



JOB DESCRIPTION

POSITION: Director of Intergovernmental Relations

LOCATION: K'ómoks Administration Office

EMPLOYMENT STATUS: Permanent, full-time

DEPARTMENT: Intergovernmental Relations

REPORTS TO: Chief and Council

Position Summary

K'ómoks First Nation's employees embrace the vision, mission and demonstrate K'ómoks' core values in their daily work. K'ómoks staff will support K'ómoks Nation toward a prosperous and healthy community where each member has the right to self-sufficiency. They will move forward to support K'ómoks members in exercising their rights and title, while respecting their historic connection to K'ómoks lands and resources and to one another.

The purpose of this position is to focus on establishing effective working relationships with Local, Provincial and Federal Governments, the RCMP, Department of National Defense and other Agencies. This position leads the Guardian Watchmen Team, liaises with the Treaty Team, and supports the Council in the development of K'ómoks First Nation strategic plan and goals.

Responsibilities:

- Working with Chief and Council to develop and maintain good relationships with Local Governments, Provincial and Federal Government, the RCMP, Department of National Defence and other Agencies
- Seeking out and encouraging opportunities for K'ómoks First Nation, including joint venture opportunities for K'ómoks Economic Development Corporation (KEDC);
- Supporting Council in the development of K'ómoks First Nation strategic plan and goals for any Off-Reserve initiatives
- Negotiating impact benefit agreements and creates inventories of local key government and industry contacts
- Collaborating with the Treaty Team
- Managing the Guardian Watchmen Program and budgets and implements work plans for the Guardian Watchmen
- Overseeing any staff under their supervision
- Overseeing the Referral system and work with Chief on referral responses
- Working with Chief and Council and Legal Advisors on all Memorandums of Understanding, Agreements and Consultation Protocols.
- Liaising with the Band Administrator, CEO of K'ómoks Economic Development Corporation and Treaty team
- Performing other duties as required, including, but not limited to: crisis management, dispute resolution, advocacy, and systems maintenance
- Perform other related duties as required



Knowledge, Skills, and Abilities: *(Include competency language)*

- Knowledge of relevant legislation, policies and procedures related to programs, human resources, operations, and finance especially as they relate to First Nations' governance
- Practical knowledge of Generally Approved Accounting Principles
- Sound knowledge of the social and economic issues facing First Nations, including the BC Treaty process
- Thorough knowledge of key federal, provincial, and other funding sources, including the programming and report requirements of the Indigenous Service Canada and other Government Agencies
- Community centric, with the ability to work in a team environment
- Strong planning and time management skills
- High level of self-awareness and emotional intelligence, excellent interpersonal skills, and the ability to establish working relationships with staff, Council, and a variety of governments, groups, knowledge keepers and/or Elders, and other stakeholders
- Ability to display tact, respect and diplomacy
- Sound judgment and decision-making
- Strong written and verbal communication skills
- Cultural sensitivity and awareness with thorough knowledge of the current First Nations governance landscape in BC and knowledge of relevant socio-historical events relevant to First Nations in Canada
- Ability to clearly define and communicate vision and direction and confident in public speaking for a variety of forums
- Ability to reflect on difficult situations to improve future performance
- Excellent interpersonal skills including the ability to establish working relationships with a variety of governments, groups and stakeholders
- Ability to motivate others, foster teamwork and manage time of self, teams and staff
- Strong analytical skills with an ability to develop creative solutions
- Computer literate in Microsoft Office and proficient with Excel and Word

Education and Experience

- Bachelor's degree in business or public Administration or a related field and/or equivalent administrative management experience
- 5+ years experience of program management preferably with First Nations groups
- Experience working with governments, local governments and agencies as well as proponent and developers
- Experience and familiarity for BC Treaty Process
- Proven experience management and developing budgets
- Proficient at developing meeting agendas and chairing meetings
- 3+ years so supervisory experience managing staff
- Proven record of accessing, securing and managing financial resources, and
- Strong background in negotiation and conflict resolution.



- Class 5 drivers license
- Experience working in and with the Indigenous community preferred.

Other

- Willing to participate in personal and professional development
- Follow K'ómoks First Nations policies and procedures
- Criminal Record Check with a satisfactory result (if position requires)

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Director of Intergovernmental Relations.