

# First Nations Coordinator

**Reference number:** CAP21J-021155-000145  
**Selection process number:** 2021-07-CAP-OC-0438

Parks Canada Agency - Protected Areas Establishment and Conservation Directorate  
Sidney (British Columbia)  
PM-05

For a two-years term  
\$85,742 to \$92,694 (Salary under review)

Experience Canada by joining the Parks Canada Agency! <http://pc.gc.ca>

**Closing date: 12 October 2021 - 23:59, Pacific Time**

**Who can apply:** All persons who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit. Preference may be given to Indigenous People\*

\*In this process, we are using the term “Indigenous Peoples” as it aligns with international usage and in this process, replace the legislative term “Aboriginal peoples” that appear in the Employment Equity Act and the Employment Equity Regulations. The definitions have not changed.

## Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information at the following website (<https://www.canada.ca/en/public-service-commission/services/assessment-accommodation-page/how-to-request-assessment-accommodation.html>) to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Persons who are unable to apply on-line must contact one of the emails listed below on Contact Information prior to the closing date.

You are encouraged to submit your application through the Public Service Resourcing System (PSRS) on this website:  
<https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1800?poster=1651717&toggleLanguage=en>

OR

Applicants can submit the following documents to

pc.concoursapca-apcacompetitions.pc@canada.ca:

- Resume/Curriculum Vitae
- Covering Letter (maximum 2,000 words)

Applicants must clearly demonstrate in their cover letter how they meet the Education and Experience criteria listed in the Statement of Qualifications. Applicants must list both of these factors in their cover letter, and then write one or two paragraphs for each demonstrating how they meet these factors by providing concrete examples. Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities. Resumes will be used as a secondary source to validate the experience described in the cover letter.

Failure to clearly demonstrate in your cover letter how you meet the Education and Experience factors found on the Statement of Qualifications, may result in the rejection of your application.

## **Work environment**

Parks Canada is a federal government agency responsible for the protection and presentation of Canada's outstanding natural and cultural resources through a system of national parks, national marine conservation areas and national historic sites in all regions of Canada.

## **Intent of the process**

You will work with up to 19 Coast Salish First Nations to build respectful and trusting relationships and to investigate with them the concept of a national marine conservation area reserve in the Southern Strait of Georgia. In this role, you understand what it means to “walk with a foot in both worlds”—working for Parks Canada while building connections and collaborating with First Nations partners. You know how to listen, approach your work with an open heart and mind and you are always looking for creative solutions.

You know how to work with First Nations communities, respecting cultural protocols while understanding Parks Canada's mandate and the importance of First Nations' relationships to Parks Canada. You also have a good understanding of marine ecosystems and pressures on them, particularly in densely populated areas. You are familiar with marine conservation goals and the complex relationship that First Nations have with marine and riparian areas. You also have a solid background in the legal and treaty contexts within which the Southern Strait of Georgia national marine conservation area reserve is proposed. What you do not know, you are willing and eager to learn, and you understand the importance of seeking various viewpoints.

You will be required to negotiate, develop and manage contracts, agreements, protocols and other processes, but you will also spend time in the various First Nations communities, talking with community members, attending community consultation meetings and leading, developing and implementing collaborative projects.

If having a key advisory role and developing co-operative relationships with First Nations appeals to you, then you are invited to apply to the following employment opportunity.

**Positions to be filled: 1**

## **Information you must provide**

Your résumé.

A covering letter "of maximum 2,000 words. Applicants must clearly demonstrate in their cover letter how they meet the Education and Experience criteria listed in the Statement of Qualifications (see below). Applicants must list both of these factors in their cover letter, and then write one or two paragraphs for each demonstrating how they meet these factors by providing concrete examples. Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities. Resumes will be used as a secondary source to validate the experience described in the cover letter. Failure to clearly demonstrate in your cover letter how you meet the Education and Experience factors found on the Statement of Qualifications (see below), may result in the rejection of your application. Normally, applicants will not be solicited for incomplete or possible missing information."

## **In order to be considered, your application must clearly explain how you meet the following (essential qualifications)**

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### EDUCATION

Graduation from a recognized university with a degree relevant to the position OR an acceptable combination of education, training, traditional knowledge and/or experience.

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### EXPERIENCE

EX1: Recent and significant\*\* experience in leading multi-party engagement processes related to Coast Salish cultures and interests in First Nations' communities;

EX2: Experience in coordinating and aligning projects, programs and activities in cooperation with multiple First Nation partners;

EX3: Experience in the preparation of reports and presentation materials;

EX4: Experience in providing advice and recommendations on Indigenous relations;

EX5: Experience in the management of financial resources.

\*\*Note: Recent and significant is defined as the depth and breadth of experience that would have

normally been acquired over a period of approximately two (2) years and within approximately the past five (5) years.

## **The following will be applied / assessed at a later date (essential for the job)**

English essential

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### KNOWLEDGE

K1: Knowledge of Hul'qumi'num and/or SENĆOFEN culture, history and traditional way of life particularly in relation to the southern Strait of Georgia/Salish Sea;

K2: Knowledge of the Douglas Treaties, modern land claims, First Nations rights and title in the context of the southern Strait of Georgia/Salish Sea.

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### ABILITIES

AB1: Ability to research, analyze and provide holistic direction to develop and maintain effective relationships with First Nations partners;

Ability to find creative solutions in a complex First Nations environment;

AB3: Ability to bridge various points of view and facilitate mutually beneficial results;

AB4: Ability to communicate respectfully and effectively with First Nations in a variety of settings, including in First Nations' communities.

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### PERSONAL SUITABILITY

PS1: Exercises sound judgment;

PS2: Personally connects with people;

PS3: Demonstrates integrity;

PS4: Takes responsibility;

PS5: Strives for excellence.

## **The following may be applied / assessed at a later date (may be needed for the job)**

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### ADDITIONAL EXPERIENCE

AEX1: Experience in the preparation of policy;  
AEX2: Experience in the management of financial resources.

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## ADDITIONAL KNOWLEDGE

AK1: Knowledge of key court decisions and their impact on engagement and consultation processes.

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## OTHERS LANGUAGES

Candidates with the ability to communicate in Hul'qumi'num and/or SENĆOŦEN language could receive extra credit.

## **Conditions of employment**

Reliability Status security clearance

Possess and maintain a valid class 5 driver's license;  
Willingness to wear a Parks Canada uniform when required;  
Willingness to work irregular hours, overtime, weekends and/or statutory holidays and provincial/territorial holidays, when required;  
Willingness to work and/or travel in varied terrain, weather conditions, isolated locations and by various means of transportation;  
Willingness to work from various locations;  
Willingness to travel extensively, including overnight, off site and/or weekends.

## **Other information**

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Parks Canada is committed to the principles of diversity and employment equity under the Employment Equity Act, and strives to ensure that our workforce reflects the diverse nature of Canadian society. We encourage women, Aboriginal peoples, persons with disabilities and members of a visible minority group to self-identify in their application.

Please submit your completed application, including all of the above-mentioned documentation. Failure to do so may result in your application being rejected.

Reference checks will be sought.

An interview and writing assignment will be administered.

You must indicate on your application if you require a technical aid for testing or an alternative method of assessment.

The Parks Canada Agency is established as a separate employer in the Federal Public Service under the Financial Administration Act. Persons appointed to the Agency continue to be part of the Public Service. The Parks Canada Agency operates under its own human resources framework outside of the Public Service Employment Act and in line with values of fairness, competence and respect, and its operating principles.

In accordance with paragraph 8(2)(a) of the Privacy Act, information or material, whether provided directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information.

Tips for applicants:

- Please provide complete and thorough details of your education and experience.
- Do not assume that the screening board has any previous knowledge of your background, qualifications, or work history. You must be specific and provide concrete examples/details for each Experience element, as applications will be screened only on the information provided.
- Failure to provide sufficient information may result in your application being screened out of the competition.

Persons are entitled to participate in the appointment process in the official language of their choice.

Parks Canada Agency considers applications from all individuals who have legal status to work in Canada.

Normally, applicants will not be solicited for incomplete or possible missing information.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

**We thank all those who apply. Only those selected for further consideration will be contacted.**

## **Contact information**

<b>APCA Competitions (Selection process inquiries)</b>	<b>Lee Montgomery - Manager Northern National Parks Establishment (General Inquiries)</b>
<a href="mailto:pc.concoursapca-apcacompetitions.pc@canada.ca">pc.concoursapca-apcacompetitions.pc@canada.ca</a>	<a href="mailto:Lee.Montgomery@canada.ca">Lee.Montgomery@canada.ca</a> 867-766-8468