

**Title: Senior Governance Director – Kwakiutl First Nation**

**Reports to: Chief and Council**

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### **Job Summary**

The Senior Governance Director (SGD) is responsible for leading the issues and initiatives around Governance that include (but not limited to) Lands, Resources, Policy and Bylaw development, negotiations between the Federal and Provincial Governments and neighboring First Nations, industry and others that carry on business within the Kwakiutl First Nations Traditional Territory.

### **Duties and Responsibilities**

**A: Negotiation**

1. Prepares for and leads negotiations towards lands, treaty, and rights agreements,
2. Prepares for and leads negotiations with industry and others that are carrying out businesses within the KFN Traditional Territory,
3. Keeps the negotiations focused, while considering various political and economic opportunities for the KFN,
4. Provides leadership in discussions and negotiations for Specific Claims, the Douglas Treaty, and other treaty related measures,
5. Provides and promotes resource sharing with the BC Government,
6. Leads and develops conflict resolution strategies and skills in all negotiations,
7. Fosters and maintains a close liaison with all participants in negotiations,
8. Incorporates Kwakiutl values and traditions into the negotiations, and always represents the Kwakiutl in a respectful, honest, and caring manner.

**B. Political, Community and Public Relations**

1. Attends all Chief and Council meetings, ensures action items are updated and completed in a timely manner,
2. Obtains and reviews mandates and ensures that mandates are approved by the Chief & Council,
3. Ensures proper reporting to the Chief and Council,
4. Works to develop an understanding of industry stakeholders and other First Nations priorities around Title and Rights,
5. Plans, develop, and implement a communications strategy for the KFN and its members, and presents along with Council to the community about Governance Issues,
6. As directed by Chief and Council, provides official comments for press releases, and/or public speaking,

7. Liaises with Ministers' offices and key officials to further the mandate of the Kwakiutl,
8. Liaises with other First Nations about Governance issues.

C: Administration

1. Drafts correspondence as needed, drafts policies as directed, and ensures proper circulation of sensitive documents,
2. Participates in a review and further development of a Kwakiutl Strategic Plan,
3. Develops and chairs negotiation meetings on behalf of the KFN,
4. Complies with all reporting requirements by preparing and submitting regular activity reports,
5. Assists in the development of communications strategies,
6. Participates in various community, council, and committee meetings.

D: Report Writing and Research

1. Review's agreements, documents, position papers, submissions, discussion papers, negotiation positions, and briefing documents to prepare in-depth analyses,
2. Provides monthly updates, progress reports, briefing notes, and strategic advice of Governance and Treaty issues.

## **Qualifications**

Education:

1. Bachelor's Degree in Political Science, First Nations Studies, Aboriginal Law or a related discipline, or an equivalent combination of education and experience.

Specialized Knowledge:

1. Knowledge of Aboriginal Rights and Title (ART)
2. Court Cases and precedent law in regard to ART and Consultation and Accommodation
3. General knowledge of Kwakiutl values and traditions
4. Knowledge of Treaties (specifically Douglas Treaties)

## Competencies:

The Senior Governance Director should demonstrate competence in some or all of the following:

1. Relationship building – develops strong, cooperative relationships with internal and external partners, customers, clients, and colleagues to build long term relationship that foster collaboration and partnership,
2. Team player – facilitates team effectiveness by actively participating in ways that respect the needs and contributions of others and assists in achieving organizational goals,
3. Influence and impact – use knowledge of situations to identify potential impacts and uses persuasion, presentation, or negotiation to convince others to adopt a specific course of action,
4. Communicates information – communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships,
5. Results orientation – pursues excellence while achieving results that meet or exceed requirements that will achieve the highest priorities,
6. Initiative – is a self-starter, seeking out or taking the initiative to identify new challenges or opportunities,
7. Analytical thinking – observes, identifies, and organizes information to detect underlying issues.

## Skills & Abilities:

1. Excellent computer skills for Microsoft Office
2. Proven interpersonal skills and ability to give and receive feedback,
3. Ability to prioritize a complex and ever evolving schedule, write proposals and reports and act independently (when needed),
4. Ability to process and assess large amounts of information,
5. Conflict resolution

## Experience:

The ideal candidate will have 5 to 7 years' experience:

1. Healthy, professional relations with First Nations, provincial and federal government departments, and other groups,

2. Negotiating and coordinating treaty like programs; including Governance and Rights and Title negotiations,
3. Leading teams; working well with all KFN staff and Chief and Council,
4. Management of budgets
5. Negotiation of complex agreements with successful outcomes
6. Good track record of working well with Chief and Council and Governance structures.

Working Conditions:

1. Minimal supervision
2. Travel is required for this position.
3. Non-standard hours of work

Conditions of Employment/Contract

1. Must be able to obtain and maintain a clear Criminal Record Check to level four,
2. Must have a valid BC Driver's License,
3. Must have a vehicle in good operating condition and appropriate vehicle insurance.

**Please submit application package to**

**[manager@kwakiutl.bc.ca](mailto:manager@kwakiutl.bc.ca)**

**Subject: Senior Governance Director Application**

**Atten: Dorothy Hunt, KB Councillor/Acting Manager**

**By no later than 4pm on Tuesday, July 20<sup>th</sup>, 2021**