

JOB OPENING

NATURAL RESOURCES MANAGER



Job Summary

The Natural Resources Manager contributes to the overall success of the organization by coordinating the effective development, provision, and evaluation of natural resource programs and services in the community according to the organization's vision, objectives, and strategic direction. The Natural Resources Manager carries out the mandate to protect and implement Aboriginal Rights and Title, building on and using the established capacity in land and resource management to operate programs and develop new initiatives. As an advocate for sustainable and healthy communities, the Natural Resources Manager manages the referral program and develops plans for land use.

Duties and Responsibilities

Operations:

1. Leads the management and preservation of the natural resources within Xats'ull's Traditional territories.
2. Coordinates an internal forum and implements strategies to progress Xats'ull First Nation's Title and Rights.
3. Develops, implements, and evaluates an operational plan for the Natural Resources Department (NRD) which incorporates goals and objectives for programs and services.
4. Develops and implements, in coordination with the Referrals Coordinator, a response protocol for referrals and activities based on extraction harvesting, development and other impacts on Xats'ull's Title and Rights.
5. Ensures all land and resource related referrals are received and responded to in a timely and consistent manner.
6. Represents Xats'ull First Nation in discussions, initiatives, working groups, and/or negotiations with external partners; including, Indigenous and non-Indigenous government, industry, and community.
7. Actively identifies, promotes, and coordinates partnership and economic/capacity development opportunities with Indigenous and non-Indigenous partners focusing on resource management-related initiatives.
8. Ensures ongoing traditional use of lands and resource investigations and documentation are completed; including work and field trips with elders, traditional knowledge holders, resource users, and community members to document and map traditional, contemporary, and potential land uses; knowledge; and concerns.
9. Ensures ongoing engagement occurs to identify the needs and concerns of Xats'ull First Nation's Community Members and develops plans and programs to address gaps.
10. Coordinates, collaborates, and consults with other natural resources experts to share information and develops projects which would enhance the delivery of existing programs and services.
11. Procures and manages the services of contractors and consultants as required.

Human Resources and Administration:

1. Oversees and supervises all program staff
2. Participates in the recruitment and development of staff
3. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and administers progressive disciplinary actions as required
4. Prepares and submits regular activity reports and statistics to appropriate agencies and the community
5. Ensures there is an information management system, including checks and balances for the maintenance of accurate and confidential files and records; complies with reporting requirements
6. Ensures development, use, and maintenance of a database to track and follow up on all referrals and responses
7. Creates a safe and healthy environment
8. Provides support in establishing operational policies for the Natural Resources Department and the programs the department delivers and manages
9. Develops a communication strategy for public awareness of NRD programs and events
10. Participates in various community, council and committee meetings
11. Establishes and maintains annual operating budget and works to secure adequate revenue
12. Other duties as assigned or required

The duties listed are provided as examples of areas of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

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Qualifications

Education:

- Bachelor's Degree in environmental-, forestry-, lands-related fields, including Natural Resources Management, Land Use Planning, Geography, Biology, and Environmental Sciences; or the right combination of experience and education.

Competencies:

The Natural Resources Manager should demonstrate competence in some or all of the following:

- Respect for Others – Builds Trust - Interacts sensitively, respectfully and in a non-judgmental manner to develop and maintain co-operative relationships. Models the values of the organization and demonstrates integrity in all actions
- Influence and Impact - Uses knowledge of situations to identify potential impacts and uses persuasion, presentation, or negotiation to convince others to adopt a specific course of action
- Communicates Information - Communicates and discusses with team critical information including the rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
- Initiative - Is a self-starter, seeking out or taking the initiative to identify new challenges or opportunities and proactively doing things
- Analytical Thinking - Observes identifies and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations

Skills and Abilities:

- Knowledge of resource management principles, practices, policies and procedures to consult with staff and various other governing bodies and agencies
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality

Experience:

- Five years (+) natural resources experience in a similar position, or related experience
- Experience supervising and managing staff as well as developing and managing budgets

Working Conditions:

- Field work and walking through traditional territory to assess impacts required
- Travel to other related organization locations will be required
- Non-standard hours of work
- Receives minimal supervision with occasional direction and very few checks of the work performed

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

Directly Supervises:

- Natural Resources Executive Assistant, Referrals Coordinator, Mining Coordinator, Forestry Specialist, and other project-related staff as required

General Category:

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Serves on committees as directed by the Band Administrator

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- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of Band Administrator or Supervisor
- Maintains confidentiality of all information seen, heard or obtained by virtue of employment
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

How to Apply:

Please provide a cover letter and resume

Email your Application to:

Human Resources
Email: hr@xatsull.com

Mail your Application to:

Fax to: 250 989-2300

Attention: Human Resources
Xat'sull First Nation (Soda Creek First Nations)
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

Application Deadline: Open Until Filled

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE** Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.
