



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Senior Advisor

Position Classification: Term Position, 3 years with possible extension

Location: Anacla Government Office (Bamfield, BC) & Port Alberni Office (Port Alberni, BC)

Authority Relationship: Reports to the HFN Law Clerk

Salary Range: \$68,000 - \$82,000

POSITION SUMMARY:

Reporting to the Law Clerk, the Senior Advisor is the operational lead for the day-to-day guidance, support, and advice on implementing the Maa-nulth Treaty agreements. The position will be required to ensure Huu ay aht First Nation (HFN) laws, acts, regulations, and policies adhere to the Maa-nulth Treaty and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and United Nations Declaration on the Rights on Indigenous Peoples Act (UNDA).

JOB DUTIES:

- Collaborate with the Law Clerk to develop strategies and action plans for effective implementation of the Maa-nulth Treaty agreements.
- Coordinate with relevant departments within HFN to ensure integration and alignment of treaty implementation efforts with broader organizational objectives.
- Conduct regular reviews and assessments of treaty implementation progress, identifying gaps, successes, and areas for improvement.
- Monitor legislative and policy developments at the provincial and federal levels that may impact the implementation of the Maa-nulth Treaty, providing timely updates to stakeholders.
- Establish and maintain effective relationships with external partners, including government agencies, NGOs, and industry stakeholders, to advance treaty implementation goals.
- Provide guidance and support to HFN leadership in navigating political, legal, and administrative challenges related to treaty implementation.
- Contribute to the development of policies, procedures, and protocols to guide decision-making and actions related to treaty implementation and Indigenous rights.
- Ensure compliance with relevant legal and regulatory requirements, including reporting obligations and data protection laws, in all aspects of treaty implementation activities.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- 5 + years of progressive experience in a similar advisory role.
- Degree in Indigenous law, Indigenous Governance, Criminology, OR an acceptable combination of education, training, traditional knowledge and/or experience.
- Previous experience representing First Nations government, administration or communities in situations requiring sensitivity and strong conflict resolution skills.
- Experience preparing operational agreements, policy development, reports, and briefing notes.
- Proven ability to coordinate and adapt to diverse views and conflicting understandings.
- Previous experience representing or participating in working groups, committees, or cooperative or consultative boards in cross-cultural settings.
- Proven success developing and managing projects or research related to First Nations culture.

- Ability to work in a performance-focused, fast-paced environment aligned with HFN's values, culture, and business goals.
- Demonstrated ability and experience in upholding the HFN Organizational Values: Professionalism, Respect, Health, Effective Communication, Trust, Support.
- Proficiency in Microsoft programs such as Outlook, Word, Excel, Teams (or Zoom), and PowerPoint.
- Excellent oral and written communication skills, including presentation skills.
- Demonstrated ability to work independently and as part of a team.

KNOWLEDGE:

- Knowledge of Huu-ay-aht First Nations, vision, values, and governance.
- Knowledge of the BC Treaty Commission process and the Maa-nulth Treaty.
- Knowledge of the policies and programs affecting and involving First Nations peoples throughout Canada and the First Nations of British Columbia.

ABILITIES:

- **Analyze and Evaluate** – You can strategically analyze, evaluate and manage complex items and initiatives and provide timely strategic advice management.
- **Planning** – You can prioritize, multitask and organize groups, meetings, etc. with multiple participants.
- **Collaboration** – You can interact and work cooperatively with partners at the community level, government level, and peer level.
- **Problem-Solving** – You use logic, judgment, and data to evaluate options and develop solutions that meet the options.
- **Communication** – You communicate respectfully and effectively in all of your interactions.

OPERATIONAL REQUIREMENTS:

- Valid Class 5 Driver's License.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Ability to work outdoors and inclement weather as required.
- Willingness to work in both HFN locations; Anacla (Bamfield) and Port Alberni Offices; Company vehicle provided for travel between offices.
- Successful background checks, employment verification, criminal records checks, work reference checks, and education/credential verification.

PERSONAL ATTRIBUTES:

- **?iisaak / 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.
- **?uu?atuk / 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 by fax 250-728-1222. Please quote Senior Advisor Job Posting. Closing date for this position is April 5th, 2024, at 4:00 p.m.

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

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

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