



## **REGULATORY ENGAGEMENT COORDINATOR**

### **FULL-TIME PERMANENT**

### **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 Regulatory Engagement Coordinator (REC) is responsible to the Team Lead, Mining Oversight, and the Ktunaxa Lands and Resources Council (KLRC) 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 and Contractors 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.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Project Coordination**

- Primary person 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 3<sup>rd</sup> party agreements or processes);
- Provides significant input into government regulatory schedules;
- Coordinates data gathering and fieldwork pertaining to relevant projects including use and occupancy, archival, biophysical, archaeological, etc.

##### **Reporting**

- Maintains detailed records of meetings, and discussions as they pertain to consultation and reports out on results and action items; ensures action items are completed by KNC staff;
- At the direction of the Team Lead, Mining Oversight prepares and presents reports and briefings to citizen meetings (band and Nation level), Lands and Resources Council, and community chief and council meetings.
- Supervises 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, the coordinator develops and monitors budgets relating to projects the incumbent leads and develops funding proposals and position/contractor descriptions to support relevant projects
- Responsible for the accuracy of paperwork (travel claims, expense claims, POs, time tracking) related to projects the incumbent leads

### **Information**

- The incumbent is the primary 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.

## **POSITION QUALIFICATIONS**

### **Academic Preparation**

- A Bachelor's degree (BA or BSc) in natural resource management or related discipline with extensive relevant experience

### **Required Skills, Knowledge, and Experience**

- 5-8 years of job-related experience
- Strong technical knowledge with the ability to communicate technically in layman's terms
- Project management and coordination experience
- Budget management experience
- Extensive experience working in a First Nations government or with First Nations;
- Knowledge of natural resource industries (mining, forestry, hydro)
- Knowledge of British Columbia permitting requirements within relevant Ministries (i.e. Environmental Assessment Office, Ministry of Mines, Environment, Forests, Lands and Natural Resource Operations, etc.);
- Knowledge of the consultation and accommodation legal framework associated with Aboriginal rights.
- Ability to work independently and in a team environment
- Strong oral and written communication skills
- Problem-solving and interpersonal skills
- Ability to meet deadlines
- Valid BC Driver's License and access to a reliable vehicle

**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.**

***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  
PO 7825 Mission Road**

Cranbrook, BC V1C 7E5

[KNC-HR@ktunaxa.org](mailto:KNC-HR@ktunaxa.org)

Fax: (250) 489-2438

**CLOSING DATE: December 2<sup>nd</sup>, 2022**

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