

B.C. First Nations Fisheries Council

Job Title:	Partnerships and Intergovernmental Relations Program Manager
Location:	320 – 1200 W 73 rd Avenue
Level/Salary Range:	\$65,000 - \$75,000 (commensurate on experience)
Travel Required:	Yes, as necessary
Position Type:	1 year term; Renewable after 1 year



FIRST NATIONS
FISHERIES COUNCIL

Job Purpose:

The Intergovernmental Relations and Partnership Program Manager supports First Nations Fisheries Council's (FNFC) ongoing efforts to build, foster and maintain effective, high quality partnerships and relationships with federal, provincial, and other First Nations partners to advance and support the interests of BC First Nations as it relates to fish, fisheries, and aquatic habitat in alignment with FNFC's vision, mission, values and strategic plan. Reporting to the Senior Manager, Intergovernmental Relations and Partnerships, the Intergovernmental Relations and Partnership Program Manager provides service in the areas of stakeholder and government relations, 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

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:

Relationship Building and Networking

- Develop, nurture and continually enhance a broad network of contact as it relates to fish, fisheries, and aquatic habitat
- Identify networking, participation and partnership opportunities for FNFC to advance organizational strategic plan
- Cultivate relationships and partnerships to create effective alliances that will lead to increased collaborations to enhance FNFC's mandate
- Create partnership arrangements with the Government of Canada and the Province of BC to make significant financial commitments for program delivery and for advocacy on policy issues
- Create and organize meetings, forums, conferences etc. and prepare briefing materials in consultation with Senior Manager and Communications and Marketing Manager to build relationships/partnerships and advance requests with Federal and Provincial Ministers/ staff
- Participate regularly in Forums, Committees and Work Groups with partners and Intergovernmental Relations peers to advance FNFC's strategic plan

Tracking/Monitoring

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- Explore, monitor, identify and report on program and policy development as it relates to fish, fisheries and aquatic habitat in BC, other provinces, and nationally
- Consult and liaise with First Nations, industry, Government of Canada and Province of BC and other stakeholders on policy initiatives
- Research and assess development in legislation, intergovernmental policies and trends and provide analysis and advice
- Monitor, scan and propose recommendations related to policy and program development
- Identify and report on key funding opportunities from any level of government

Strategic and Policy/Project Development

- Contribute towards the development of partnerships aligned with FN'C's strategic plan through Intergovernmental Relations work
- Contribute towards coordinated or organizational-wide Intergovernmental policy positions, communications and briefing materials to ensure FNFC's interests are well-developed and represented in interactions with other levels of government and all stakeholders
- Contribute towards strategic communication tactics and plans with the Communications and Marketing Manager to support policy and program development and advocacy work in alignment with FNFC's strategic plan
- Develop briefing notes and other written materials on cross-cutting policy and program issues/opportunities for the Senior Manager and FNFC's Executive Team's review and consideration
- Support the drafting of all Memorandum of Understandings and other forms of agreements to ensure clear roles and responsibilities for all parties
- Maintain confidence and protects operations by keeping information confidential

Skills/Qualifications:

- Post-secondary degree in public administration/public policy, Indigenous studies, political science, environmental studies, resource management, policy, or a related field, plus 5 years of experience
- Knowledge of Inter-governmental affairs
- Excellent interpersonal, written and oral communication skills
- Experience working with BC First Nations communities and/or First Nations organizations in an advisory role
- Demonstrated experience in stakeholder and government relations and partnership development
- Highly developed experience conducting research, analysis, preparing briefing notes, developing recommendations, developing policy and drafting correspondence and comprehensive reports
- Experience developing collaborative relationships/partnerships across a wide range of organizations
- Experience with program development based on solid policy analysis
- Experience in contributing to, or managing a significant policy initiative
- Experience in cross-sectoral program and/or policy development
- Ability to manage issues related to different program or policy positions and demonstrated ability to resolve issues through negotiation skills
- Ability to build and maintain a broad network of government, agency and other professional contacts
- Working knowledge of BC First Nations and their constitutional rights regarding aquatic resources
- Working knowledge of resource management and related policies

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- Highly organized with strong attention to detail skills
- Ability to work effectively as part of a team and independently
- Ability to take initiative and demonstrate leadership
- Demonstrated ability to plan, organize and execute work on time and on budget
- Demonstrated ability to meet deadlines with minimum supervision
- Strong critical thinking, multi-tasking, facilitation and problem-solving skills
- Strong analytical and professional judgement skills
- Demonstrated relationship building skills demonstrated with indigenous communities/organizations
- Self-directed and motivated

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

Thank you for your interest in working with FNFC.