



## Intergovernmental Liaison

[www.rdn.bc.ca](http://www.rdn.bc.ca)

The Regional District of Nanaimo is seeking a permanent part time Intergovernmental Liaison.

Reporting to the Chief Administrative Officer, the Intergovernmental Liaison will be responsible for providing senior level information, advice and support to the Regional District of Nanaimo (RDN) on the interests of First Nations and other governments and agencies and how such interests and issues may affect corporate programs, processes and projects. Additionally, this position is responsible for ensuring positive intergovernmental relationships with First Nation communities, the provincial government, municipal partners and other governments and agencies are developed and maintained.

Qualifications include a degree in public administration, planning or related field, plus a minimum five years of experience in the area of intergovernmental relations with an emphasis in the area of relations with First Nations. Experience working in a political environment with senior staff and elected officials is preferred, along with considerable knowledge of economic, legal and political issues pertaining to First Nations in addition to knowledge of the history, culture, government, community perspectives, protocols, agreements, services and related legislation affecting First Nation communities.

This excluded part-time position offers a competitive compensation and benefits package. Visit the RDN website at [www.rdn.bc.ca](http://www.rdn.bc.ca) for a complete job description, and more information on the Regional District of Nanaimo.

A complete resume of experience, qualifications and references will be accepted until 4:00 pm, September 2, 2015, quoting Competition No. 2015-63 to the Main Reception, Administration Building, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2; Fax: 250-390-4163, or email [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca).

*Thank you for your interest in this position. Only those under consideration will be contacted.*

## REGIONAL DISTRICT OF NANAIMO

### JOB DESCRIPTION

**POSITION TITLE:** INTERGOVERNMENTAL LIAISON

**REPORTS TO:** Chief Administrative Officer

**SUBORDINATE POSITIONS:** n/a

#### **POSITION SUMMARY:**

Responsible for providing senior level information, advice and support to the Regional District of Nanaimo (RDN) on the interests of First Nations and other governments and agencies and how such interests and issues may affect corporate programs, processes and projects. Additionally, this position is responsible for ensuring positive intergovernmental relationships with First Nation communities, the provincial government, municipal partners and other governments and agencies are developed and maintained.

#### *MAJOR DUTIES AND RESPONSIBILITIES:*

1. Provides professional and expert leadership, support, advice and guidance to RDN senior staff, the Board, affected Board committees, and service areas on matters pertaining to First Nation relations and initiatives (including matters of treaty), the provincial government, municipal partners and other governments and agencies.
2. Provides senior level support and advice to the organization with respect to the interests of First Nation communities, the provincial government, municipal partners and other governments and agencies.
3. Acts as a liaison between the RDN and First Nation communities and other governments and agencies to develop and build strong, positive working relationships.
4. Represents the RDN on various advisory committees and working groups.
5. Works with regional and municipal staff as well as provincial staff and legal counsel to develop appropriate protocols, agreements, Memorandums of Understanding, and other instruments to facilitate service agreements with First Nation communities and other governments and agencies.
6. Supports the organizational engagement with First Nation communities and other governments and agencies on major projects.
7. Prepares and recommends strategies and priorities to address potential issues arising from intergovernmental initiatives and conducts business case reviews, research and evaluation of approaches to ensure successful outcomes.
8. Prepares reports and recommendations to the Chief Administrative Officer for forwarding to the Board and attends regular Committee and Board meetings, as required.
9. Assists with other projects and strategic initiatives related to intergovernmental relations.
10. Assists in the development of applicable corporate policies and procedures.

11. Provides the Communications Coordinator with input on the preparation and development of communication materials related to events and initiatives involving First Nations and other governments and agencies.
12. Responds to general inquiries on issues involving First Nation communities and other governments and agencies.
13. Delivers presentations to First Nations and other governments and agencies, the Board, RDN staff and other interested parties as necessary.
14. Performs other related duties as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

Degree in public administration, planning or related field, plus a minimum five years of experience in the area of intergovernmental relations with an emphasis in the area of relations with First Nations. Experience working in a political environment with senior staff and elected officials is preferred, along with considerable knowledge of economic, legal and political issues pertaining to First Nations in addition to knowledge of the history, culture, government, community perspectives, protocols, agreements, services and related legislation affecting First Nation communities.

**REQUIRED SKILLS AND ABILITIES:**

Excellent interpersonal, written and verbal communication skills are essential along with exceptional analytical and problem-solving skills. Ability to lead and deal tactfully and effectively with staff, elected officials and the general public are essential to the position. As well, excellent time management skills, project management skills, presentation skills and computer skills are required, specifically Microsoft Office applications, including Word, Excel and PowerPoint. Knowledge of SharePoint is an asset.