shíshálh
NATION

Employment Opportunity – Full-time
JP 2022-20 Compliance & Implementation Manager

The Position

The Compliance and Implementation Manager is responsible for the effective and efficient management, decision-making, processes, and policies of the Rights and Title Department. The Manager is responsible for planning, leading, and directing the administration and activities in accordance with the Divisional Manager's directions, advising on research activities, and implementing the Decision-Making Policy and agreements.

Duties and Responsibilities

- Work with Divisional Manager as requested to implement agreements with industry and government
- Participate in Implementation Boards as requested by the Divisional Manager
- Manage, plan and coordinate the activities and operations of the implementation of the Lands and Resources Decision-Making Policy including the Applications Committee
- Provide leadership to the research team and prepares or oversees preparation of written reports and policies as required for the Divisional Manager concerning all potential applications
- Plan the work activities, and manage the related budget, including reviewing and approving expenses
- Develop information for the Divisional Manager for the purposes of community engagement
- Assists the Divisional Manager implementing annual long term strategic directions and goals related to stewardship
- Assist in developing and ensures implementation of priorities for researcher team
- Attend related meetings as requested by the Divisional Manager
- Ensures documentation of decisions, including strategic direction, and that goals and objectives are achieved.
- Develop budgets with the Divisional Manager, manage spending within budget, keep Divisional Manager informed of revenues or costs; prepare budget reports as requested by Divisional Manager

The Candidate

- B.A. in aboriginal studies, history, or other relevant degree or equivalent years of directly related experience
- A minimum of five years' experience in stewardship, Rights and Title or other relevant area
- Administrative capability and relevant work experience, including experience managing multiple projects or a department
- Must possess extensive knowledge and historical background of the shíshálh Nation
- Must have excellent communication skills, both written and verbal, including ability to write clear and accurate reports
- Conflict resolution background
- Excellent organizational ability and superior time management skills
- Ability to assess dynamics of community
- Ability to be flexible and considerate of differing views of elected officials, community members, other government officials and legal professionals

A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to hr@shishalh.com

Preference will be given to qualified shíshálh band members, community members, and other First Nations, Inuit and Métis. We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.