

INDIGENOUS RELATIONS AND RECONCILIATION MANAGER

Role Summary

The Manager creates an environment of collaboration, teamwork and innovation to support the achievement of the District's strategic objectives working with Indigenous people and within the Reconciliation framework.

Reporting to the Director of Corporate Services, with an indirect reporting relationship to the Chief Administrative Officer, The Manager will develop an Indigenous relations framework to guide the District's government to government work and will lead the development of a reconciliation plan that will continue to position and promote Saanich as a district committed to continued progress towards reconciliation with Indigenous Peoples and communities. The Manager will lead change while influencing organizational culture across the programs and services offered by the District of Saanich.

The Manager leads cross organizational staff committees and relevant council committees and works directly and collaboratively with managers across the organization providing strategic vision, leadership and guidance to District's Departments, staff and other stakeholders in relation to advancing priority policies, projects and programs. This role acts as a subject matter expert providing strategic advice to the leadership team and council and manages the District's overall approach to Indigenous government relations and in consideration of the urban indigenous population on matters relating to Indigenous relations, reconciliation and engagement.

The Manager builds and maintains collaborative and supportive relationships in a multi-partner environment and adeptly responds to and resolves complex issues that may arise. They maintain a high degree of political astuteness and organizational sensitivity, and a commitment to public service.

Qualifications

- Undergraduate degree in First Nations studies, Political Science, Anthropology, Sociology, Communications, Law or other relevant degree and
- Additional education or certification related to Indigenous Relations and Reconciliation complimented by
- 7 years of progressively more complex recent experience (within the past 10 years). Experience should include:
 - working with Indigenous communities or governments, having an understanding of their culture, traditions, communities, and organizations;
 - leading organizational change initiatives within an organization;
 - leading cross departmental teams of staff working alongside other public sector organizations and external parties;
 - building and maintaining effective and resilient working relationships with internal and external contacts, including Indigenous leaders, under circumstances that may be political and sensitive;
 - leading the development of reconciliation strategies, plans, programs and/or frameworks.
- An equivalent combination of education and experience may be considered.

Knowledge, Skills & Abilities

- Ability to exercise cultural sensitivity, empathy and be trauma-informed when interacting with governance and community service partners and stakeholders.
- Ability to adapt to a continually evolving environment centered around a team-focused, fast-paced workplace environment.
- Ability to reconcile differing perspectives, develop consensus, and secure cooperation both internally and externally.
- Excellent interpersonal and collaboration skills to support multiple parties at the Council and executive level and to provide strategic advice on critical issues that have significant community impacts.
- Political acumen and critical thinking skills to identify risks and leverage opportunities that can be addressed through organizational planning, creative partnerships and/or communication solutions.
- Excellent written and verbal communication skills with the ability to negotiate, influence, and liaise effectively with executive, council, colleagues, members of the public and external agencies.

MAJOR ACCOUNTABILITIES

Strategic Planning and Reporting

- Works collaboratively with internal and external parties to develop Indigenous relations and reconciliation framework/plans to lead the District approach to reconciliation and engagement.
- Develops metrics and prepares an annual reconciliation report to monitor the Districts journey toward reconciliation.
- Fosters an understanding of intergovernmental, organizational and political issues with an understanding of processes, leveraging strategic partnerships.
- Assist in the districts review and application of the BC Declaration on the Rights of Indigenous Peoples Act and the Truth and Reconciliation of Canada Call to Actions.
- Researches, monitors, analyzes and reviews regional, provincial, and federal policies, legislation and programs so the District can foster relationships, leverage opportunities and advance its policy objectives locally, regionally, and nationally as related to IRR.

Engagement and Relationship Development

- Develops and maintains trusting and strategic relationships working collaboratively with Indigenous communities, government, staff, economic development corporations, businesses, and community members.
- Leads the development and execution of Indigenous community engagement and consultation plans, focusing on collaboration and open dialogue.
- Develops and nurtures formal Council-to-Council relationships with the Songhees, Esquimalt, W̱ JOŁEŁP (Tsartlip), BOKEĆEN (Pauquachin), S̱ĀUTW̱ (Tsawout), W̱ SIKEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.
- Works with Council and Executive in developing formal protocols and agreements.
- Liaises and stewards relationships with other levels of government as well as the Union of BC Municipalities and the Federation of Canadian Municipalities to achieve mutual objectives and informed decision-making by identifying shared issues and interests, exchanging information and seeking input on broad policy matters as related to IRR.
- Supports the expansion of supports for Urban Indigenous in Saanich nurturing partnerships with Victoria Native Friendship Centre and the BC Métis Federation.
- Works collaboratively leading organizational staff and/or council committees to advance the Districts journey toward reconciliation.

Advice & Support

- Provides strategic advice, ongoing reporting, and/or presentations, in consultation with divisional managers, to senior management regarding Indigenous engagement, consultation & economic development.
- Acts in an advisory capacity in the preparation and presentation of complex reports to Council as well as preparing report materials and answering questions at Council relating to the same.
- Identifies opportunities, risks and impacts with regards to current processes, policies and practices as related to Indigenous matters in various facets of the Districts operations and provides strategic direction and advice to the departmental leadership teams.
- Acts as a project resource to provide expertise on Indigenous matters and engagement support with the local First Nations and urban Indigenous peoples.
- Advises staff working in all departments of Saanich on appropriate engagement activities with local First Nations, including for example in relation to capital projects, ongoing operations and maintenance matters, and long-term planning initiatives.
- Supports the development of strategic briefing materials for elected officials and senior staff for key meetings (i.e. Council, Council Advisory Committees, Etc.).
- Maintains up-to-date knowledge of legal developments relevant to Indigenous relations and acts in an advisory capacity to the leadership team for emerging Indigenous issues.

Program and Policy Development

- Works with the Districts Human Resources Department to facilitate learning opportunities for staff that promote cultural competency and awareness.
- Works with Council and Leadership in the development and implementation of agreements with Indigenous Governments and plays a key role in negotiating legal agreements with governments, contractors, and organizations.
- Applies for grant funding to support organizational programs, policy development, or initiatives as applicable.
- Provides advice to support a review of policies, and programs across the district.

Leadership of Staff

- Leads staff and contractors assigned to committees and working groups.
- Supports sensitive and confidential human resource matters as required, such as investigations and labour relations activities.
- Provides advice to and may participate in collective bargaining on the Management committee.
- Participates and provides confidential advice related to legal matters.

Other

- Assists with budget preparation. Monitors and controls spending to ensure the effective and efficient expenditure of allocated funds within the approved budget.
- Performs other related duties as required.