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Employment Opportunity

First Nations Relations Advisor

Corporate Services – First Nations Relations

Competition Number:	22/301
Employment Type:	Regular Full Time
Hours of Work:	70 hours bi-weekly
Rate of Pay:	\$41.13 to \$46.63 per hour (2021 rates)
Review of applications begins:	4:00pm on December 1, 2022

Job Summary

The First Nations Relations Advisor supports and advises CRD staff in respectful and reciprocal intergovernmental relations with First Nations, including communication, relationship building, collaboration and referrals. Reporting to the Manager of First Nations Relations, the Advisor builds and maintains working relationships with First Nations and with CRD staff and collaborates with all parties to identify and implement operational approaches to integrating First Nations' interests and the CRD's Statement of Reconciliation into CRD works.

You are a self-motivated professional with a commitment to anti-racism, equity, diversity and inclusion, who enjoys working in a team environment. Your commitment to advancing your intergovernmental relations, communications and relationship-building knowledge and skills across a wide range of topics in a public service setting and your ability to adapt to ever-changing and complex situations are necessary to be effective and successful in this position.

The goals of the CRD's First Nations Relations Division are to support CRD staff to integrate respectful First Nations relations across all CRD operations, to help build government-to-government relationships between the CRD Board and First Nations in the region, and to support the education, policy development and organizational transformation required to integrate First Nations' aspirations and interests into CRD planning, operations and governance.

Qualifications

- Degree in relevant field (e.g. Indigenous Studies, Political Science, Planning, Indigenous Governance, Public Administration, Intercultural Communications, Environmental Studies, Resource and Environmental Management, Anthropology, Archaeology, etc.), and a minimum of six years' experience related to Indigenous relations; or an equivalent combination of training and experience.
- Knowledge of Indigenous rights, local government operations, and experience working with Indigenous peoples in the region will be considered an asset.
- Valid and unrestricted Class 5 BC Driver's Licence.
- Flexibility to occasionally attend community events during evenings and weekends.

Applications

To apply for this exciting opportunity, please visit www.crd.bc.ca and submit your application on our [careers page](#).

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

NOTE: For the health and safety of our employees, customers and the communities we serve, the CRD requires verification of your COVID-19 vaccination status as a condition of employment.

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the surrounding Gulf Islands, serving more than 432,000 people.

Our administrative boundaries span the Traditional Territories of many First Nations, all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.



Typical Duties and Responsibilities

People working in this role can expect to be responsible for performing the following duties. This list is not meant to be comprehensive and other related duties similar in scope and complexity may be performed.

Support & Guidance to CRD Operations

- Acts as a subject matter expert on respectful Indigenous intergovernmental relations, providing verbal and written analysis, advice, technical guidance, issues management and coaching to CRD staff, for the purposes of relationship-building, referrals, negotiations, communication, and collaboration on projects and planning.
- Leads and oversees referrals to First Nations on CRD projects.
- Processes and responds to requests for support and advice from CRD staff across all CRD operations, including heritage conservation, water infrastructure, watershed protection, solid waste & wastewater management, parks & environmental protection, recreation, housing, emergency services, engineering, planning, communications and climate action.

Intergovernmental Communication

- Builds and maintains working relationships with First Nations on whose territory the CRD operates.
- Represents CRD priorities and operations in intergovernmental dialogue with First Nations.
- Communicates First Nations' requests and interests to CRD staff and works collaboratively with all parties to respond to requests and address issues raised.
- Leads the drafting, editing and delivery of written, phone and in-person correspondence, follow-up and referrals to First Nations
- Organizes and facilitates meetings between CRD staff and First Nations.
- Coordinates government-to-government meetings between First Nations and CRD Board Directors.

Organizational Education & Transformation

- Organizes educational and relationship-building events.
- Assists with the design and delivery of internal training and presentations.
- Supports the development and implementation of corporate policies & procedures.

General Duties

- Provides support to the First Nations Relations division and the First Nations Relations Committee of the CRD Regional Board to achieve corporate mandates with regards to First Nations relations.
- Prepares meeting minutes, reports, proposals, letters and communications materials.
- Plans, coordinates and implements a variety of project activities, including serving as project lead where assigned.
- Maintains tracking metrics and detailed records of engagement.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties, as required.

Knowledge, Skills and Abilities

To be successful at the CRD, candidates should have a shared understanding of our [Cultural Traits](#) and [Statement of Reconciliation](#) with Indigenous peoples. Additionally, ideal candidates would possess the following role specific knowledge, skills and abilities:

- Demonstrated experience building and maintaining respectful working relationships with Indigenous Peoples.
- Excellent communication, interpersonal, conflict resolution and facilitation skills.
- Considerable knowledge of Indigenous intergovernmental relations and intercultural communication.
- Ability to learn about, comprehend and accurately communicate with First Nations regarding local government processes and technical information related to a wide range of CRD governance and operations, and with CRD staff regarding the goals and aspirations of local Nations.
- Experience, adaptability and comfort supporting complex and often changing intergovernmental relations and organizational transformation.
- Proficiency and experience writing a range of documents, including reports, proposals, letters and communication materials.
- Excellent organizational and project management skills.
- Experience bringing critical thinking and knowledge to research and analyze cross-departmental, interdisciplinary and political issues, and to provide recommendations.





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- Interest and enthusiasm to problem solve where there aren't always easy answers.
- Ability to exercise sound judgement and diplomacy in conflict situations.
- Team-oriented.
- Ability to work effectively with deadlines, set priorities and perform duties with minimal supervision.
- Ability to direct and/or coordinate the work of consultants engaged in related works.
- Proficiency and experience with Microsoft Office software applications (Microsoft Word, Excel, Outlook and PowerPoint). An understanding of spatial data would be an asset.

