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**First Nations Relations Advisor**

**Full Time/Permanent**

**Competition Number: 201825**

**BC Oil & Gas Commission, Fort St John**

**Grid 30 \$81,961.64 - \$93,752.00\***

*\*Posted salary includes a JFMM Allowance of 10% and a Location Allowance of 3%*

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The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

**PURPOSE OF POSITION**

The First Nations Relations Advisor is accountable for leading the initiation, negotiation and implementation of Commission initiatives to enable First Nations participation in the oil and gas activities permitting process. The First Nations Relations Advisor forges strong working relationships with First Nations and ensures appropriate consultation at all required stages of the process, including the implementation of recommendations and monitoring of outcomes. The First Nations Relations Advisor supports the Strategic Relations team by conducting research, providing information and maintaining accurate data on and for related projects and priorities such as implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). This responsibility involves working closely with Commission staff in all divisions as well as industry and government staff at the regional and provincial levels.

**SELECTION CRITERIA**

- Master's degree in a related field and 1 year of related experience; or
- Bachelor's degree in a related field and 3 years related experience; or
- Technical diploma or certificate in a related field and 4 years related experience; or
- An equivalent combination of education, training and related experience may be considered
- Experience leading professional multi-disciplinary teams in a highly intense working environment
- Experience in program management, including planning, development and organizing and managing concurrent projects with multiple, competing priorities and rigid deadlines
- Experience building collaborative relationships with First Nations and government agencies
- Experience establishing, monitoring and reporting on strategic objectives
- Advance knowledge of intergovernmental protocols and government decision-making processes
- Knowledge of First Nation Section 35(1) of the *Constitution Act*, 1982 Rights in relationship to British Columbia and resource development

If you are interested in applying for this role and meet the minimum selection criteria, please select "[Apply Now](#)" and submit your cover letter and resume prior to midnight **April 26, 2018**. Please note applicants will only be contacted if they are selected to proceed further in the process. An eligibility list may be established.

**For More Information:**

**Recruitment (250) 794 5201**

POSITION TITLE	First Nations Relations Advisor	POSITION #:	573827
DIVISION:	Strategic Services	LOCATION:	Fort St. John
PROGRAM:	Strategic Engagement	CLASSIFICATION	Grid 30
SUPERVISOR'S TITLE:	Manager, First Nations Relations	POSITION #:	573825
SUPERVISOR'S CLASSIFICATION:	Grid 31	LOCATION:	Fort St. John

The BC Oil and Gas Commission (Commission) is an independent, single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission's core roles include permitting industry activity, consulting with First Nations, ensuring permit holders comply with provincial legislation and regulatory requirements and collaborating with partner agencies. The Commission works in the public interest by protecting public safety and the environment, conserving natural resources and ensuring equitable participation of regulated parties in resource development and production.

## JOB OVERVIEW

The First Nations Relations Advisor is accountable for leading the initiation, negotiation and implementation of Commission initiatives to enable First Nations participation in the oil and gas activities permitting process. The First Nations Relations Advisor forges strong working relationships with First Nations and ensures appropriate consultation at all required stages of the process, including the implementation of recommendations and monitoring of outcomes. The First Nations Relations Advisor supports the Strategic Relations team by conducting research, providing information and maintaining accurate data on and for related projects and priorities such as implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). This responsibility involves working closely with Commission staff in all divisions as well as industry and government staff at the regional and provincial levels.

The position leads substantive negotiations, provides strategic planning advice and approaches to negotiations, and formulates negotiation strategies through consultation with Commission divisions and other government agencies. The First Nations Relations Advisor provides expertise and advice on oil and gas sector interaction with First Nations and policy and related issues. The position analyses other jurisdictions' interaction with First Nations to report and recommend strategies to the Commission executive affecting substantive and sensitive issues that influence Commission business goals. The incumbent drafts decision-making documents, such as Board Notes and Executive Briefing Notes.

The First Nations Relations Advisor supports the delivery of a coordinated strategy for the Northeast. The position works to deliver strategy and achieve the operational mandate through the management of complex projects involving a wide variety of team members and issues. The incumbent develops and maintains partnerships with key internal and external Commission staff, government agencies and stakeholders.

## ACCOUNTABILITIES

### Strategic Negotiations and Consultation

- Participates in Commission negotiations and implementation of comprehensive consultation agreements with First Nations to facilitate both resource development projects and First Nations' economic development
- Ensures consultation and accommodation requirements are met and negotiates and implements corporate agreements and supports First Nations community involvement
- Works to ensure collaborative relationships with First Nations and develops and introduces capacity building strategies
- Consults and provides expert advice, direction and support to Commission Executive and staff, on First Nations policy issues as well as forewarning on sensitive issues
- Chairs, leads and represents the Commission on various negotiation and inter-agency teams to report on project and implementation and to review, evaluate and develop work related to First Nations issues
- Leads, coordinates and implements the First Nations Relations strategy and projects and initiative, including preparation of Terms of Reference, work plans, inventories, options and reports for developing and maintaining strategic relationships with First Nations
- Conducts social, economic and environmental assessments of options and develops recommended options for approval by Commission Executive
- Develops the foundation and implementation of Commission policy, strategies, guidelines and recommendations to ensure the appropriate level
- Influences, persuades and negotiates with individuals and groups having diverse or competing interests to reach agreement and resolve conflict
- Anticipates short and long term consequences of strategies and develops alternate options to effectively manage potentially negative outcomes

### Relationships

- Briefs Executive and staff on strategies and works on project teams to ensure plans under development are consistent with government and Commission policy and can be effectively implemented
- Provides tactical analysis and advice to industry with regard to engaging with First Nations and other ministries
- Participates in a variety of regional and provincial multi-agency committees regarding First Nations people on key provincial initiative to promote cross-agency consultation and integration
- Develops and maintains working relationships with First Nations and industry representatives to facilitate the on-going identification and resolution of the respective concerns affecting substantive and sensitive issues that influence Commission business objective
- Collaborates to build linkages with other ministries and agencies, including MEMNG, MIRR, MFLNRO, MOE and federal departments, to work on joint policy initiatives and project teams and to resolve jurisdictional interests and provide and solicit expert advice
- Leads and supervises negotiation staff, as assigned

## ORGANIZATION CHART

Commissioner, Chief Executive Officer  
Executive Vice President, Chief Legal & Regulatory Officer  
Vice President, Strategic Engagement  
Executive Director, Strategic Relations  
Manager First Nations Relations  
**First Nations Relations Advisor (*Topic Position*)**

## EDUCATION

- Master's degree in a related field and 1 year of related experience; or
- Bachelor's degree in a related field and 3 years related experience; or
- Technical diploma or certificate in a related field and 4 years related experience; or
- An equivalent combination of education, training and related experience may be considered.

Related experience includes: Aboriginal Studies; Land Use Management; Communications; Natural Resource Management; Public Administration; Environmental Management; Resource Economics; Business Management

## EXPERIENCE & KNOWLEDGE

- Experience leading professional multi-disciplinary teams in a highly intense working environment
- Experience establishing, monitoring and reporting on strategic objectives
- Experience in program management, including planning, development and organizing and managing concurrent projects with multiple, competing priorities and rigid deadlines
- Experience building collaborative relationships with First Nations and government agencies
- Advance knowledge of intergovernmental protocols and government decision-making processes
- Knowledge of First Nation Section 35(1) of the *Constitution Act*, 1982 Rights in relationship to British Columbia and resource development
- Understanding of BC First Nations history, culture and political structures
- Exemplary verbal and written communication skills, and attention to detail
- Experience delivering presentations and receiving feedback
- Exemplary tact and diplomacy, and ability to handle highly confidential material
- Sound financial/accounting principles

## KEY COMPETENCIES

**Adaptability:** Willingness and ability to effectively work in and adapt to change

**Communication:** Ability to clearly convey and receive messages

**Contributes to a Positive Work Environment:** Behaves in a manner that supports the organization and colleagues

**Detail Oriented:** Sets and attains high standards for quality and accuracy in work

**Focus on Priorities:** Is able to identify priority activities and remains focused on the highest priorities

**Initiative:** Takes the initiative to identify new challenges or opportunities

**Personal Development:** Takes responsibility for personal development

**Problem Solving:** Uses critical thinking skills to solve problems and achieve effective solutions

**Process Improvement:** Proactively identifies process improvements and takes appropriate steps to implement them

**Professionalism:** Promotes a positive image of the organization by taking personal responsibility for one's role and act consistent with Commission values

**Service Orientation:** Takes personal responsibility for addressing client questions and concerns

**Teamwork:** Working cooperatively and productively with others to achieve results