



TITLE: SENIOR INTERGOVERNMENTAL POLICY ADVISOR

CLASSIFICATION: POL SC 27R

MINISTRY: ISLANDS TRUST,
MINISTRY OF MUNICIPAL AFFAIRS

WORK UNIT: TRUST AREA
SERVICES

SUPERVISOR TITLE: DIRECTOR, TRUST AREA SERVICES

SUPERVISOR POSITION #: 36525

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 level of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

JOB OVERVIEW

The Senior Intergovernmental Policy Advisor fosters organizational excellence in intergovernmental relationships among Islands Trust bodies and First Nations in the Islands Trust Area, as well as regional districts, and provincial and federal agencies. The Senior Intergovernmental Policy Advisor supports development of resilient relationships and innovative reconciliation and engagement strategies.

KEY ACCOUNTABILITIES

- Acts as a subject matter expert on respectful relations with First Nations, Indigenous groups, and Indigenous community members, including matters of treaty and title, providing verbal and written analysis, technical guidance, issues management and coaching to Islands Trust staff and trustees, for the purposes of relationship building, referrals, negotiations, communications, and collaboration on projects and planning.
- Builds and maintains working relationship with First Nations, Indigenous groups, and Indigenous community members.
- Represents Islands Trust priorities and operations in intergovernmental dialogue with First Nations and other governments.
- Communicates First Nations' requests and interest 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.
- Collaborates with Islands Trust staff and elected officials in the drafting, editing, and delivery of correspondence with First Nations, Indigenous groups and community members.
- Leads and oversees referrals to First Nations on Islands Trust projects.
- To review, monitor and make recommendations for improvements to the referral process for applications and management plans.
- Ensures contact databases and information datasets are kept current.
- Coordinates government-to-government meetings between First Nations and Trust bodies.
- Attends meetings of elected officials to provide advice on matters pertaining to intergovernmental relations.

- Advises senior staff and Islands Trust bodies on matters pertaining to the creation and amendment of protocol and coordination agreements with First Nations and other governments.
- Leads the drafting, management, and monitoring of protocol and coordination agreements with First Nations and other governments.
- Processes and responds to requests for support and advice from Islands Trust staff across all departments.
- Organizes education and relationship building events between Trust bodies, elected officials, First Nations, and/or Indigenous Peoples.
- Prepares, designs and delivers internal training and presentations.
- Contributes to the development of corporate policies, structures and systems to support the success of the role.
- 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, social sciences, public administration, or related field, OR
- A Bachelor's degree in the above disciplines plus five years' of related experience including consultation with First Nations regarding land use planning and resource management.
- Minimum three years' experience in intergovernmental or interagency relations, including relationship building with First Nations and Indigenous Peoples.
- Demonstrated experience working collaboratively with commissions, councils, committees, elected officials, senior staff and/or community partners to deliver results.
- An equivalent combination of experience and continuous learning may be considered.

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

- BC local government land use planning experience.
- Experience engaging First Nations regarding land use planning and/or natural resource management.
- 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.
- Possession and maintenance of a Class 5 BC Drivers' License.
- Criminal Record Check is required.

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.
- 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

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.