



EMPLOYMENT OPPORTUNITY

POSITION: **Manager of Land, Fisheries, and Resources Department**
SUPERVISOR: Chief Administrative Officer
WAGE: \$65,000-75,000 dependent upon experience, knowledge and suitability
STATUS: Permanent Full-Time Position in Atlin British Columbia
CLOSING DATE: September 20th, 2021

POSITION SUMMARY

Reporting to the Senior Manager (CAO), the Lands, Resources & Fisheries Manager is responsible for the overall development, delivery and management of TRTFN's land, resource and fisheries programs and activities.

DUTIES AND RESPONSIBILITIES, subject to required approvals, polices and processes include:

1. Develop, oversee implementation and accountable for Lands strategic plans, work plans, budgets and programs.
2. Develop L&R policies & procedures and monitor their effective implementation.
3. Work cooperatively with respective Lands Divisions on a strategic and oversight basis.
4. Oversee implementation of the *Atlin Taku Land Use Plan* and *TRTFN – BC Land and Resource Management and Shared Decision Making Agreement* (the 'G2G Agreement').
5. Set priorities and manage departmental staff and resources to achieve departmental goals & objectives.
6. Represent TRTFN as required on Lands, Fisheries & Resources committees and working groups, or ensure delegation of these functions.
7. Develop and maintain sound relationships with TRTFN staff and citizens, government agencies and external organizations/ interest groups.
8. Prepare Lands and Resources budgets & work plans monitor compliance with budgets, and address issues as required to ensure fiscal responsibility.
9. Follow, implement and monitor the application of TRTFN policies and procedures.
10. Monitor expenditures and report financial status to the Clan Director for the department and Leaders as required.
11. Obtain resources to deliver programs by developing and submitting proposals to funding agencies.
12. Ensure departmental compliance with auditing or other financial reporting requirements.
13. Research and prepare briefing notes and correspondence for the Clan Directors on Lands, Fisheries, & Resources management.
14. As required, provide information materials, presentations and forums to TRTFN citizens as well as CDC.
15. Report to the TRTFN Joint Clan Meeting and seek ongoing mandates for Lands' programs, activities, and budgets, as required.
16. Foster an environment of mutual respect, teamwork, professionalism and accountability among all staff and contractors.
17. Direct and supervise staff in the day-to-day activities of the Lands Department.
18. Complete hiring and conduct performance evaluations with staff on an annual basis, or as required.
19. Provide training, mentoring and capacity building opportunities for staff.
20. Oversee the hiring and management of all departmental contractors, unless otherwise directed by the Portfolio Clan Director.
21. As requested by the CAO, work cooperatively with TRTFN's Senior Negotiator and intergovernmental relations, to facilitate development of supporting information required from the department to support TRTFN's treaty negotiations and self-government.
22. Ensure effective implementation of claims-related agreements.
23. Participate in interdepartmental and TRTFN government strategic planning
24. Other related duties assigned by the CAO, Portfolio Clan Director, or CDC.

EDUCATION AND EXPERIENCE

- Preferably a degree in environmental sciences, renewable resources, biology, conservation management, or related fields. a thorough knowledge of First Nation governance is highly favored. An extensive work related supervisory/management experience (3 years at least) would be accepted as equivalence.
- Comprehensive knowledge of other Government programs, external organizations, private industry, TRTFN objectives, concerns, social/economic environment, cultural traditions, organizational and political structures, Native Land Claim issues, Self-Government. Proficiency in all MS office suite, specially word processing.
- Knowledge of: environmental assessment processes, devolution of government programs, funding reporting requirements, government legislation of land management, land claims, land management, First Nation issues; TRTFN social structure, traditions, cultural values, Traditional Territory, Resources within TRTFN Territory, TRTFN Land Claims issues and accords, and agreements.
- Proven management skills; Proven respectful interactive communication and cooperative interactions; solid computer skills.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Willingness to travel

APPLICATION PROCESS

Submit a resume contact: senior.admin@gov.trtfn.com

This position is only available for TRTFN current employees. Internal promotion only.