

B.C. First Nations Fisheries Council



FIRST NATIONS
FISHERIES COUNCIL

Job Title:	Program Manager, Fisheries Policy and Fisheries Management Unit (PFMU)
Location:	320 – 1200 W 73 rd Avenue
Level/Salary Range:	\$65,000 - \$80,000 – commensurate with experience
Travel Required:	Yes as necessary - regional, national
Position Type:	Full-time, salaried 3 weeks paid vacation annually

Job Description:

As a Program Manager, Fisheries, you will be responsible for managing and implementing delegated program portfolios relating to fisheries and aquatic resources management. You should be a highly motivated individual that is able to lead and facilitate complex conversations related to fish and fisheries policy and management, and collaborating with First Nations and other partners (federal and provincial governments and stakeholder groups) through sound structures and processes. You should demonstrate clear understanding of the political and policy contexts on fishery matters and First Nations in BC. Supporting the Senior Manager, PFMU, you will provide strategic advice and feedback to the FNFC and First Nations in BC across regional, national and international contexts. This role will require developing and managing work plans and budgets, communicating to senior management on program status and progress and enhance the organization’s effectiveness by collaborating across FNFC sectors.

Responsibilities:

Work Planning and Execution:

- Develop and implement workplans for responsible programs and projects
- Oversee project activities and delivery, ensuring successful completion of responsible work plan deliverables and products
- Develop proposals and budgets
- Review internal / communication documents
- Able to manage and balance a heavy workload involving multiple tasks and changing priorities
- Work closely with the Senior Manager, PFMU, to contribute to sector strategic development, visioning, and identification/development of opportunities and in coordination in support of FNFC objectives

HR Planning

- Work collaboratively as a team player, positive environment
- Support Contractor management (recruitment/management)
- Provide guidance for coordinators and day-to-day management – sound delegation of labor and resources
- Support recruitment of coordinators
- Support sector talent development
- Support the Senior Manager, PFMU, and provide updates on strategic priorities and initiatives

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Financial Accountability:

- Ensure rigor in budget oversight through quarterly reviews
- Monitor and tracks expenditures (e.g. budget, actual, forecast)
- Review accounting reports
- Approve submitted invoices for processing
- Coordinate with funders
- Support the PFMU Senior Manager to prepare sector quarterly and year-end budget forecasts

Analytical/Communication:

- Liaise, foster and support functional fisheries across activities and geospatial scales – to reflect the priorities of First Nations in BC, at the regional, national and international levels
- Liaise with First Nations fisheries organizations through partnerships and working groups
- Liaise and work with First Nations, governmental departments, and stakeholders concerning policy and regulation development
- Facilitate working groups of internal and external subject matter experts, including analysis, process design, 'on your feet' skills, and support improved decision making
- Prepare comprehensive reports for internal use, and supports development of relevant communication material
- Compose and review discussion papers, briefing notes, policies/regulatory proposals and other pertinent materials
- Conserve the Senior Manager's time by reading, researching, and routing correspondence; drafts letters and documents; collects and analyzes information; initiates telecommunications
- Support the Senior Manager, PFMU, 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 fisheries, biology, natural resources or a related field, public policy, 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, stakeholder 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;
- Financial accountability and budget oversight, ensuring workplan budgets are expensed per negotiated workplans
- Ability to multitask and work on multiple projects at a time.

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- 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:		Date:	
Approved By:		Date:	
Last Updated By:	October 2022	Date/Time:	