



**KTUNAXA  
NATION**

*We invite you to apply for the position of...*

**GUARDIAN TEAM LEAD**

**PERMANENT – FULL-TIME POSITION**

**LANDS & RESOURCES SECTOR**

*The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.*

**POSITION SUMMARY:**

The Guardian Team Lead is responsible to the Director and the Ktunaxa Lands and Resources Sector Council for ensuring that Ktunaxa aboriginal titles, rights and interests, including stewardship principles, are protected and enhanced in any regulatory decision-making processes. The position leads a team of professional and technical experts to review land use applications, develop and set mitigation/conditions to reduce impacts to Ktunaxa rights and monitor for compliance. The position ensures Ktunaxa values and land stewardship principles are accounted for in land and resource use decisions within Ktunaxa homelands. The Team Lead will be responsible for overseeing the implementation of consultation/engagement with government and industry according to processes outlined in various agreements related to applications for land and resources use in ?amak?is Ktunaxa.

**DUTIES AND RESPONSIBILITIES:**

***Decision Making***

- Organize and prioritize a large volume of regulatory-related documents, directing review, assessment and response:
  - Help with the control and management of the flow of referrals within the Sector
  - Manage external timeline expectations
- Identification of opportunities for prevention, avoidance, protection, mitigation, compensation and/or accommodation that may be generated from any development activity within ?amak?is Ktunaxa
- Development of legally binding conditions in regulatory documents and advocacy for the conditions.
- Oversight of the design and monitoring of long-term environmental management plans.
- Assessment, at a high level, of the environmental performance of specific companies and the effectiveness of management strategies and report back to leadership
- Participation in several committees/working groups

***Human Resource Management***

- Provide direction and support to staff, including assigning tasks/projects, performance valuation, leave management, professional and career development and mentoring.
- Support compliance with Human Resources Policies and Procedures.

- Recommend the recruitment/selection of staff; conduct screening and interviewing of candidates.
- Conduct annual performance appraisals and recommend salary administration following policy and guidelines
- Lead preparation of employee work plans; assign work and adjust for effectiveness.
- Maintain position descriptions, keeping current and accurate to accountabilities and responsibilities
- Support the health and safety of employees by monitoring work practices and by providing for emergency health and safety measures.
- Approve time off requests and overtime.
- Ensure accountability and work results for team members
- Team inter-dependencies. Maintain an environment where individuals can work together and relationships are supported.
- Participate in respectful workplace investigations over conflict situations.
- Organization of work to achieve goals and objectives in accordance with deadlines.
  - Ensure tasks in teamwork plans are completed efficiently and effectively;
  - Manage conflicting priorities by working on many projects competing for time.
  - Plan daily, weekly and monthly activities for the position.
  - Attendance at many meetings, ensuring team keeps accurate and minutes, following up on action items, reporting out on outcomes.

### ***Financial***

- Support compliance with Finance policies and procedures.
- Project budgeting and oversight of expenses within the team
- Initiate/authorize project billing
- Ensure accountability within the team for timely and accurate time-tracking submissions
- Approve transactions within the delegated level of authority
- Facilitate contracting and supervision of outside experts
- Identify agreements, contracts, funding sources, and estimated surplus/deficit
- Seek new financial resources in cooperation with the Director.

## **POSITION QUALIFICATIONS**

### ***Academic Preparation***

M.Sc. or M.A. in a natural resource management discipline, leadership, social sciences, or environmental sciences.

A B.Sc or BA will be considered with extensive management experience.

### ***Required Experience***

- 8-10 years minimum of natural resources, environmental management or related industry experience
- 5 years of management and/or team leadership and project management
- Work experience in First Nations environment
- Experience in a natural resources office setting or industry office would be an asset.

### ***Further Skills, Knowledge and Experience***

- Project management and coordination experience, including budget management.
- Analytical and critical thinking skills.
- Exceptional organizational skills and attention to detail.
- A collaborative and cooperative approach to working relationships
- Negotiation and conflict resolution skills.
- Excellent communication skills (written, oral, public speaking and listening).
- Strong advocacy skills.
- Ability to take initiative.

- Ability to work with limited direction or supervision.
- High level of working knowledge of environmental assessment processes, regulatory and permitting processes.
- Working knowledge of the consultation and accommodation legal framework associated with Aboriginal Rights.
- Knowledge of Ktunaxa and aboriginal rights, culture, history and goals.
- Working knowledge of the legislative and regulatory context of mining, reclamation, environmental protection.
- Ability to extrapolate project-specific environmental impacts and relate those to impacts on Ktunaxa Nation rights, title, and interests.
- Excellent computer skills including Microsoft Office Suite, Word, Excel, PowerPoint.
- Valid BC Driver's License and access to a reliable vehicle.
- Must have a valid Drivers License

**The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Proof of vaccination is required in accordance with the Ktunaxa Nation Council vaccination Policy.**

**Internal staff and Ktunaxa people are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center.**

Please submit your cover letter and resume to:

**Human Resources  
Ktunaxa Nation Council  
PO 7825 Mission Road  
Cranbrook, BC V1C 7E5  
[KNC-HR@ktunaxa.org](mailto:KNC-HR@ktunaxa.org)  
Fax: (250) 489-2438**

**CLOSING DATE: April 7<sup>th</sup> 2023**

*We thank those who apply; however, only those selected for an interview will be contacted.*