



LFFA Employment Opportunity

Job Title: Department Head
Department: Fisheries Resource Management
Location: Abbotsford, BC
Term: Contract; Full Time
Start Date: ASAP
Wage: Starting at \$42/hour
Reports to: Biology Manager

BACKGROUND:

The Lower Fraser Fisheries Alliance (LFFA) is a collaboration of thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon. The organization is guided by an Executive Committee who is directed by Delegates of the First Nations. The LFFA provides advocacy, communications, technical and coordination support to First Nation communities and their leaders on fishery matters.

Working with LFFA will provide candidates with diverse professional experience. The organization was established in 2010 and is growing its capacity to support First Nations to manage fish and fisheries in the Lower Fraser region. The LFFA is an aggregate organization that engages government, industry, stakeholders, and non-governmental organizations (NGOs) to establish best practices and coordinate resource and First Nation capacities. The LFFA has recently renewed its Strategic Plan to reorganize its growing capacity and better position itself to serve the interests of the Lower Fraser First Nations.

POSITION:

The Resource Management Department Head leads LFFA's work in fisheries resource management and supports the organization's efforts to advance Nation-led direction on resource management and a rights-based scale. This role involves the following areas of work:

- a) Supervision of all Resource Management Department staff.
- b) Oversight, coordination, management, and quality assurance of the Resource Management projects.
- c) Supporting growth of power and influence across Tier 1,2,3 agreements and relationships
- d) Department budget oversight, including proposal development and project and financial management.
- e) Understanding of Indigenous Knowledge and implementation into the work of the Nations, Resource Management Department, and projects.
- f) Perform other tasks, duties and responsibilities as so directed by the immediate supervisor.



KEY FUNCTIONS:

The Fisheries Resource Management Department Head oversees and manages a key department within the Lower Fraser Fisheries Alliance, and aims to support its ongoing projects and the communities of the organization. This individual will have an adept ability to develop sound working relationships with LFFA Delegates, Executive Committee, Working Groups and Lower Fraser First Nations. The successful applicant should be proficient at working in a fast-paced and dynamic environment with Government officials, Non-Governmental Organizations and Stakeholders.

Activities will include:

1) Leadership and Operational Support

- Establish Resource Management Department objectives, deliverables, or performance goals relevant to the LFFA Strategic Plan and Action Plan and evaluate annually, including fiscal sustainability to maintain the Department.
- Evaluate operational problems and develop/implement solutions.
- Coordinate and integrate the work activities and resources of the Resource Management Department and ensure there is cooperation and integration with LFFAs Operational departments.
- Prepare and organize technical meetings, discussion papers, briefing notes and project reports.
- Work collaboratively with the LFFA traditional knowledge team to ensure Indigenous knowledge and laws are an integral aspect of both the work itself and the way all work is done.
- Provide technical support and advice to their Department staff, Executive Committee, Technical Working Groups and Lower Fraser First Nations.
- Support LFFA in leading management of fisheries resources including technical work in enhancement projects, advancements in LFFA's scientific capacity, and advocacy around the reality of emergency and crisis management that defines resource management decisions.
- Support LFFA in developing strong Tier 2 relationships with: (1) the Province, including expanding our relationships with Provincial Ministries and Crown Corporations; (2) regional stakeholders that work within our watershed; (3) the municipalities within the Lower Fraser.

2) Professional Advancement

- Develop and coordinate a Professional Development Plan for the Resource Management Department.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing professional networks.

3) Staff Supervision and Human Resource Function

- Provide direction and support to Resource Management Department staff.



- Provide Human Resource functions for the Resource Management Department, as directed in the LFFA HR Policies and Procedures Manual.
- Participate in operational evaluation and improvements, including managing conflict and growth within the Department.
- Recruitment and hiring for the Department, onboarding new staff, conducting performance reviews, review/approval of timesheets and leave requests, and developing human resource plans in conjunction with department budgets and operational plans.

4) Partnerships and Relationships

- Engage with fisheries organizations (First Nations, Government, Stakeholders and NGO) at the local, regional, provincial, national, and international scales to support stewardship, science, and technical advancement of Nations and the LFFA.
- Engage with Tier 1, Tier 2, and Tier 3 organizations at local, regional, provincial, and international scales to support the advancement of LFFA Stewardship priorities.
- Work with the Province of BC on resource management.

EDUCATION AND EXPERIENCE:

- Minimum of a B.Sc or equivalent in a natural resource related field with 5 years experience in a similar position.
- Registered Professional Biologist (R.P. Bio) designation is an asset.
- Demonstrated experience managing complex projects and associated staff.
- Demonstrated experience working with consultants, government agencies, and non-governmental organizations.
- Ability to manage and prioritize heavy workloads involving multiple tasks and changing priorities.
- Demonstrated experience working in fisheries and/or with First Nation communities
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- The ability to work in a team environment and independently.
- Access to transportation to attend off site meetings and engagements.
- Proficient in MS Office suite
- Valid BC Driver's License;
- Valid Criminal Record Check;



Application Deadline: March 31, 2024; Job Opportunity will remain posted until the position has been filled.

Interested candidates should submit their resume, cover letter and 3 references in an email to:

Ian Hamilton
LFFA Biology Department Manager
Email: ian.hamilton@lffa.ca

Only those selected for an interview will be contacted. Preference is given to persons of Aboriginal ancestry as per Section 41 of the Human Rights Code.