

OFFICE OF THE WET'SUWET'EN

Job title: HSS Manager
Department: Human & Social Services
Reports to: Executive Director
Date: October 18, 2021

Organizational Context

The Office of Wet'suwet'en negotiates lands, natural resources, economic development, human services, affirmation of the 13 house groups and protects Wet'suwet'en Rights and Title on behalf of the Wet'suwet'en. As the administrative body it receives its strategic leadership and direction from the Wet'suwet'en hereditary chiefs, as the governing body.

Summary

This position is accountable to the Executive Director. The Human and Social Services Programs provide leadership and coordination in the development and implementation of the vision, goals and objectives of the programs and services of the HSS department. This position will be required to assess the current status of all HSS topic areas and provide recommended directives to the senior managers regarding; education, health, justice and Wet'suwet'en membership eligibility. The HSS Manager is responsible for managing the following social programs and staff: Early Childhood Development, Child Welfare Agency Planning, Unlocking Aboriginal Justice, and Reconnections program to ensure program and staff effectiveness are of high quality and responsive to the needs of the Wet'suwet'en. This position will involve networking with federal, municipal, and provincial government officials and external agencies. The HSS Manager is a member of the senior management team which also has various expectations to review, discuss, strategize and implement various projects, initiatives and so forth.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Negotiations, Research and Development:

The HSS Manager, in consultation with the Executive Director and staff will develop social strategies consistent with the expressed interests of the Wet'suwet'en and will represent the Office of the Wet'suwet'en at contract negotiations.

- Remain current on all matters related to First Nations social issues by reviewing briefs, reports, agreements, media releases, Government documents, and all other related material.
- Keep Hereditary Chiefs and Negotiation Team, informed of all current developments through regular reports such as discussion papers, negotiation positions, briefing documents and monthly progress reports and present at meetings. Prepare quarterly and annual reports clearly outlining social program activities, outcomes, progress and recommended strategies.
- Facilitate discussions that encourage positive negotiations to advance outcomes.
- Provide assistance and expertise to the Hereditary Chiefs and Technical work Groups (TWG) in the preparation of long-term and short-term social development strategies.
- Participate and assist in 'side-table' negotiations as needed.
- Meet with Government, Business and Service providers to advance negotiated agreements.
- Provide direct negotiations with the Crown and service providers on all matters related to social development.

Public and Community Relations:

The HSS Manager will provide accurate and consistent representation for the Office of the Wet'suwet'en, at Public and Community events that will help advance the Wet'suwet'en Nation's social strategies, goals and objectives.

- Attend Provincial and National conferences, symposiums, meetings, and other events pertinent to advancing First Nations social development process.
- Act as spokesperson at public and Community events as may be requested by the Hereditary Chiefs and Technical Working Groups.

- Meet on an individual basis with representatives from business, service providers and Government at all levels.
- Attend Community forums, both in and outside of Wet'suwet'en territory to keep community members and public informed of Wet'suwet'en social development.
- Attend bilateral and trilateral meetings.

Supervision and Management

The HSS Manager will ensure that members of the Negotiation Team are given the necessary information and support to conduct themselves efficiently and effectively in their respective roles related to the negotiation process.

- Meet with other members of the Technical Working Groups and Executive Director on a regular basis to ensure a consistent approach and application of negotiation strategies.
- Participate in the Performance Management Programs for Senior Staff as it pertains to their performance on the Negotiating Team.
- Communicate clearly and directly with staff concerning performance expectations, productivity and accountability to their respective contracts. Communications will be ongoing, clear, concise and complete.

Financial Management and Administration

The HSS Manager will ensure that finances pertinent to operations of the social programs will be conducted in a fiscally responsible manner.

- Ensure fiscal responsibility for budgets allocated for social programs.
- Ensure proper ratification of all partnership agreements with Business, service providers and Government and sign-off documents as required.
- Review all quarterly and annual financial reports for the Hereditary Chiefs.
- Sign off Memorandum of Agreements and Operating Agreements as required.
- Explore funding opportunities to fund projects.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education or Experience

Knowledge of the Wet'suwet'en culture and systems is required. Fluency in the Wet'suwet'en language is considered an asset.

A graduate degree or professional degree in an area of expertise related to the social field, aboriginal case law, or a combination of education and experience. Experience leading a professional multi-disciplinary team in a highly intense working environment is required. Knowledge of contract management, dispute resolution and conflict resolution is essential.

Language Skills

Ability to read, analyze, and interpret complex business periodicals, professional journals, technical procedures, or government regulations; ability to write reports, business correspondence, and planning documents; and the ability to effectively present information and respond to questions from groups of managers, agencies and the Wet'suwet'en and non-Wet'suwet'en public.

Is able to work with elders, and Wet'suwet'en speakers on a regular basis.

Additional Requirements:

- Class 4 or 5 BC Driver's license
- Resident in Smithers or Witset
- Ability to manage Office software such as Excel, Word & Microsoft Office
- Ability to navigate various virtual platforms

Salary

To be determined and subject to budget availability

APPLICATION COMPONENTS

- 1) A cover letter clearly indicating that you are applying for this position.
- 2) Resume with 3 references.
- 3) Current Criminal Records Check

APPLICATION DEADLINE

Forward your application by October 25, 2021, 9:00 am:

Interview will be scheduled no later than November 5, 2021:

Office of Wet'suwet'en	Phone (250)847-3630
Personnel Committee	Fax (250) 847-5381
C/O Sarah Lloyd	
205 Beaver Road Suite #1	
Smithers, B.C.	
V0J 2N1	
Sarah.lloyd@wetsuweten.com	