



JOB PROFILE
Current Position #146183

TITLE: MANAGER, INDIGENOUS RELATIONS

CLASSIFICATION: BAND 3 (PENDING
EXCLUSION
REVIEW)

MINISTRY: ISLANDS TRUST,
MINISTRY OF HOUSING & MUNICIPAL AFFAIRS

WORK UNIT: TRUST AREA
SERVICES

SUPERVISOR TITLE: DIRECTOR, TRUST AREA SERVICES

SUPERVISOR POSITION #: 00036525

PROGRAM

Located in Coast Salish territory, the [Islands Trust](#) is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the *Islands Trust Act*, Islands Trust plans and regulates local land use, coordinates with other levels of government and Indigenous Governing Bodies on key issues impacting the area, and protects land through the Islands Trust Conservancy.

JOB OVERVIEW

The Manager of Indigenous Relations leads the design and implementation of a coordinated and collaborative approach to intergovernmental relationships among Islands Trust bodies and First Nations, Indigenous groups, and Indigenous community members in the Islands Trust Area, as well as regional districts, and provincial and federal agencies. The Manager of Indigenous Relations also plays a key role in the development of productive relationships and innovative reconciliation and engagement strategies, and provides authoritative advice to senior staff and elected officials to support effective relationship building.

KEY ACCOUNTABILITIES

- Designs and leads the implementation of Islands Trust's strategic approach to relationship building with First Nations, Indigenous groups, and Indigenous community members to ensure a consistent experience across multiple projects.
- Provides expert policy advice to staff and elected officials to help ensure Islands Trust's policies, procedures and practices reflect effective approaches to relationship building and the prevailing legal context.
- Leads the creation and implementation of new policies and business processes related to engagement with First Nations.
- Serves as a lead advisor in negotiations, supporting project teams in obtaining mutually beneficial agreements (both short, and long-term) with First Nations.
- Represents Islands Trust priorities and operations in intergovernmental dialogue with First Nations and other governments.
- Coordinates and communicates First Nations' requests and interests to Islands Trust staff and trustees and Trust bodies, and works collaboratively with all parties to respond to requests and address issues raised including, but not limited to, opportunities for information sharing and cooperation.
- Leads and oversees referrals to First Nations on Islands Trust projects.

Date: August 14, 2026

- Supervises the coordination of government-to-government meetings between First Nations and Trust bodies.
- Attends meetings of elected officials to provide advice on matters pertaining to intergovernmental relations.
- Oversees the drafting, management, and monitoring of agreements with First Nations and other governments.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave, response to grievances and authority to discipline employees.
- Leads the implementation of Islands Trust policies and procedures regarding capacity funding grants to support projects across the organization.
- Exercises a high degree of judgement, tact and diplomacy in dealing with issues that may involve communication of information that could have a significant impact on the image and credibility of the Islands Trust, including responding to enquiries from the media.
- Other duties as requested by the Director, Trust Area Services.

SELECTION CRITERIA

Education and Experience Requirements

- A Master's degree in community land use, or rural planning, Indigenous studies, public administration, or related field, and at least three years' recent and related experience, OR
- A Bachelor's degree in the above disciplines plus four years' recent and related experience.
- An equivalent combination of experience and continuous learning may be considered.
- Valid BC Class 5 Driver's Licence (or equivalent).

Recent and related experience is defined as experience gained in the last eight years and must include all of the following:

- Consultation/engagement with First Nations regarding land use planning and resource management.
- Intergovernmental or interagency relations, including negotiating agreements to advance relationship building with First Nations and Indigenous Peoples.
- Working collaboratively with commissions, councils, committees, elected officials, senior staff and/or community partners to resolve complex issues and deliver results.
- Experience supervising, coaching and mentoring staff.

Preference may be given to candidates with any of the following:

- Supervisory experience in a unionized public sector employment environment.
- BC municipal government land use planning experience.
- Demonstrated experience working with Indigenous Peoples and First Nation governments in the Salish Sea region.
- Demonstrated senior-level leadership experience fostering change and building awareness.

PROVISOS

- Some overnight travel is a requirement of this position.
- Criminal Record Check is required.
- Meet safety standards of WorkSafe BC

Knowledge, Skills and Abilities

- Knowledge of social, environmental, political, economic, and land use planning issues relevant to the Islands Trust Area and its residents.
- Demonstrated knowledge of the Local Government Act, Community Charter, official community plans and land use planning bylaws, regulations and other legislation.
- Demonstrated knowledge and experience with First Nations government interests that intersect with local government interests in British Columbia, particularly as they relate to land use planning and regulation; familiarity with relevant legislation and case law.
- Exceptional diplomacy, tact, and communication skills.
- Strong supervisory skills with a focus on building strong staff engagement and a collaborative working environment.
- Contract management and project management skills with the ability to manage multiple projects with diverse objectives and deadlines.
- Significant attention to detail, ability to identify emerging issues and prioritize appropriately to meet deliverables, outcomes and deadlines.
- Demonstrated ability to quickly identify and analyse implications for the Islands Trust's reputation and operations as the basis for recommending options and responses to senior staff and Islands Trust bodies.
- Demonstrated ability to use initiative to respond appropriately to unanticipated issues with creative and innovative solutions using strong business and political acumen.
- Ability to work independently under pressure with minimal supervision.
- Demonstrated sensitivity to political issues and impacts.
- Ability to establish and maintain constructive working relationships with a wide range of public officials and managers, and general public.
- Demonstrated oral and written communication skills.

BEHAVIOURAL COMPETENCIES

Leadership implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.

Fostering trust involves knowledge and skills to build and sustain trust in an organization and between the leader and his/her colleagues, through integrity, concern for others and consistent behaviour, following through on commitments and open communications.

Problem Solving/Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Improving Operations is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Islands Trust. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

INDIGENOUS COMPETENCIES

Cultural Agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

Strategic Orientation is the ability to link the long-range vision of Indigenous self-determination to daily work, ranging from a simple understanding to a sophisticated awareness of the full impact of thinking and actions. It is the ability to think and operate broadly, with the goal of sustainability, to further the goals of Indigenous peoples in a way that meets the collective public interest. This also means taking responsibility to collaboratively design and implement steps to redress past harms and set frameworks in place to prevent their recurrence.

Change Leadership is championing the achievement of intended, real change that meets the enduring vision of Indigenous self-determination in British Columbia. It involves collaboratively developing and implementing ideas to achieve positive change from anywhere in the BC Public Service. The change leader learns from other leaders and elders, models the vision, and encourages members of the public service to commit to and champion the vision. The change leader inspires others into new ways of thinking and doing business. The change leader routinely energizes the change process and removes barriers to change.

Building a Trust-Based Relationship requires a fundamental understanding that "relationship" is the foundation from which all activities happen, and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency. Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people with Crown relations. It assumes that strengths abound in Indigenous people, cultures and communities.