



Temporary Opportunity

Implementation Manager

This is a call for expressions of interest for a temporary employment opportunity of up to 12 months with Tla'amin Nation to fill the position of Implementation Manager. An eligibility list may be created to fill future vacancies in other comparable positions or similar analyst-level positions with the Tla'amin Nation Government.

The Tla'amin Nation is a modern, forward thinking, self-governing First Nation located on the beautiful upper Sunshine Coast (qathet Region).

Position Summary

The **Implementation Manager** supports implementation and project management of governance initiatives through research, analysis, negotiations, community engagement and communications. Working with a dynamic group of directors and managers, the Implementation Manager is a strategic thinker who contributes to a growing and high-potential First Nation government. The Implementation Manager is well-equipped to lead project teams and is comfortable coaching, mentoring, and advising at all levels. The Implementation Manager is an experienced professional who is capable of providing advice and support to employees at all levels – this would include Tla'amin Nation Senior Management, Executive Council and the Legislative Assembly.

Key Responsibilities

The duties and responsibilities of the Implementation Manager include, but are not limited to:

- Manages the implementation of governance projects, and assists other departments with policy, process and strategic project implementation and change management, including supporting implementation of community engagement to support project development and implementation.
- Leads projects which may involve a combination of provincial agencies, the federal government, other First Nations, local governments, and third-party stakeholders to support the implementation of Nation priorities. These projects may include or relate to intergovernmental meetings and joint-projects, community and stakeholder engagement events, funding/grant applications, and agreement development.
- Represents the Nation on and leads bilateral, multilateral and internal working groups established to support the implementation of projects and development of agreements.
- Provides advice to senior management, and develops reports and makes recommendations to government officials on legislation, policy, and programs that may impact governance, including implementation of the treaty and treaty relationships.
- Analyzes federal, First Nation, local government, and provincial interests, policies, and legislation to assess competing and/or conflicting priorities and to identify risks and opportunities.
- Analyzes agreements and policy and legislation proposals to identify potential impacts on existing legislation and policy, and as necessary, supports drafting of legislative, regulatory and policy proposals to support governance implementation.
- Develops training materials and provides formal and informal training and presentations to Nation staff as well as staff in other governments and external stakeholders, as needed.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave, response to grievances and initiation of discipline processes.
- Plans and manages procurement and contracts with external contractors and partners.

- Leads project teams (e.g., government staff, consultants, contracted specialists, volunteers), prepares project plans and manages budgets for the ongoing development, implementation and evaluation of corporate and strategic governance projects.
- Develops work-plans, timelines and processes leading to the development and implementation of corporate and strategic governance projects.
- Drafts and reviews communications to the community and to other governments/agencies.
- Acts as an ambassador/representative of the Nation.
- May act as a lead negotiator on behalf of the Nation.
- Leads, manages and develops employees.
- Acts as a “go to person” concerning engagement and implementation best practices.
- Contributes content for community communications.
- Other duties/responsibilities as assigned by supervisor and/or the CAO.

Qualifications

- Degree in communications, dispute resolution, political science, public policy or a related field
- Minimum of 5 years of experience in a related role
- An acceptable combination of experience and education may be considered
- Demonstrated experience in engagement, project management and implementation
- Able to respond to changing priorities and tight deadlines
- Excellent written and interpersonal communication skills.
- Proficient in working with project management and spreadsheet software
- Ethical, accountable, diplomatic and tactful
- Experienced leading, developing and mentoring staff
- Knowledge and experience working with First Nations communities and governments is an asset
- Working knowledge of the functions of federal, provincial, Treaty First Nation and municipal governments, and detailed knowledge of the BC Modern Treaty Process is an asset
- Able to provide an acceptable Police Information Check (PIC) within 2 weeks of the employment start date
- Able to provide an acceptable BC Driver’s Abstract

Working Conditions

- Work may be virtual and/or in office setting (requires sitting, walking, carrying)
- Occasional travel as well as occasional work during weekends, evenings (for meetings & training)
- Scent-free, violence-free, alcohol-free, and drug-free environment
- Strict adherence to all WorkSafe regulations and safe work practices
- Strict adherence to the Nation’s Covid-19 Safety Plan and CDC/Health Canada’s Covid-19 protocols
- Competitive pay offered commensurate with qualifications and experience.

How to Apply

Please apply by sending your resume and a cover letter explaining how you meet the qualifications and why you are interested in this position by email to: Jobs@tn-bc.ca and Stefan Virtue at stefan.virtue@tn-bc.ca noting “Implementation Manager Position” in the subject heading of your e-mail, or drop-off/mail to Tla’amin Nation, 4779 Klahanie Road, Tla’amin, BC, V8A 0C4.

Closing Date: Monday, July 4, 2022 at 12:00pm (noon)

We thank all applicants for their interest, however only those shortlisted will be contacted.