



TITLE: ISLANDS TRUST CONSERVANCY MANAGER

CLASSIFICATION: MANAGEMENT
BAND 3

MINISTRY: ISLANDS TRUST,
MINISTRY OF MUNICIPAL AFFAIRS & HOUSING

WORK UNIT: ISLANDS TRUST
CONSERVANCY

SUPERVISOR TITLE: DIRECTOR, TRUST AREA SERVICES

SUPERVISOR POSITION #: 36525

PROGRAM

Located in Coast Salish territory, the Islands Trust is a federated body responsible for protecting the unique amenities and environment of 13 major islands and more than 450 smaller islands and surrounding waters in the Salish Sea.

Created by the Province via the *Islands Trust Act*, Islands Trust plans and regulates local land use, advocates on key environmental issues impacting the area, and protects land through the Islands Trust Conservancy. Islands Trust works closely with other government agencies, First Nations, and conservation groups to accomplish its mandate.

The Islands Trust Conservancy, created under the *Islands Trust Act*, provides land conservation and land management services to further the mandate of the Islands Trust. The Islands Trust Conservancy Board can accept land, conservation covenants, and other financial contributions from individuals, corporate donors, and government and is responsible for the management and disposition of the lands and funds it holds.

JOB OVERVIEW

The Islands Trust Conservancy is a stand-alone work unit providing land conservation and land management services and managing various funds for conservation purposes. The Conservancy Manager ensures the work unit's organizational effectiveness including delivery of all aspects of the Islands Trust Conservancy's Regional Conservation Plan, Five Year Plan and Board policies and direction. The Conservancy Manager leads the work unit in day-to-day operations including program and financial management, supervision of staff and program evaluation.

The Conservancy Manager provides senior level advice to management, staff, the Islands Trust Conservancy Board, and others as appropriate, regarding the Conservancy's conservation planning, securement of lands and interests in land, land conservation and management, fund development/fundraising for conservation, and communication programs.

As a senior professional, the Conservancy Manager protects the Islands Trust Conservancy Board from liability by providing the Board with sound advice on financial, legal, policy and risk management issues, including changes to Canadian land trust standards and practices; and changes to fundraising regulations. The Manager consults with the Director of Trust Area Services and Chief Administrative Officer to establish strategic direction and initiatives for the Board.

The Manager is also responsible for the development of confidential policy initiatives for the benefit of both the Islands Trust Council and the Board. The Manager also prepares and monitors the Islands Trust Conservancy's annual budget.

KEY ACCOUNTABILITIES

- Leads a team of land conservation, communications, fund development/fundraising, and administrative professionals. The Islands Trust Conservancy Manager determines the unit's annual work plan, as well as work assignments, approves time and leave, authorizes overtime, and evaluates staff performance through performance planning and reviews.
- Develops and manages an annual operational budget of approximately \$1 million, manages endowments and investments of approximately \$500,000, manages property valued at over \$18,500 million, and manages the fundraising program.
- Oversees negotiation of land acquisition with private landowners, government agencies, and non-governmental organizations. Occasionally negotiates and prepares complex agreements for the securement of private land with the support of legal counsel.
- Oversees management of Islands Trust Conservancy protected areas (113 protected areas in August 2024), including the preparation of long-term management plans, negotiation of management and monitoring contracts, monitoring of conservation covenants, responses to trespass or breach, liaison with local management groups and volunteer wardens, and production of annual reports on protected lands.
- Oversees, in conjunction with the Director, communications activities, including news releases, a donor recognition program, communications materials and landowner contact programs. Acts as a primary contact for media inquiries and relations.
- Prepares, approves and manages contracts for specialized consulting services, including legal counsel.
- Represents the Employer in dealings with the Islands Trust Conservancy Board. Establishes work priorities for the Board, and is the principal advisor to the Islands Trust Conservancy Board with regard to policy, procedures and decision making alternatives. Resolves issues related to planning and work processes, makes administrative decisions, and deployment of resources.
- Functions as the primary liaison with the Crown Agencies and Board Resourcing Office for Islands Trust Conservancy Board appointments, including development and promotion of Board postings.
- Ensures all statutory and non-statutory processes support service delivery to the Islands Trust Conservancy Board.
- Analyzes legal advice to determine risks, financial impacts or organizational implications for the Islands Trust Conservancy Board and recommends responses or actions.
- Manages the planning, implementation and evaluation of multiple complex and concurrent projects by developing and recommending project management strategies.
- Actively identifies opportunities to develop and formalize partnerships and additional funding sources for land acquisition.
- Develops policy recommendations for the Islands Trust Conservancy Board based on current standards and practices, academic research and shared knowledge.
- Represents the Islands Trust Conservancy Board in negotiating partnerships with government and non-government organizations regarding property acquisition, stewardship, conservation planning, and property management.
- Develops, implements, evaluates, and amends the Islands Trust Conservancy (5 Year) Plan for ministerial approval.
- Supervises development of the Islands Trust Conservancy Board's Regional Conservation Plan and annual review of priorities and work planning.
- Provides principal staff liaison with Islands Trust Conservancy's solicitors on legal advice and research.
- Provides principal staff support for the Islands Trust Conservancy Board's involvement in joint projects with the Islands Trust Council, local trust committees, island municipalities, and other government agencies including First Nations.
- Reports quarterly to the Islands Trust Council on Conservancy activities and key decisions of the Islands Trust Conservancy Board.
- Reports annually to the minister responsible for local governments through the Islands Trust Annual Report.

- Develops and promotes working relationships with internal and external partners, First Nations, stakeholders, and government agencies to achieve program or project objectives.
- Anticipates, prevents and resolves issues, including sensitive interagency and community related matters and provide advice to the Islands Trust Conservancy Board or senior staff as required.
- Conducts media interviews on behalf of the Conservancy, and assists Board members and other trustees to respond to media and public enquiries, in cooperation with the Islands Trust Conservancy Communications Specialist and/or the Islands Trust Communications Specialist, as appropriate.
- Acts in the capacity of the Director of Trust Area Services during short-term absence by the Director as it relates to Islands Trust Conservancy matters.

SELECTION CRITERIA

Requirements

- Minimum of undergraduate University degree in environmental studies, resource management, public administration or related field.
- Five years experience in the last ten years managing programs in several of the following areas: protected area planning, land acquisition/covenant negotiation, fundraising, policy development, and/or protected area management.
- Demonstrated success at the hiring and supervision of professional staff.
- Demonstrated ability to provide professional advice and recommendations to elected or volunteer boards.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Drivers' License.

Preference may be given to candidates with:

- Post-graduate degree in environmental studies, resource management, public administration or related field.
- Experience working with First Nations on land conservation issues and projects.
- Proven success in tendering contracts and managing independent contractors.
- Demonstrated success at preparing, managing and reporting on budgets.

Knowledge, Skills and Abilities

- Demonstrated sensitivity to political issues and impacts.
- Ability to establish and maintain constructive working relationships with a wide range of public officials and managers, First Nations, community groups, and general public.
- Ability to work independently under pressure with minimal supervision.
- Ability to negotiate and manage contracts.
- Outstanding interpersonal, organizational, conflict resolution and negotiation skills.
- Ability to prepare, manage and report on budgets.
- Ability to use tact, diplomacy, judgment and discretion to communicate effectively with Board members, elected officials, and other professionals in a way that enhances the employer's reputation.
- Knowledge of land title systems and procedures, and legal descriptions.

Proviso

- Successful completion of security screening requirements of the BC Public Service.
- Must be capable of conducting field work in remote locations and on difficult terrain.
- Some travel and overnight travel is a requirement of this position, including by ferry and water taxi.
- Must be willing to work some evenings and weekends.

BEHAVIOURAL COMPETENCIES

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

Teamwork and Cooperation 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.

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.

Building Partnerships with Stakeholders Is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

Strategic Orientation is the ability to link the long-range vision of Aboriginal 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 Aboriginal people 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.

Collaborative Planning, Organizing and Coordinating involves shared planning, establishing priorities jointly and assigning resources accordingly, with sensitivity to the competing demands faced by Indigenous peoples. It is expressed by building plans together prior to acting, and ensuring that plans and resourcing align with their evolving interests and needs. It involves timely monitoring, evaluation and work refinement to deliver on the BC Public Service mandate of supporting Indigenous self-determination. It means developing staff orientation and managing knowledge so that when a new employee takes up a position within an already established relationship, educating the employee does not automatically and continually fall to Indigenous people.