

# TERRITORIAL OPERATIONS MANAGER

## **Mission**

Build departmental capacity, advance stewardship initiatives, and manage day-to-day operations.

## **Who Are You?**

You understand Indigenous rights and the challenges associated with stewardship responsibilities and land development. You have successfully developed and led multidisciplinary teams, including internal and external representatives.

## **What Will You Do?**

Reporting to the Director of Operations, you are responsible for the development of a Territorial Lands and Resources Management Strategy and will provide development and oversight of annual workplans for advancing strategic objectives.

You will work together with your technical team on projects including but not limited to Secwepemc Reconciliation Framework Agreement, BC Hydro, Columbia Basin Trust, Trans-Canada Highway Corridor-Wide Agreement and Parks Canada.

## **Responsibilities**

- Manages and provides direction for department staff, contractors, and key stakeholders.
- Regular reporting on projects, finances, monthly and annual forecasting and budget.
- Interacts with other Title and Rights Department staff and consultants.  
Manages multiple projects, assigning and tracking projects scopes, timelines, budgets, quality control, safety, and logistics.
- Prepares, directs, monitors and forecasts annual operating plans and budgets. Provides oversight on project expenditures, budgets, and invoicing.
- Aligns department work and priorities with strategic plans and initiatives. Work closely with senior department managers on cross departmental collaboration.
- Identifies and assigns department resources to projects and initiatives.
- Establishes, organizes, and leads regular department staff meetings.
- Conducts annual staff reviews and develops training plans with staff. Works with Director of Operations to coach and mentor team members.
- Explores and implements systems to enhance operational efficiencies.

- Negotiates funding agreements.
- Seeks directive and guidance from leadership on stewardship initiatives.
- Performs other related duties as requested by the Director of Operations.

### **Skills and Abilities**

- Working knowledge of Indigenous rights and challenges associated with stewardship responsibilities and land development/use.
- Understanding of Secwepemc Nation governmental organizational structures and functions and the Shuswap Band community, culture and Secwepemc values.
- Advanced awareness of Indigenous culture, values, and perspectives as it relates to resource management and stewardship.
- Demonstrated ability to develop and lead multidisciplinary teams, including internal and external representatives.
- Proficiency in MS Office software, social media, and public speaking. Project Management software experience.

### **Qualifications**

- Post-secondary education in Business Administration or related field.
- 5 to 10 years management experience in related field of work.
- Leadership experience in Environmental or Lands Stewardship.
- Project Management accreditation or equivalent experience and training is ideal.
- Valid BC driver's license and clean abstract.

### **Personal Attributes**

- Strong organizational skills and ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to work collaboratively and effectively with community members, band staff and technical personnel from government agencies and the corporate sector.
- Exceptional communication skills and ability to clearly and professionally articulate both verbally and written.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Proven ability to manage confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response.

- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.

**Schedule. Compensation. Conditions of work**

This is a full-time, year-round opportunity. We work Monday to Friday, 9am – 4pm with a half-hour unpaid lunch. Travelling throughout Shuswap Band Territory and other locations within Secwepemc Territory is required.

**We offer a wide variety of perks including:**

- Generous vacation including 2 weeks paid holiday over Christmas
- Employer matched pension plan
- Extensive health and benefits package
- Dynamic work environment

**How to Apply**

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band members will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on “Aboriginal Employment Preference.”

If interested, please email your resume to [nmorgan@shuswapband.ca](mailto:nmorgan@shuswapband.ca). Deadline to apply is

**June 27, 2022.**