



FIRST NATIONS  
FISHERIES COUNCIL

<b>Job Title:</b>	<b>Policy and Fisheries Management Program Manager</b>
<b>Location:</b>	320 – 1200 W 73 <sup>rd</sup> Avenue
<b>Level/Salary Range:</b>	\$65,000 - \$75,000 – commensurate with experience
<b>Travel Required:</b>	Yes, as necessary – regional to national
<b>Position Type:</b>	Full-time, salaried

**Job Purpose: The Program Manager, Fisheries** contributes towards the First Nations Fisheries Council’s (FNFC) ongoing efforts to convene and elicit the interests and priorities of First Nations in B.C. and distilling into coherent and cohesive recommendations to support First Nations advance their interests as it relates to fish, fisheries and aquatic resources in alignment with FNFC’s vision, mission, values and strategic plan. This role supports the organization’s ongoing efforts to build, foster and maintain effective and high-quality partnerships and relationships amongst First Nations and with federal and provincial partners through program development, project management, and policy analysis through supporting FNFC processes, liaising with First Nations organizations, Government of Canada and Province of BC agencies and other FNFC partners in the position’s sectoral responsibility.

Reporting to the Senior Manager, Policy and Fisheries Management, the Program Manager, Fisheries provides services in the areas of First Nations and government engagement, program development, program management, policy analysis, and strategic advice and recommendations on fisheries management and policies. This position is responsible for obtaining knowledge and remaining up to date on fisheries management with regional, national and international partners, and more broadly, all B.C. First Nations within fisheries management. This individual should support FNFC processes and liaising with First Nations organizations, and federal and provincial agencies, other partners.

This role requires leadership, adaptability, flexibility, and support in the development of initiatives, communication materials, and writing report/briefing research materials, analysis, and policy development which advance the interests of First Nations in BC relating to fisheries, and aquatic habitat and resources. This role provides an important organizational role in planning, implementation and evaluation of FNFC programs and policies through building relationships and partnerships to contribute towards FNFC’s overarching mandate and strategic plan.

**Job Description:**

This position is best suited for a highly motivated individual that can lead and facilitate complex conversations related to fisheries policy and fisheries management. The individual must have a clear understanding of both political and policy contexts on fishery matters, and First Nations leadership.

The individual must demonstrate a high level of management and administrative skills, effectively oversee and manage project workplans and budgets. A high level of verbal and written communication skills is necessary to prepare and compose analytical and communication materials such as reports, briefing notes etc.

**Key job responsibilities are:**

- Maintain support as required to Senior Manager, Policy and Fisheries Management, by managing a delegated portfolio of issues and objectives and other related files, and support linkages to regional,

national and international partner organizations; manage and account for time through appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel;

- Develop work plans for all projects that ensure rigor in budget oversight and sound delegation of labor and resources
- Design, conduct and manage complex research and analytical projects in a systematic fashion with accuracy and diligence
- Prepare comprehensive internal reports for internal use, and support development of relevant communication material to the Communications and Marketing Manager
- Compose discussion papers, briefing notes and other pertinent materials as relevant
- Manage and prioritize a heavy workload involving multiple tasks and changing priorities
- Liaise and work with governmental departments concerning policy and regulation development
- Draft policy/regulatory proposals
- Foster positive working relationships between clients (i.e. First Nations, industry, government, etc.);
- Facilitate working groups of internal and external subject matter experts, including analysis, process design, think 'on your feet' skills, and support improved decision-making
- Liaise and support other First Nations fisheries organizations at the regional and national level to reflect the priorities of the Executive
- Foster and support functional fisheries governance linkages across activities and geospatial scales at the regional, national and international levels – including liaising with the First Nations Leadership Council and National Assembly of First Nations
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks
- Maintain confidence and protect operations by keeping information confidential
- Mentor Project Coordinators and assist in the day-to-day management activities
- Provide updates to the Senior Manager (Policy and Fisheries Management) including current projects and identify any concerns and opportunities and propose solutions for consideration, carefully balancing "risk and reward"
- Distribute information from the Senior Manager, Policy and Fisheries Management, other FNFC staff and the FNFC Council to the Communication and Marketing Manager as relevant to ensure clear, accountable information flow
- Contribute to team effort by conducting a range of specific tasks as needed
- Support the Senior Manager, Policy and Fisheries Management, as required to ensure sector progress on activities

**Skills/Qualifications:**

- Post-secondary degree in public or business administration, biology, natural resources or a related field, or an equivalent combination of education, knowledge, practical experience, and training and 5 years of relevant experience
- Experience in management, supervision and the development of public policy or regulation
- A thorough and comprehensive knowledge of aquatic resource management and related legislation and policy
- Experience working with First Nation groups or organizations
- Experience with stakeholder relations, industry experience

- Meeting skills, chairing/facilitating discussion, planning, organizing, and high level organizational skill set
- Experience with research, analysis, developing solutions and preparing comprehensive reports, briefing notes and other written reports
- Written communication skills to prepare and review briefing notes, discussion papers, and other pertinent materials as necessary
- Financial accountability and budget oversight, ensuring workplan budgets are expensed per negotiated workplans
- Ability to multitask and work on multiple projects at a time
- Team player and ability to work well within a team and contributing to the organization's success

Preference will be given to qualified candidates of indigenous ancestry. A full job description is available at [www.fnfisheriescouncil.ca](http://www.fnfisheriescouncil.ca). Explore this exciting opportunity by submitting your cover letter and résumé by 4 pm PST June 1<sup>st</sup> 2021 to: **Katrina Elliot** at [katrina.elliott@4cmc.ca](mailto:katrina.elliott@4cmc.ca).

**Thank you for your interest in working with FNFC.**