



## CONTRACT OPPORTUNITY

### Research and Marine Planning Analyst – Indigenous Management Board

#### BACKGROUND

The Indigenous Management Board (IMB) is a collaboration of eleven First Nations, being: Quw'utsun Nation (Cowichan Tribes, Halalt First Nation, Lyackson First Nation, Penelakut Tribe, and Stz'uminus First Nation), Malahat Nation, Pauquachin First Nation, Snuneymuxw First Nation, Tsawout First Nation and the W̱SÁNEĆ Leadership Council (Tsartlip First Nation and Tseycum First Nation). The purpose of the IMB is to take back the roles, responsibilities and authorities over the territories and waters and to collaborate on issues of shared interest with regards to Parks Canada operations.

The IMB, along with Parks Canada and the Province of British Columbia, have also created a Steering Committee to conduct a feasibility assessment for the proposed National Marine Conservation Area Reserve (NMCAR) in the southern Strait of Georgia of British Columbia.

The IMB has established a Secretariat to support the collective work of IMB, the IMB Technical Committee, and the Steering Committee. The IMB Secretariat is seeking to contract a Research and Marine Planning Analyst to contribute to research, analysis, writing, and developing of strategic recommendations related to IMB's priority topics, as well as in relation to the Feasibility Assessment for the proposed National Marine Conservation Area Reserve. This work includes the gathering of Marine planning information from IMB visioning sessions and IMB Nation's existing plans and marine use studies to support the development of a shared vision.

The IMB is committed to respecting diversity within our team and developing capacity for First Nations people within the eleven First Nations we represent. We encourage all First Nations applicants to self-identify as First Nations in our recruitment processes. ***Pursuant to Section 16(1) of the Canadian Human Rights Act, preference will be given to First Nations candidates.***

#### RESPONSIBILITIES:

1. Contribute to research, analysis and writing towards the Terms and Conditions of a Feasibility Assessment for the proposed Nation Marine Conservation Area Reserve (NMCAR) and the development of a recommended boundary for the NMCAR.
2. Research priority topics identified by the Indigenous Management Board including Anchorages and Shipping, Discharge to Waters, and Governance as directed by the IMB and IMB Technical

Committee and supported by the IMB Secretariat.

3. Document, track and organize research sources and materials to ensure proper referencing and reporting, including knowledge shared by Elders and knowledge holders as part of IMB Elders committee and any community engagement/visioning efforts.
4. Gather and review existing high-level plans and marine planning work of the IMB Nations and begin to synthesize/harmonize this work towards a shared IMB vision for the marine waters.
5. Prepare materials, including reports, briefing notes, meeting materials and presentations on IMB priority topics, the proposed NMCAR feasibility assessment, and development of a shared IMB vision in collaboration with the IMB technical committee and Secretariat.
6. Contribute to presenting materials at IMB Elders Committee, IMB, IMB technical Committee and proposed NMCAR Steering Committee meetings.
7. Represent IMB interests regarding priority issues and marine planning at the technical level in internal meetings and in meetings with relevant government agencies such as Parks Canada, Transport Canada and DFO, related to the proposed NMCAR and other potential marine governance agreements.
8. Connect with representatives from non-IMB Nations involved in marine planning and marine conservation efforts to learn from their work and experiences and apply these lessons to IMB work.
9. Connect with subject matter experts in relation to IMB priority topics.
10. Support the drafting of funding proposals for the continuation of IMB work as needed.
11. Support and participate in other pertinent planning, research, and decision-making processes and initiatives as necessary.
12. Attend relevant conferences and events as requested.
13. Maintain strict confidentiality of information.
14. Keep current and aware of broader policy developments that impact IMB work (i.e. UNDRIP, MMIWG, BC Treaty, Ocean Protection Plan, Marine Spatial Planning, etc).

## **EXPERIENCE & QUALIFICATIONS**

- Recognized Degree in Marine Studies, Environmental Sciences, Planning, Environmental/Natural Resource Management, Indigenous or First Nations Studies, or a related field from a recognized institution. A Master's degree is an asset.
- Minimum 3 years experience in research, planning, or policy related positions.
- Previous experience working with First Nations, Tribal Councils or Indigenous-led organizations.
- Proficient in Microsoft software applications (Word, Excel, Outlook, others) and ability to learn other programs.
- Possess valid driver's licence and have access to a reliable motor vehicle.

## **ATTRIBUTES & SKILLS**

- Excellent research skills including strong referencing practices, ability to organize complex, multi-disciplinary information and knowledge into clear and concise narratives.
- Strategic thinking and policy analysis skills with ability to gather and analyse information, review and evaluate options and implications, and make recommendations.
- Excellent writing, communication and presentation skills.
- Strong facilitation skills to support consensus building.
- Knowledge of the culture and territories of SENĆOŦEN and Hul'q'umi'num speaking peoples.

- Knowledge of Indigenous law, governance, management and planning values, teachings and practices.
- Ability to listen deeply and effectively and present complex ideas and information clearly and concisely to different audiences.
- Able to work independently, multitask, and plan activities.
- Able to act with tact and diplomacy, maintain effective working relationships, and contribute as a team member.

## **CONTRACT TERMS**

This is a one-year contract based on 25-40 hours per week with a rate commensurate with experience. The salary scale is negotiable with an expected hourly rate between \$40 and \$60/hr.

The contractor is expected to work from home and attend in-person meetings as needed. Contractors should have stable access to an internet connection and be prepared to provide their own computer, zoom account and at home office equipment i.e. desk, chair, screen.

## **ORGANIZATION**

Reports to: IMB Secretariat Program Manager

Supports: IMB Technical Committee, IMB and IMB Elders Committee

The Research and Marine Planning Analyst is an independent contractor. The funds for this contract are held by Lyackson First Nation on behalf of the IMB Secretariat, and the contractor is expected to independently submit monthly invoices to Lyackson First Nation.

## **TO APPLY**

We invite applications consisting of a one page cover letter, responses to the questionnaire attached to the end of this posting, and a resume with names of references. Applications to be submitted to [ethan.cire@wsanec.com](mailto:ethan.cire@wsanec.com), with the subject line: IMB Research and Marine Planning Analyst no later than **4:00 pm PST Friday August 30th, 2024**.

***The Indigenous Management Board thanks all applicants for their interest, however, only those selected for an interview will be contacted.***

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## Application Questionnaire

Please outline your relevant qualifications and/or equivalencies (Maximum 1000 words):

Please outline your experience working with First Nations, Tribal Councils or Indigenous-led organizations. (Maximum 1000 words):

Please outline your experience researching, organizing and presenting complex, multi-disciplinary information and knowledge. Note if this experience is connected to marine and/or Indigenous planning. (Maximum 500 words).

Please outline your experience providing strategic policy analysis including developing and evaluating options and making recommendations. (Maximum 500 words):