

**TITLE: FIRST NATIONS CONSULTATION OFFICER**

**CLASSIFICATION: STO 24**

**JOB OVERVIEW**

*The First Nations Consultation Officer's main focus is leading the Business Area concerning First Nations which includes the planning and facilitation of the First Nations consultation process (i.e. preparation, engagement, accommodation, decision and follow-up) and participate in the negotiation of agreements such as service agreements. This position provides support to the Timber Sales Manager and Woodlands Manager in negotiations involving business to business arrangements.*

**ACCOUNTABILITIES**

- Facilitates and manages First Nations consultations by developing the consultation framework and decision making processes, establishing working relationships with the First Nations community, organizing consultation sessions and providing program specific professional advice.
- Facilitates and/or participates in BCTS business agreement development and negotiations with aboriginal communities (e.g. business to business/fee for service agreements relating to silviculture, forest planning, timber auction, etc.).
- Coordinates and or conducts preliminary assessment of strength of claim (SOC).
- Ensures First Nations consultations are conducted within BCTS business area within defined legal obligations.
- Facilitates and/or participates in consultation engagement to inform First Nations of proposed decisions and to request information about interests and/or concerns.
- Recommends accommodations options to reconcile government's objectives with First Nations' interests.
- Supports consultation processes by drafting and reviewing consultation letters, preparing consultation summaries and coordinating and participating in sessions.
- Documents consultation processes in a legally defensible manner to demonstrate that First Nations engagement, consultation and/or accommodation took place.
- Participates in negotiations with First Nations by reviewing draft agreements and explaining ministry policies and programs (i.e., information sharing agreements, consultation process agreements and business to business agreements).
- Builds and maintains relationships with First Nations groups and organizations to stimulate information sharing and encourage future economic opportunities and/or partnerships.
- Identifies opportunities to optimize and improve the consultation process between First Nations and BCTS.
- Documents and summarizes consultation decisions and monitors results.
- Responds to issues relating to First Nations' economic, social, land or resource management interests by preparing reports and recommendations.
- Coordinates and leads information sharing on behalf of BCTS with other ministries/agencies in order to consolidate work and avoid duplication of effort.
- Prepares briefing notes, presentations and reports on complex land use or resource issues and develops options to assist senior management with decision making.
- Advises BCTS staff on consultation requirements.

- Liaise with other ministry staff, ministries, and agencies by participating on Regional SOC teams, CAART teams.
- Develops and maintains consultation databases and prepares statistical reports.
- Plan, prepare and manage contracts pertaining to BCTS First Nation strategy, consultative and/or accommodation efforts.

### **JOB REQUIREMENTS**

- Diploma or degree in a field related to the work of the program area with a minimum three years (gained within the past seven) of experience working with First Nations organizations and or facilitating First Nations consultations.
- Must possess at minimum a valid Class 5 B.C. Driver's License that does not limit or restrict the ability to conduct the duties of the job.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

### **PROVISOS**

- Must be willing and able to withstand the rigors of fieldwork.
- Must be willing to work in adverse weather conditions.
- Must be willing and able to travel to meet job requirements.
- Must be willing to work extended hours with limited notice, including evenings and weekends.
- Must be willing and able to travel in fixed and or rotary winged aircraft and or watercraft.

### **PREFERENCE STATEMENTS**

- Experience with contract management.
- Experience or education in the forestry or natural resource management.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of the structures and mandates of the Ministry of Forests, Lands and Natural Resource Operations and BC Timber Sales.
- Knowledge of constitutional and statutory responsibilities associated with First Nations consultation.
- Knowledge of contract and project administration.
- Ability to maintain comprehensive and accurate records.
- Ability to communicate clearly and effectively both verbally, in writing (respond to public inquiries, drafting professional reports and briefing materials), and or as a public presentation or facilitation.
- Ability to use computer applications (such as spreadsheets, databases, electronic mail, and word processing) to enter and retrieve data and create and edit a variety of effective correspondence and reports.

## BEHAVIOURAL COMPETENCIES

- Building a Trust-based Relationship requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. Building a trust-based relationship requires a high level of consciousness of the experience of Aboriginal people with Crown relations. (Ready)
- Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization. (L3)
- Impact and Influence is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results. (L3)
- Information Seeking is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use. (L3)
- Listening, Understanding and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity. (L3)
- Promoting Accord involves exploring perspectives and underlying interests to reach outcomes that gain the acceptance of all parties. It is allowing Aboriginal people the time, space and capacity to reach outcomes from their traditional decision-making practice. It is being willing to put the problem in the centre to work together on an outcome, rather than "competing" to win. It means making the assumption that everyone involved wants to work together and get the best result for all. It is thinking sideways into another perspective and valuing it as strongly as one's own, focusing on strengths and possibilities. It includes behaving in an honest, open way, and expressing organizational limitations (e.g. funding, time, staffing) up front so that all information is available when working towards agreement. It requires excellent communication skills. (Ready)
- Relationship Building is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc. (L3)
- Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work group and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views. (L3)