

# B.C. First Nations Fisheries Council



FIRST NATIONS  
FISHERIES COUNCIL

<b>Job Title:</b>	<b>Program Manager, Policy and Fisheries Management</b>  <b>Position 1: Fish and Fisheries Management</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, national
<b>Position Type:</b>	Full-time, salaried 3 weeks paid vacation annually

## Job Description:

As a Program Manager in the Policy & Fisheries Management (P&FM) Unit, you will be responsible for managing and implementing delegated program portfolios relating to fisheries and aquatic resources management. The role will require creating and managing work plans and budgets, developing structures and processes, and communicating to senior management on program status and progress. The Program Manager will enhance the organization’s effectiveness by collaborating across FNFC sectors and externally with First Nations and other partners (federal/provincial/private). The incumbent is a highly motivated individual that is able to lead and facilitate complex conversations related to fish and fisheries policy and management. The individual can demonstrate a clear understanding of political and policy understanding on fishery matters and First Nations. The Program Manager will provide strategic advice and feedback to the organization and First Nations in B.C. across regional, national and international contexts.

## Responsibilities:

### Work Planning and Execution:

- Develops and implements work plans for responsible programs and projects
- Oversees project activities and deliveries, ensuring successful completion of responsible work plan deliverables and products
- Develops proposals and budgets
- Reviews internal / communication documents
- Manages and prioritizes a heavy workload involving multiple tasks and changing priorities
- Works closely with the Senior Manager, P&FM, to contribute to sector strategic development, visioning, and identification/development of opportunities and in coordination in support of FNFC objectives

### HR Planning

- Works collaboratively as a team player, positive environment
- Supports Contractor management (recruitment/management)
- Provides guidance for coordinator work-plans and day to day management – sound delegation of labor and resources
- Supports recruitment of coordinators

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- Supports sector talent development
- Supports the Senior Manager, P&FM, and provide updates on strategic priorities and initiatives

### **Financial Accountability:**

- Ensures rigor in budget oversight
- Monitors and tracks expenditures (e.g. budget, actual, forecast)
- Reviews accounting reports
- Approves submitted invoices for processing
- Coordinates with funders
- Supports the Senior Manager, P&FM, to prepare sector quarterly and year-end budget forecasts

### **Analytical/Communication:**

- Liaises, fosters and supports functional fisheries governance linkages across activities and geospatial scales – to reflect the priorities of the FNFC executive, at the regional, national and international levels – including liaising with First Nations fisheries organizations, First Nations Leadership Council and National Assembly of First Nations
- Liaises and works with First Nations, governmental departments, and industry concerning policy and regulation development
- Facilitates working groups of internal and external subject matter experts, including analysis, process design, ‘on your feet’ skills, and supports improved decision making
- Prepares comprehensive reports for internal use, and supports development of relevant communication material
- Composes/reviews discussion papers, briefing notes, policies/regulatory proposals and other pertinent materials as relevant
- Conserves the Senior Manager’s time by reading, researching, and routing correspondence; drafts letters and documents; collects and analyzes information; initiates telecommunications
- Supports the Senior Manager, P&FM, by attending meetings in the Senior Manager’s absence and prepares relevant information to report back to the Senior Manager
- Maintains confidence and protects operations by keeping information confidential

### **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;
- 3+ years 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, planning, organizing, including facilitation skills
- Experience with research, analysis, developing solutions and preparing comprehensive reports;
- Written communication skills to prepare and review briefing notes, discussion papers, and other pertinent materials as necessary;

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- 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, ability to work well within a team and contributing to the organization’s success

**Desired Competencies;**

- Direct communication – the ability to make your needs known, and to ensure follow through;
- Adaptability – the ability to adjust behavior, activities and strategies to environmental changes;
- Initiative – the ability to be self-directed, and to identify solutions as/where required, even though it’s “not your job”;
- Organization – a compelling need for order and clarity, ensuring structure and sequence are developed to alleviate abstract environments.

Reviewed By:	Janson Wong	Date:	
Approved By:		Date:	
Last Updated By:	June 1, 2022	Date/Time:	