

Saskatchewan Industrial & Mining Suppliers Association (SIMSA) “Industrial Concierge” - Job Profile

August 16th, 2021

The Saskatchewan Industrial and Mining Suppliers Association (SIMSA) represents over 230 Saskatchewan suppliers to Saskatchewan’s mining, energy, and industrial sector; this group of companies represents over 21,000 employees and over \$11-billion in revenues.

SIMSA’s mandate is to represent the interests and concerns of Saskatchewan industrial equipment and service suppliers, through promotion of its members and the creation of partnerships with industry and other associations.

Job Purpose

A two-year project, to be completed in concert with the International Minerals Innovation Institute (IMII), is establishing an “Industrial Concierge”. The Industrial Concierge will provide personalized advice to SIMSA members (SMEs) to support digital innovation, carbon reduction, and ESG initiatives in the supply chain. The Concierge will also help guide SIMSA members in meeting IMII’s minerals member company needs on:

- Digital transformation
- Carbon accounting, reporting, and reduction

This service will be provided at no cost to SIMSA and IMII members for at least the first two years (it may be extended) and will leverage SIMSA’s existing supplier database (a searchable list of SIMSA member abilities, qualifications, etc. at www.sksd.ca).

The Concierge service will be a connector (more so than a doer) between SIMSA members and;

- resource producers - relaying industries’ needs as well as SIMSA members’ abilities to fulfill them (especially in the area of digital innovation)
- solutions providers - sourcing leads to 3rd party solutions for SIMSA members to address industries’ current and future needs (especially in the area of carbon reduction)

- funding agencies - sourcing leads to funding agencies to assist in these efforts

As a secondary role, the Industrial Concierge will recruit new members to SIMSA to fulfill industries' needs, as well as strengthen SIMSA and its members. This work will be supported via a media campaign and use of SIMSA's existing supplier database.

Position Summary

The Industrial Concierge will fulfill a partner-development role for IMII's minerals industry members and SIMSA. The role is for a visionary leader who possesses experience in: building relationships, research, marketing and communications, turning strategy into effective business operations, resolving issues and effectively serving an organization's members. The Industrial Concierge must be a self-motivated, inspirational, and fearless (but wise) team builder. They must also have the ability to develop strategy and to; create, promote and execute new programs and solutions, that deliver on Association objectives and priorities, while establishing and maintaining mutually beneficial partnerships with current and potential members and stakeholders.

The Industrial Concierge will be responsible for:

- Identifying opportunities for Saskatchewan-based suppliers (of goods and services) to the minerals industry, to provide digital solutions presently and potentially being sourced out of province (this may be related to automation, robotics and operational hardware, digitally enabled workforce, information technology and operational technology integration, and/or next generation analytics)
- Simplifying and facilitating connections between suppliers and minerals companies on digital transformation needs
- Working with suppliers to navigate the procurement process and/or the solution development process and communicating solutions to minerals companies
- Working with the major minerals companies to simplify the process for suppliers to help meet their ESG needs - notably on carbon monitoring, reporting and reduction

- Identify, index/sort, and share carbon reduction solutions, funding opportunities, resources, reporting best practices, etc. for SIMSA members.
- Identifying opportunities to simultaneously reduce costs and environmental footprints of supplier businesses through resource-sharing and taking collective action on ESG challenges

From industries' perspective, the Industrial Concierge role is designed to:

- Connect Saskatchewan mining suppliers with opportunities to produce digital goods (and services) that are currently or potentially sourced outside of Saskatchewan by large minerals companies in Saskatchewan, and
- Contribute to the long-term sustainability of Saskatchewan's mineral companies by helping mining suppliers meet "sustainable investing" requirements, that the large corporations must meet or find their ability to raise capital at risk.

Activities will include:

- Conducting supplier engagement and outreach with representatives of IMII's major minerals company members with respect to digital and ESG needs
- Facilitating surveys and interviews to better understand the specific needs of major minerals companies that are seeking digital and/or carbon solutions
- Convening groups of IMII and SIMSA members to identify innovation opportunities related to digital and carbon
- Develop a library of carbon reduction resources and best practices, to be shared with SIMSA members
- Developing tools and tool kits for suppliers for monitoring and reporting their carbon (such as the existing SIMSA carbon calculator)
- Instruct SIMSA members and others on how to use SIMSA's carbon calculator, as well as see it maintained by its designers (KPMG)
- Helping develop financing and funding models for replacing digital imports in Saskatchewan's minerals industry
- Engaging service providers to help suppliers navigate ESG reporting challenges
- Reporting on successes, challenges and barriers

Key Accountabilities

- Answers directly to the Executive Director
- Listens to the needs of IMII minerals industry and SIMSA members, then help source solutions in the segments of digital innovation, carbon reduction, and ESG.
- Researches and potentially presents innovation, carbon reduction, and ESG solutions; as well as informational and solution sources, and funding options.
- Builds a network of solutions and thus strengthen SIMSA and its members
- Provides professional advice and participate with the Executive Director, in developing a vision and strategic planning.
- Develops an operational plan for the Concierge service in concert with the Executive Director, that incorporates goals and objectives that work towards the strategic direction of the Association.
- Promotes use of the member database to provincial, national, and international resource producing companies; energy firms; government agencies; and related engineering firms.
- Recruits new members to SIMSA and thus be listed on the database and encourage existing SIMSA members to complete their database profiles
- Acts as a spokesperson for the Association only when requested to do so by the Chair of the Board or Executive Director.
- Administers specified funds of the organization according to the approved budget and monitor the monthly cash flow of the Association.
- Takes responsibility to building and sustaining meaningful relationships with stakeholders to keep them informed of the work of the Association and to identify changes in the community served by the Association.
- Develops clear and concise messaging to key audiences.

Candidate profile in descending order of importance

- Have the ability to quickly learn, assimilate, and disseminate new information in a variety of sectors
- Be a self-motivated relationship builder
- Be fearless but wise when facing new challenges

- Possess exceptional written, verbal and listening skills, along with excellent research and presentation skills; with a strong understanding of MS Word and MS Excel, as well as web and social media platforms (WordPress, LinkedIn, and Twitter).
- Knowledge of the mining sector, ESG, innovation, and carbon reduction would be a strong asset
- Post secondary education in a related field
- 5 years experience working in, and strong relationships with, at least one of the following groups; (1) producing mining and/or energy companies, as well as related engineering firms; or (2) Saskatchewan’s mining, energy, and industrial supply chain.
- An asset would be relationships with Government agencies, current SIMSA members, and potential SIMSA members.
- Be skilled in strategic guidance and have hands-on management experience, preferably in an Association.
- Knowledge of leadership and management principles as they relate to non-profit and voluntary organizations.
- Have a strong understanding of business, political and other issues relating to industrial supplier issues relevant to Saskatchewan and to SIMSA.
- Be solutions oriented with the ability to see the “big picture” and to work both strategically and hands-on to overcome challenges.
- As international travel may be required, the successful candidate must hold a valid Canadian passport.

Work Environment

This position is in an office environment based in Saskatoon, but the mission of the Association and specifically this role, will sometimes take them to non-standard workplaces and require travel provincially and nationally, and possibly internationally. Work will be based on a standard workweek, but the needs of the Association are results-based and the hours of work may be alternated to achieve those results. Working evenings, weekends, and overtime hours to accommodate activities may be required.

Compensation

Compensation will be highly competitive with a potential option - given the right candidate - of working as (1) a salaried employee with a benefits package, or as (2) a contractor on a 2-year contract with no benefits. The term is for 2-years and with the forecasted success, should become permanent.

An office space, desk phone, laptop computer, expense account, travel reimbursement, etc. will be provided.

The use of the successful candidate's cellular phone, home internet connection, and personal vehicle will be expected. However, if this occurs, compensation will be provided.

Application

Please submit your application to Eric Anderson, SIMSA's Executive Director, eric.anderson@simsa.ca, by September 1st, 2021. The successful candidate will be expected to begin October 1st, 2021 at the latest, with a strong preference for sooner.

For additional information, also feel free to call Eric Anderson at (306) 343-0019.

About SIMSA

SIMSA will always:

- Help its members sell more products and services, while providing outstanding ROI on costs of membership.
- Lead the building of a more globally competitive supply chain and capacity in Saskatchewan.
- Advocate for our members' shared interests to their target market, Government, and others - both inside and outside of the province of Saskatchewan.
- Be an integral hub of information between Government, industry, and SIMSA members.

- Consider the interactions between our membership’s capabilities and needs, with their customers’ realities as well as government policies and practices.

To be a Regular SIMSA member, a company must; have at least 3-employees and a permanent physical office in the province, be PST and WCB registered in the province (when applicable) and have an interest in the promotion and growth of the Saskatchewan-based supply chain. Regular members may also have the opportunity to run for a SIMSA Board position, only if their company’s global corporate head office is located in Saskatchewan. In short, we represent Saskatchewan suppliers.

SIMSA has grown substantially over the 5-years and even through the COVID-19 pandemic. Our events bring the supply chain face-to-face with the procurement staff of the major mining, energy, and industrial companies operating in Saskatchewan, as well as provide educational items. SIMSA’s unprecedented work with and access to them, stems from SIMSA’s core values of; (1) we never ask them to “shop local,” instead we ask them to keep us informed of what they are planning, help us understand what your needs are, and let us know how we can be better; and (2) we also support their activities to the public, for if they do not do well, neither do we. In short, we foster a dialogue to help both the suppliers and the buyers.

About IMII

The International Minerals Innovation Institute (IMII) is a unique innovation supporting network of mining companies, government departments and agencies, and post-secondary and research institutions, jointly funded by industry and government. It exists to deliver innovations that matter to mining in Saskatchewan. The IMII’s mineral company members include BHP, Cameco, Mosaic, and Nutrien.