets, risk management, and contractor coordination while ensuring alignment with OCAP® principles and community priorities.

**Key Responsibilities**

- Guide and support the development of a Regional Data Centre on behalf of the Mi'kmaq communities and organizations of Nova Scotia;
- Advance data governance practices which are reflective of community values, support informed decision-making, and uphold Indigenous data sovereignty;
- Oversee the design, development, and implementation of the data centre infrastructure;
- Translate strategic objectives into actionable project plans;
- Develop and manage the project plans, timelines, and deliverables;
- Ensure the proper project governance structures are in place to effectively engage with a variety of stakeholders including committees such as the Regional Data Centre Steering and Advisory Committees;
- Ensure the proper administration of the associated Committees including but not limited to, coordination and facilitation of meetings, documentation, reporting, and presentations;
- Manage project budgets, funding agreements and procurement processes;
- Responsible for coordinating project resources and provide functional oversight to contractors, consultants, subject matter experts and technical specialists required for the project.
- Identify project risks (including cybersecurity), develop mitigation strategies and employ best practices;
- Ensure compliance with relevant laws, regulations, and Indigenous data governance frameworks (e.g., OCAP®);
- Provide regular updates and reports to the Manager of Data Governance and project stakeholders; and
- When required, participate in activities such as training, conferences and meetings.



### **Qualifications**

- Post-secondary education in relevant field (business/public administration, governance, project management, information technology) or equivalent work experience;
- Five plus years of relevant work experience managing complex, multi-stakeholder projects, preferably in Indigenous or public sector contexts;
- Proficient in Microsoft Office (Word, Excel, PowerPoint), iOS hardware and software, Gmail, and Calendar;
- Strong understanding of Indigenous data sovereignty and digital infrastructure;
- Excellent communication, facilitation, and negotiation skills;
- Maintains confidentiality and builds trust through ethical conduct;
- PMP or PRINCE2 certification is an asset;
- Proficiency in project management tools (e.g., MS Project, Asana, or similar) is an asset;
- Ability to speak and/or understand the Mi'kmaq language is an asset;
- Travel within and outside of Province is required therefore a valid driver's license and access to a reliable vehicle are essential.

*Please note that the duties outlined in this job description are not exhaustive and other duties may be required.*

### **Cultural Safety and Respectful Engagement**

The successful candidate will demonstrate a commitment to culturally safe, respectful, and inclusive practices that reflect Mi'kmaq values, perspectives, and ways of knowing. They will foster positive relationships, communicate respectfully, and contribute to a workplace environment grounded in cultural humility, reconciliation, and continuous learning.