

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Operations Manager



FIRST NATIONS
FISHERIES COUNCIL

POSITION SUMMARY:

The First Nations Fisheries Council of British Columbia is seeking an energetic, adaptable, motivated and self-directing person to join our team as the Operations Manager. Reporting to the Executive Director, the Operations Manager will work to enhance the effectiveness of the organization by providing strategic advice, overseeing and managing staff and contractors to implement various operational agreements, and completing work plans and activities according to the needs and interests of BC First Nations and funding partners (federal/provincial/other).

Specific work assignments will be aligned with the skills and experience of the successful candidate. Examples of some ongoing FNFC initiatives include:

- Facilitating and coordinating First Nations engagement in various fisheries management and policy planning processes among BC First Nations and with relevant governments;
- Analysis of government programs and policies and their potential impacts on the Aboriginal Title and Rights and Treaty Rights of BC First Nations;
- Conducting outreach and communication to increase awareness of the FNFC and programs.

ABOUT US:

The FNFC is a unique, progressive organization that offers an exciting opportunity to join a small, dedicated team. Through the *BC First Nations Fisheries Action Plan*, BC First Nations have directed the FNFC to support, protect, reconcile, and advance Aboriginal Title and Rights and Treaty Rights as they relate to fisheries and the health and protection of aquatic resources. Our priorities are to develop effective governance mechanisms, form collaborative relationships among First Nations organizations, and work together to build a united voice on fisheries matters.

ABOUT YOU:

- You are genuinely interested and excited to be involved in fisheries and aquatic resource management.
- You are a personable, energetic, and motivated team player who pays careful attention to detail and can “get it done”.
- You thrive in a dynamic, ever-changing work environment, and possess the ability to be flexible and adaptive, manage multiple projects, set priorities, and manage your time efficiently.
- You know when to take initiative and when you need to ask for further direction.
- You enjoy working in small teams; you can rely on team members for advice, but you are ultimately responsible for operational projects from start to finish.
- You are motivated by working towards challenging goals and can contribute effectively to the operation and strategic direction of the organization.
- You are a critical thinker with the ability to analyze complex issues and identify, evaluate, and recommend paths forward.

- You are an excellent communicator, both orally and in writing, who enjoys working with a wide range of people and organizations (First Nations, Government, Environmental NGOs, etc.).

JOB DESCRIPTION:

Managerial/Staff Support:

- Plan, oversee, and monitor the implementation of programs and initiatives in a manner that is aligned with the organization's mandate and strategic direction;
- Develop work plans for all projects and ensure rigor in budget oversight and management, including sound delegation of labour and resources;
- Lead a number of First Nations advisory committees and/or working groups to integrate their priorities and provide recommendations/make decisions, including planning, coordinating and facilitating meetings, conferences, and workshops;
- Work closely with other program managers and the Executive Director to contribute to the strategic development and visioning of the organization, identifying gaps and opportunities for improvement;
- Supervise two employees, manage contractors and consultants and assist in day-to-day administration and management (e.g. vacation, scheduling, workload/time management, budget management, prioritization, support/direction on operational details, project implementation, etc.);

Analytical/Communication:

- Design and manage complex research and analytical projects with accuracy and diligence, managing and prioritizing a heavy workload involving multiple tasks and changing priorities within timelines;
- Prepare comprehensive reports, discussion papers and briefing notes, and support the development of other written internal and external communications;
- Liaise and work with government departments on policy and regulatory development, drafting policy and regulatory proposals as necessary;
- Build and maintain collaborative working relationships with regional, national and international partner organizations – First Nations, government(s), industry, etc.;
- Provide advice and support to BC First Nations and organizations through research, analysis, reports, correspondence, participating in meetings, etc.;
- Exercise diplomacy in stressful and challenging situations, handling discussions with sensitivity and respecting the confidentiality of information shared.

EDUCATION, EXPERIENCE AND COMPETENCIES:

- Post-secondary degree in environmental studies, resource management, biology, public or business administration, or a related field, or an equivalent combination of education, knowledge, practical experience, and training;
- Experience working with and building relationships with First Nations groups and/or organizations;
- Experience with stakeholder and government relations, and working in groups with multiple and often conflicting interests;
- Experience conducting research and analysis, preparing briefing notes, developing recommendations, and drafting correspondence and comprehensive reports;
- Experience planning, organizing, chairing, and facilitating meetings or events;
- Leadership skills with management and supervisory experience, financial management of programs/projects, and ability to meet deliverables on multiple projects at a time;
- Advanced relationship-building and communication skills;
- Working knowledge of aquatic resource management and related legislation and policy;
- Working knowledge of BC First Nations and their constitutional rights regarding aquatic resources.

JOB LOCATION:

The FNFC office is located at 320-1200 West 73rd Avenue in Vancouver, BC. Office hours are Monday to Friday, 8:30am to 4:30pm. Some travel and extended work hours will be required.

APPLICATION DEADLINE:

Applicants are asked to email confidential letters of application and resume, providing details of work experience and three references before **4:00 pm on May 24th 2018** to:

Ino Banesiu, FNFC Executive Assistant
First Nations Fisheries Council
#320-1200 West 73rd Ave, Vancouver, BC, V6P 6G5
or E-mail: careers@fnfisheriescouncil.ca - Subject line: **Operations Manager <Name>**

The FNFC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however qualified applicants of Indigenous ancestry will be given priority. The FNFC wishes to thank all applicants for their interest and advises that **only those candidates selected for an interviewed will be contacted**. The posting may remain open until a qualified candidate is hired.