



Internal/External Job Posting

Job Number: 005631

Closing Date: April 21, 2019 – **EXTENDED**

Resumes received in our office after the closing date will not be considered.

Position Title:	Alaska Native Program Director
Salary Band:	N/P
Range:	DOE – (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular exempt Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits may apply.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	Applicants must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Bachelor’s degree in Business, Public Relations, or other related discipline. Equivalent experience relevant to job responsibilities may substitute for education ▪ Five (5) years of relevant experience ▪ Broad knowledge of business concepts, practices, and procedures ▪ Well-developed leadership skills ▪ Proven ability to drive positive change and continuous improvement ▪ Exceptional interpersonal, negotiating, and coaching skills ▪ Superior written and verbal communication skills ▪ Proven track record of successful, innovative leadership and delivery of performance results ▪ Knowledge of Alaska-specific energy industry issues/concerns ▪ Experience with business processes in the Microsoft suite particularly Word and Excel ▪ Extensive background with Alaska Native Organizations, communities, and educational development.
Preferences:	<ul style="list-style-type: none"> ▪ Positive supervisory experience ▪ Experience in a corporate environment ▪ Proven ability to work effectively as part of interdisciplinary teams ▪ Proven ability to deal positively with demanding internal/external stakeholders ▪ Ability to prioritize work and multi-task to meet critical schedules and deadlines while managing numerous assignments simultaneously
Accountabilities and Specific Requirements:	<p>This position reports to the President. The purpose of this position is to promote close and mutually beneficial relationships between Alyeska and Alaska Native Communities and people in support of Section 29 of the Grant and Lease of ROW and the Alaska Native Utilization Agreement (ANUA). The position’s responsibilities include developing, implementing, and maintaining development programs for employees and the community.</p> <p>Accountabilities and Deliverables</p> <ul style="list-style-type: none"> ▪ Accomplishment of company performance goals in line with company vision and mission ▪ Demonstrating and enforcing the highest personal and professional integrity, ethics and safety discipline ▪ Fostering a positive open work environment, systems approaches and disciplined execution of all assigned tasks ▪ Effective interaction and communication with TAPS stakeholders including Alaska Native Community and business community, regulatory agencies, owner representatives, and contractors as a representative of the company ▪ Maintaining strong collaborative relationships with key internal and external stakeholders at all levels including APSC’s leadership, regulators, industry partners, owner representatives, and contractors ▪ Act as liaison with Federal/State agencies, including the Federal Joint Pipeline Office (JPO) ▪ Help maintain and update ANUA as needed through amendments ▪ Manage and administer Alyeska’s Native Utilization Agreement (Section 29) and manage a \$2.M program budget. ▪ Develop and help implement strategies to increase Alaska Native employee hire, retention, and advancement. ▪ Advisor and Subject Matter Expert on Section 29 for the company ▪ Responsible for developing, hiring, and maintaining workforce renewal programs, including the Building



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	<p>Foundations for Excellence Program (BFEP) and the Intern program</p> <ul style="list-style-type: none"> ▪ Strengthen Alyeska's reputation both internally and externally in administering the Alaska Native Program ▪ Serve as Subject Matter Expert for the Section 29 Advisory Board. ▪ Meet regularly with contractors, subcontractors and union representatives with employees working on TAPS to ensure their understanding and compliance with Section 29 ▪ Increase Alaska Native awareness within the company and participation in the above listed programs ▪ Encourage mutual involvement in the Alaska Native Utilization Agreement with regional profit/non-profit organizations ▪ Develop strategies to advance the Alaska Native Program's objectives and provide advice and training to Alyeska personnel regarding Alaska Native culture and diversity issues ▪ Set expectations, assess level of contribution, and motivate APSC and contractor team members who work with the Alaska Native Program
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Analysis & Problem Solving ▪ Contract Management ▪ External Relations ▪ Negotiations ▪ Business Management ▪ Stakeholder relations ▪ Interpersonal Communication ▪ Personnel Management
Contributor Level	Manager/Director
TAPS Safety Culture	<p><u>Act With Discipline</u> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><u>Take a System View</u> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><u>Make Sound Decisions</u> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><u>Learn, Improve, Innovate</u> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><u>Speak Up, Step Up</u> Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
Pre-Employment Drug Screen Testing	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
Employment Verification using E-Verify	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
TWIC	<ul style="list-style-type: none"> ▪ The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov

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