



# huu ay aht

ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Position:** Director of Lands & Natural Resources

**Position Classification:** Full-time Permanent

**Location:** Port Alberni Office (Port Alberni, BC) + 2-days (at minimum) per week at Anacla office

**Authority Relationship:** Reports to the Executive Director

**Salary Range:** \$85,000- \$108,000

### POSITION SUMMARY:

Reporting to the Executive Director, the Director of Lands and Natural Resources will focus on guiding and fostering sustainable and effective development programs and procedures for the Lands & Natural Resources Department (LNR). This role is crucial for the Nation's continued growth and development in our Lands & Natural Resources by leading in the full implementation of the Maa-nulth Treaty as it associates with HFN lands, waters, and resources.

### JOB ROLES & DUTIES:

#### **Lands and Resources Strategic & Operational Management**

- Oversees environmental monitoring, land surveying, and trespass management on Huu-ay-aht lands.
- Manages treaty-based natural resource harvesting, including:
  - Annual fish harvesting accounting per the Maa-nulth Treaty.
  - Issuing, suspending, or revoking harvesting documentation.
  - Regulating wildlife harvesting, sales, and training programs.
  - Overseeing harvest plan development and implementation.
  - Adjusting harvesting areas in consultation with the Executive.
- Directs Executive-approved studies and appoints natural resource officers.
- Prepares protected area management plans upon ministerial request.
- Issues regulatory notices and enforces environmental laws.
- Leads environmental management efforts, including policy development, research, and risk assessment.
- Develops and implements environmental protection and remediation strategies.
- Oversees field activities, consultant management, and the Community Environmental Management Program.

#### **Land Planning & Management**

- Administers residential land interests and exclusive possession applications.
- Issues permits, orders, and documentation for environmental protection.
- Manages compliance for land use, demolition, restoration, and permit conditions.
- Oversees tree-cutting permits, recycling programs, and hazardous waste disposal.
- Directs land management projects and policy development.
- Reviews and negotiates land use applications, ensuring compliance.
- Evaluates applications for alterations to traditional lands.

## **Departmental Administration**

- Maintains organized records and presents information at Council meetings and to the Executive Council, Senior Management, and HFN Committees, as required.
- Responds to federal/provincial consultation requests on legislative amendments.
- Leads on Lands and Natural Resources HFN legislation, policy, and regulation amendments and developments.
- Leads and oversees the Lands & Resources Department, ensuring fulfillment of responsibilities.
- Financial management, including oversight on funding, reporting, and expenditure approvals. Assists in preparing the department's budget and ensures fiscal responsibility.
- Develops management programs for physical and digital resources.
- Human resources management, oversees staff management, including hiring, training, and performance evaluations. Identifies training needs and performs other related duties as required.
- Reports to the Executive Director or Council on departmental matters.
- Participates in committees, working groups, and consultations with key stakeholders.
- Prepares and submits proposals, project budgets, and final reports.
- Advocates for HUU-AY-AHT interests in government discussions and working groups.
- Ensures compliance with WCB regulations and workplace safety standards.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Degree or diploma in Natural or Renewable Resource Management, Land Management, Environmental Studies, or a related field.
- 7+ years of experience in a land management position, with a strong preference for individuals who have direct experience working in a self-governing First Nations environment.
- Strong knowledge of land management issues and legislation affecting First Nations, both locally and nationally.
- Understanding of the principles and practices of land resource planning and management.
- Problem-solving skills with the ability to assess challenges and communicate effective solutions.
- Ability to prioritize and rank issues in relation to the overall goals of the HUU-AY-AHT First Nations.
- Strong time management and organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to negotiate contracts and agreements related to land use and resource management.
- Experience managing projects from planning through implementation.
- Proven experience preparing and delivering presentations to diverse audiences of varying sizes.
- Strong research and analytical skills, with the ability to develop strategic goals, work plans, and policies and procedures.
- Ability to comprehend and develop policy papers and technical/scientific reports and present technical data to supervisors, citizens, and key partners.
- Ability to work effectively in a cross-cultural environment, with an understanding of First Nations governance and traditions.
- Strong verbal and written communication skills, with the ability to engage diplomatically with coworkers, citizens, outside agencies, partners, and business associates.
- Proficiency in Microsoft Office and other relevant software tools to support reporting, analysis, and communication.

## **OPERATIONAL REQUIREMENTS:**

- Valid Class 5 Driver's License.
- Ability to travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Ability to work outdoors in inclement weather if necessary.
- Works out of the Port Alberni Government Office and is required to work at the Anacla Government Office a minimum of 2 days per week.

- Successful background checks, employment verification, criminal records checks, work reference checks, and education/credential verification.
- Demonstrated ability and experience in upholding the HFN Organizational Values: Professionalism, Respect, Health, Effective Communication, Trust, Support

**TOTAL REWARDS:**

- Salary Range: \$85,000 - \$108,000, based on skill set and experience.
- Extended health benefits.

**PERSONAL ATTRIBUTES:**

- **ʔiisaak / Greater Respect.** Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world and other peoples and communities. Working in a manner that reflects a commitment to client service excellence and actively contributing to workplace well-being and a safe, healthy, and respectful workplace.
- **ʔuuʔaʔuk / Taking Care Of.** This is about caring for present and future generations and the resources the land, water, and the natural world provides. Working on pursuing organizational efficiencies, demonstrating an appreciation of the importance of resources, including the willingness to adopt new and more efficient working methods.
- **Hišuk ma ćawak / Everything is One.** A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land, and the wider world(s) in a physical, spiritual and social sense. Listening actively to the views of others, respecting, considering, and incorporating them. Working collaboratively and relating effectively to others and embracing and valuing diversity.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222. Please quote Director of Lands & Natural Resources posting.

Closing date for this position is **May 28<sup>th</sup>, 2025, at 4:00 p.m.**

## Huu-ay-aht First Nations Vision & Mission Statements

**Vision** - *Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. ?lisaak, hišuk ma cawak and ?uu?atuk guide us as we work together to foster a safe, healthy and sustainable Nation; where our culture, language, spirituality and economy flourish.*

**Mission** - *Pursuing self-reliance through economic opportunities, empowering and supporting citizens, stewardship of Hahuuti, and revitalizing language and culture for all Huu-ay-aht.*

## Huu-ay-aht First Nations Values

### Professionalism

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

### Respect

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

### Health

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

### Effective Communication

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

### Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

### Support

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other