



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## EXTERNAL POSTING

<b>Position Title:</b> Stewardship & Planning Manager (NEW)	<b>Posting #:</b> 42-2022
<b>Supervisor:</b> Director, Lands	<b>Grade:</b> G6
<b>Location:</b> On Reserve, Fort Nelson First Nation	<b>FTE:</b> 1.0 (1827 hr/yr.)
<b>Department:</b> Lands Resources & Treaty Rights	<b>Salary:</b> \$2601.20 bi-wk.
<b>Key Areas:</b> Employees, Budgets, Strategy, Policy, Services, PR	<b>First Posted:</b> 2022-09-22
<b>Effective Date:</b> September 2022	<b>Closes:</b> 2022-10-06

### SUMMARY / SCOPE

***This position is overtime exempt, and is not entitled to call back, reporting pay, standby, shift premiums, travelling time or any other cash compensation which is dependent on completing a specified number of hours in a normal work week. This is a new salaried professional role for our organization. The successful incumbent will manage (1) Field Coordinator and (1) Aboriginal Liaison (5) Guardians. Benefits include: comprehensive health, pension, time off in lieu, all observed federal and provincial holidays, 2 week office closure at Christmas, professional development, and professional association reimbursements, and agreed-upon flexible schedule arrangements. FNFN is an inclusive employer and we invite all qualified persons to apply.***

The Stewardship & Planning Manager directly manages high level strategic land use planning and stewardship activities, while ensuring the management of a team of environmental and community land-based professionals. The Stewardship & Planning Manager establishes the higher level strategic rationale for monitoring activities in the territory, and works closely with the Lands and Resources Manager to ensure implementation and achievement of deliverables. The Manager ensures integrated delivery of strategic land and water stewardship planning and outcomes for FNFN territory, including developing strategic plans, and drafting complementary policies and procedures for carrying out Indigenous-led land and resource management, ecosystem and habitat management, cumulative effects management, natural resources research, and policy analysis and decision support. From time to time, this Manager may sit on provincial steering committees, and will engage the community in planning stewardship capacity. Additional responsibilities include managing budgets and quality assurance goals for ensuring implementation effectiveness, efficiency, and compliance. The Stewardship & Planning Manager plans, manages, organizes, directs, controls and evaluates the following strategic areas and assigned staff as it relates to:

- Strategic land and water stewardship planning
- Land Guardian Program
- Aboriginal Liaison Program
- Monitoring & Data Collection

Primary goals are for implementing the directives assigned by the department Director, and tracking the implementation and deliverables of the assigned functional areas of the Lands department management framework. An ongoing aspect of this role is to assesses the day-to-day service unit operations, and provide feedback to the Director for improvements. Additional department goals include operational efficiencies and effectiveness, and implementation of programs and services designed to enhance strategic land use planning and stewardship activities. A key element of success for this position is knowledge and experiences and an awareness



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## EXTERNAL POSTING

of stewardship, strategic planning, and government policy and processes related to land and resource management. Other related duties.

### Candidate Profile:

The Stewardship & Planning Manager has an in-depth knowledge of land and resource stewardship, including strategic land and water use planning, ecosystem-and values-based resource management, and decision support. This professional has excellent interpersonal skills including exceptional communication and engagement skills. Informing and engaging employees and the public is crucial to the work. The Manager has strong written and verbal communication skills and communicates with department staff, organizational staff, consultants, lawyers, and contractors. The Manager is seasoned professional who doesn't mind engaging in multiple work efforts, and as a well-organized professional, can rise to challenges while managing projects and staff. The Stewardship and Planning Manager is able to work within a team environment and build and maintain collaborative relationships with internal and external stakeholders and governments. Managing complex projects and preparing and presenting reports with a high level of professionalism and attention to detail for a wide variety of audiences is crucial to this position. Competencies include:

---

<i><b>INTERPERSONAL</b></i>	<i><b>LEADERSHIP</b></i>	<i><b>BUSINESS MNGT.</b></i>	<i><b>PERSONAL ATTRIBUTES</b></i>
Building Partnerships Building Trust Communication	Building Teams Developing Others Planning/Coordinating	Financial Acumen Customer Focus Reporting Policy	Leadership Disposition Interpersonal Ability Organization

---

### ***MINIMUM QUALIFICATIONS***

- Post-secondary education in Land Use Planning, Natural Resource Management, Indigenous Governance, geography, or other related field, and/or significant experience managing First Nation land and resource programs. An acceptable combination of education, training and experience will be equally considered.
- Seven (7) years’ progressive experience planning, developing, implementing and evaluating projects.
- Three (3) years’ experience in this field of work with at least one (1) year progressive experience overseeing work teams/crews and support staff.
- Experience includes developing strategic plans, proposal preparation, project management, program management, and budget preparation and implementation.
- Experience liaising, consulting and/or collaborating with multiple stakeholders and/or governments.
- Experience building teams and supervising staff.
- Experience working with regulations governing work
- Experience working with privacy protected information
- Knowledge/experience with First Nations governance and land and resource issues.
- Strong interpersonal skills and ability to interact professionally at all levels.



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## EXTERNAL POSTING

- Strong leader and team builder with excellent communication skills (written and oral); ability to listen to understand and ask questions for clarification and to implement resolution skills; able to produce professional written documents with clearly organized thoughts using proper sentence construction.
- Demonstrated ability to prioritize, organize and manage multiple and diverse projects and operations, while adhering to budgets and timelines.
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email
- Compliance with BC Immunization program, TB Screening, and COVID-19 vaccinations
- Police Information Check
- Valid BC Driver's License and factor report.

---

### ASSETS

---

The following are considered assets:

- Master's Degree in Land Use Planning preferred
- Experience managing First Nation lands and resources and/or working with federal or provincial natural resource government agencies. Knowledge of or experience with First Nations (preferably Dene and/or Cree) heritage, language, traditional and/or cultural resources.
- Certificates of training, such as First Aid, WHMIS, OHS
- Google™ drive, calendar, forms and other Google™ products
- ArcGIS Online and other ESRI GIS tools
- Ability to speak Dene and/or Cree

### APPLICATION INSTRUCTIONS

---

**Closing:** October 6, 2022 at 4:30 p.m. Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

**Human Resources, Recruitment**  
Fort Nelson First Nation  
R.R. #1, Mile 295, Alaska Highway  
Fort Nelson, B.C. V0C 1R0  
E-mail: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

\* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.