



Snuneymuxw

First Nation

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JOB POSTING

Senior Intergovernmental Relations Clerk

(Permanent, Full-Time)

JOB OVERVIEW

Reporting to the Executive Advisor to the Chief, the Senior Intergovernmental Relations (IR) Clerk acts as a liaison between administration and negotiation. The Snr IR Clerk provides assistance with research, contract interpretation, negotiations, meeting support, policies, and procedures as well as funding applications and general administrative tasks. This role interacts with Chief and Council, senior management, all areas of administration, and with external partners and stakeholders.

JOB RESPONSIBILITIES

As the Senior IR Clerk you will:

- Catalogue and coordinate negotiation and intergovernmental issues, as well as policies and procedures issues as required.
- Review and provide recommendations on legal agreements, contracts, and negotiations.
- Identify legislative or regulatory changes that may affect governance and negotiations matters.
- In a client-facing role, act as the primary contact for service providers regarding general inquiries, negotiation issues and disputes, relationship management and other activities aimed at maintaining positive partnerships.
- Conduct governance and negotiations related research and prepare appropriate reporting to leadership.
- Write and review briefing notes.
- Prepare and write external correspondence to a variety of stakeholders, including municipal, provincial, and federal governments.
- Provide senior administrative assistance such as completing expense forms, coordinating meetings, managing records, compiling minute, etc.
- Research, prepare, and assist with delivering on funding applications across the organization.
- Review and prepare policies and procedures related to governance and negotiations.
- Assist with the collaborative implementation and maintenance of special projects such as SFN Land Code, Membership Code, laws, etc.
- Provide business analysis support for all departments.
- Other tasks and duties as assigned.



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JOB REQUIREMENTS

Minimum Training and Experience Required:

- Post-secondary education or training in Business Administration, Legal Studies, or related area of study required.
- Minimum of two (2) years' recent, related experience or a combination of education, training, and experience.
- Formal negotiation or paralegal training or experience an asset.
- Prior experience working First Nations Governance and Administration preferred.

Knowledge, Skills, and Abilities:

- A strong understanding of provincial and federal legislation and principles.
- Knowledge of Snuneymuxw teachings and knowledge systems.
- Strong written and verbal presentation skills
- Strong organizational skills with proven ability to effectively prioritize workflow.
- Ability to exercise good judgement, show initiative, and be proactive.
- High standards of ethics and confidentiality to handle sensitive information.
- Strong interpersonal skills and ability to handle conflict in a professional manner.
- Working familiarity with Microsoft Office 365 and any other work-related software.
- Familiarity with land use legislation and related processes.
- Familiarity with governance and negotiation processes.
- Background in working with First Nations and a strong understanding of Indigenous Rights & Title
- A commitment to on-going professional development and continuous learning.
- Valid Class 5 BC Driver's Licence

Willingness Statements:

- You are required to possess and maintain a valid class 5 BC driver's license and have access to a reliable vehicle, as well as appropriate insurance for work.
- You are required to provide proof of your certificates and professional designations.
- You may be required to work additional hours, including evenings.
- You will be subject to satisfactory reference check and provide and maintain a satisfactory criminal record check.
- You must adhere to the Snuneymuxw First Nation's policies and procedures, including providing proof of valid Covid-19 Vaccine Pass

Please submit your current resume and cover letter to:

Snuneymuxw First Nation
Attention: Human Resources
668 Centre Street, Nanaimo, BC, V9R 4Z4
or email: HR@snuneymuxw.ca

Deadline Date: Wednesday, March 15, 2023 @ 4PM



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Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement

Deliver what matters
Ensure clarity of direction and unity of purpose
Inspire excellence and strive for outstanding results

Collaboration

Work together to build successful teams and partnerships
Be open, inclusive and share knowledge
See, provide, and act on feedback

Community Commitment

Know our community and put them first
Listen to and understand community needs
Be responsive, close the loop and deliver on promises

Integrity

Own your actions, successes, and mistakes
Act with transparency, honesty, and respect
Do what you say you will do

Innovation

Look for ways to improve and create positive change
Think broadly and take a wider viewpoint
Be responsive to new ideas and opportunities