



KTUNAXA
NATION

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

**REGULATORY ENGAGEMENT COORDINATOR–STRATEGIC INITIATIVES
LANDS AND RESOURCES SECTOR
PERMANENT - FULL TIME**

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.

VISION ADVANCEMENT:

The Ktunaxa Nation Council's purpose in working together is to achieve a shared vision. Every position within the KNC has a part to contribute

Strong, healthy citizens and communities, speaking our language and celebrating who we are and our history in our ancestral homelands, working together, managing our lands and resources, within a self-sufficient, self-governing Nation.

POSITION SUMMARY:

The Regulatory Engagement Coordinator (REC) is responsible to the Team Lead, Strategic Initiatives, for ensuring that Ktunaxa Aboriginal Title, Rights and interests, including stewardship principles, are protected and enhanced in any regulatory decision-making processes. The position is responsible for ensuring coordination between KNC staff, Contractors, community staff and Ktunaxa citizens in reviewing and responding to external land use applications as directed. These responsibilities are to the extent possible within reasonable regulatory decision-making timelines. Coordination includes budgeting, organizing engagement at a technical level, coordination of participation of other KNC sectors, community outreach and communication, and overseeing external consultants on an as-needed basis.

CONTRIBUTIONS AND RESPONSIBILITIES:

Project Coordination

- Responsible for the effective coordination of staff involved in relevant permitting and EA projects; ensures that comprehensive responses are provided to the external based on Ktunaxa Aboriginal Title, Rights and interests including stewardship principles;
- Coordinates and supports KNC participation in strategic level engagement as directed (i.e. under the government to government and government to 3rd party agreements or processes);
- Ensures that tasks are assigned to appropriate KNC staff and consultants;
- Provides input into government regulatory schedules;
- Schedules and in some cases lead internal meetings, including with KNC staff, leadership, community
- Schedules external meetings, including with provincial and federal government, proponents and stakeholders.
- Coordinates data gathering and fieldwork pertaining to relevant projects, including use and occupancy, archival, biophysical, archaeological, etc.
- The incumbent has a direct effect on the tone and collaborative working relationships with provincial and federal governments as well as project proponents.

Reporting

- Maintains records of meetings and reports out on results and action items; ensures action items are completed by KNC staff;
- Maintains a detailed record of discussions as they pertain to consultation;
- At the direction of the Team Lead, prepares and present reports and briefings to citizen meetings (community and Nation level), Lands and Resources Council and community chief and council meetings.
- Supports the completion of reports required by funders
- Support information sharing and reporting including the development of newsletter items, presentations and briefing notes as required
- Support the analysis and preparation of options and recommendations for decision-makers pertaining to relevant regulatory engagement projects.
- Maintain confidentiality on all matters relating to the affairs of the KNC

Financial

- With guidance from the Team Lead, Mining Oversight, develops and monitors budgets pertaining to projects the incumbent is involved with;
- Responsible for accuracy of paperwork (travel claims, expense claims, POs, time tracking) related to projects the incumbent is involved with;
- At the direction of the Team Lead, Mining Oversight, develops funding proposals and position/contractor descriptions to support relevant projects

Information

- The incumbent is the steward of all documents created by multiple working groups and committees, agreements, records of decisions, as well as any official or confidential documents internal to the KNC
- The incumbent stewards and facilitates relevant information flow between sectors, working groups, committees, Lands staff and consultants.
- The REC anticipates, organizes schedules and manages the flow and storage and management of information and numerous documents associated with their assigned projects

POSITION QUALIFICATIONS:

Academic Preparation

- A diploma in business administration, natural resource management or related discipline with relevant experience
- A combination of education and experience will be considered

Ktunaxa Preparation

- Required to be knowledgeable in Ktunaxa Values, language and worldview.
- Required to be knowledgeable of Ktunaxa stewardship principles and values
- Relationship with Ktunaxa Knowledge holders
- Ability to speak/read/write/understand the meaning of relevant Ktunaxa words and concepts
- College of the Rockies Ktunaxa 101, Ktunaxa 102 or equivalent
- Willingness to continuously strive to become a fluent Ktunaxa speaker

Required Experience

- 3 years of job-related experience (less than 3 years, development of a training program)
- Experience in a natural resource, office or industry office would be an asset. Specific industry knowledge an asset.
- Facilitation skills
- Hold/obtain field safety and equipment certifications
- Project management and coordination experience
- Knowledge of natural resource industries (mining, forestry, hydro)
- Knowledge of British Columbia permitting requirements within relevant Ministries (i.e. Ministry of Mines, Environment, Forests, Lands and Natural Resource Operations, etc.);

Other Experience Assets to be considered:

- Highly effective people, relational, communication and organizational skills in order to carry out the duties.
- Knowledge of community needs, citizen aspirations and nation building efforts
- Knowledge of Ktunaxa and Indigenous rights, culture, history and goals
- Ability to engage with individuals with potential opposing views
- Ability to interact with others: tact diplomacy, efficient, courteous, professional, genuine
- Ability to take initiative and seek direction or guidance when needed
- Ability to work independently with limited or no supervision
- Ability to apply field safety policies and procedures
- Environmental technical knowledge and understanding, and ability to communicate technically and in layman's terms
- Ability to take project-specific environmental impacts and relate those to impacts on Ktunaxa Nation title, rights and interests
- Working knowledge of the consultation and accommodation legal framework associated with Indigenous rights
- Strong organizational and project coordination skills
- Maintain a valid class 5 BC driver's license

Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered. This position can work out of community depending on office space availability, with the expectation of some trips to Cranbrook

Come with your willingness to learn!

Please submit your cover letter and resume telling us what attracts you to the position and how your experiences relate.

**Human Resources
Ktunaxa Nation Council
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Cranbrook, BC V1C 7E5
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Fax: (250) 489-2438**

CLOSING DATE: January 7, 2022

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