



KITSELAS FIRST NATION
2225 GITAUD ROAD
TERRACE, BC V8G 0A9

KITSELAS BAND ADMINISTRATION EMPLOYMENT OPPORTUNITY

Job Title: Director of Lands and Resources	Department: Lands and Resources
Reporting to: Chief Administrative Officer	Term: Full-Time, Permanent
Start Date: Immediately	Deadline: Wednesday, February 8, 2017

JOB SUMMARY

The Director of Lands and Resources working under the Chief Administrative Officer is responsible for overseeing and managing the establishment, development and operation of the Lands and Resources Department of the Kitselas Government according to the Kitselas Chief and Council vision, mission and strategic objectives and any applicable legislation.

MAIN DUTIES AND RESPONSIBILITIES

- **Oversee and manage the day to day operation of the Lands and Resources departments to ensure the efficient and effective delivery of programs and services to the Kitselas membership, as follows:**
 - Oversee the administration and management of Kitselas Lands and Natural Resources department in accordance with Kitselas laws and applicable federal and/or provincial legislation;
 - Develop capacity building strategies that support exercising Kitselas rights and title throughout the Traditional Territory;
 - Develop and implement a process for evaluating the department's programs and services, including meeting regularly with managers in order to discuss and develop strategic plans in all areas to ensure programs meet identified requirements and plans, including ongoing review of longer term goals and objectives;
 - Design, implement and maintain appropriate management controls with the Lands and Resources Department;
 - Foster and encourage an environment which promotes a team approach to planning and development, service delivery and problem solving;
 - Provide motivation and leadership in establishing quality standards that must be met in all related activities;
 - Ensure managers provide new Kitselas employees with any required orientation and training in departmental programs, services, policies, procedures and practices;
 - Plan for future human and financial resource needs to meet changing conditions based on Kitselas service requirements;



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- Assess and identify current requirements and coordinate and allocate resources based on departmental priorities;
 - Encourage staff training and development to ensure continued provision of quality services;
 - Formally evaluate employee performance, identify strengths and areas for improvement, taking into account feedback received from clients and stakeholder and the ability to meet mandated goals and objectives;
 - Provide advice and leadership to personnel in a variety of areas including policy and program development, financial and human resources management, discipline, recruitment options, etc.;
 - Provide leadership regarding all unit staff performance or disciplinary issues to ensure identified problems are dealt with quickly and effectively;
 - Review departmental budgets, ensuring effective tracking and control measures are in place, accounting for expenditures and variances, controlling discretionary costs once budget is approved and forecasting current and future financial requirements;
 - Direct, oversee and review the preparation and implementation of budgets, requisitions and the maintenance of inventory and personnel records;
 - Prepare and develop special reports on program status, annual budget, financial reports, annual work plan, and correspondence;
 - Prepare methodology and designs for evaluating programs;
 - Develop program cost estimates and monitor expenditures;
 - Monitor annual budget expenditures and develop projected expenditures;
 - Review and authorize budget expenditures for Kitselas projects;
 - Liaise and work with federal and provincial officials, agencies and non-governmental organizations on land policy and implementation matters;
 - Direct and manage the implementation and land stewardship agreements and processes
 - Review and delegate proposed lands and natural resource contracts and applications;
 - Work with senior management and staff to develop funding proposals and budgets;
 - Direct and manage the preparation of project narratives and financial reports to funders; and,
 - Deliver presentations on land and resources management issues and quarterly reports to the Chief and Council.
- **Implement and manage the development and delivery of programs and services with a lands, natural resource and environmental focus, as follows:**
 - Manage the development of goals and objectives, and the short term, long term and strategic plans required in all program areas in order to ensure the provision of quality services, and maintaining an effective working relationship with the industry representatives, and other stakeholders;



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- Consult with industry officials, various special interest groups, professional personnel and other stakeholders to ensure program planning and development is collaborative and attempts to address and resolve policy and program issues of concern to Kitselas;
 - Conduct ongoing program evaluation to ensure programs and services continue to be responsive to the needs of Kitselas Band, identifying gaps in services, exploring options for further growth and development and modifying plans and programs accordingly;
 - Assisting in the establishment of goals and objectives for negotiation activities in support of the Chief and Council of Kitselas Band;
 - Ensure in-depth analysis is undertaken on program statistics in order to determine trends, identify and address problem areas, identify and develop opportunities, and further develop service options and capabilities;
 - Provide consultation and advice to the Senior Director of Administration and Chief and Council in terms of policy development, program development and delivery options, and the financial implications and requirements for continued program growth, development and delivery;
 - Ensure the activities of the department adhere to relevant acts, regulations and other associated legislation with respect to environmental impacts, and resource and economic development issues;
 - Implement and manage the development of standards to ensure program quality and accountability;
 - Manage the completion of research into federal and provincial resource programs and services to determine similarities and differences in requirements;
 - Manage the completion of comprehensive reports, position papers and other recommendations with respect to program activities and requirements;
 - Draft briefing notes on a variety of issues and problems, identifying policy direction options and priorities that impact Kitselas Band ;
 - Assess potential economic, social, and political impacts and providing recommendations for mitigating said impacts;
 - Prepare annual and Capital budgets, reviewing financial reports, reallocating funds and authorizing expenditures, and ensuring financial management and reporting requirements are met; and,
 - Write proposals for submission to various funding agencies.
- **Oversee a public relations program to promote understanding of the various resources and acceptance of policies, regulatory changes and management strategies:**
 - Attend or address meetings, maintain press, radio and television contacts, write technical papers, and works with clubs, schools and organizations to gain public support;
 - Serve as a liaison to governmental agencies, advisory groups and local agencies, community and neighborhood groups, attends or addresses public hearings, boards and commissions, professional associations, and private companies;



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- Consult and coordinate with representatives of regulatory agencies, special interest groups, the public, or department personnel on issues;
 - Handle sensitive citizen inquires and complaint;
 - Prepare and make presentations related to regulations, policies, procedures, projects and programs, answers inquiries from a complex and broad spectrum of individuals and groups; and,
 - Deal with outside governments and other organizations to ensure that the rights and interests of the Kitselas Band are protected and preserved.
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- **Act as the EOC Logistics Section Head in the Kitselas Emergency Response Plan; and,**
 - **Other related duties as assigned.**

QUALIFICATIONS

- Completion of university in related field (public administration, natural resources management, land management, first nations studies)
- Or equivalent combination of education and experience
- Minimum 7 to 10 years of experience in the natural resources and lands management
- Experience in program and policy development, planning and implementation
- Knowledge and understanding of economic and resource development issues facing Kitselas Band
- Program and project management experience
- Experience in developing, implementing, and delivering programs and services
- Previous experience working in a First Nations community and/or organization is preferred
- An understanding of relevant federal, provincial and local legislation, policies and procedures
- An understating of the north coast BC cultural and political environment an asset
- Peace officer training or equivalent an asset.
- Ability to manage diverse and changing program requirements
- Ability to identify key concerns and develop negotiating strategies
- Ability to establish goals, objectives and expectations
- Ability to develop and manage budgets
- Strong organizational and time management skills
- Ability to manage stress and work flexible hours
- Ability to lead long term, short term and strategic planning processes
- Ability to conduct negotiations with government agencies
- Strong verbal and written communication skills



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- Must be able to deal professionally with the public
- Ability to be open minded and objective
- Interpersonal skills
- Teamwork
- Ability to deal with difficult people
- Conflict management
- Excellent problem solving skills
- Relationship building skills with internal and external stakeholders
- Working knowledge of Microsoft Excel, Word, Outlook, PPT and Adobe PDF.

ADDITIONAL REQUIREMENTS

- Criminal Record Check
- Valid Drivers' license
- Drivers' abstract

HOW TO APPLY

A competitive salary and benefits package is offered. Further information can be obtained at www.kitselas.com. Interested applicants should apply at their earliest convenience with a resume and cover letter. Please reference "Director of Lands and Resources" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

Attn: Teri Muldon
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