

Job Description

Title: **Researcher: Traditional Knowledge and Traditions**
(Interim Position to March 31, 2018)

Reports To: **Treaty Team Coordinator**

Job Summary

The Researcher for Traditional Knowledge and Traditions is responsible for reviewing selected materials on traditional governance and laws and conducting interviews with NStQ knowledge holders about traditional governance and laws. In order to :

- (1) Enhance the community databases regarding traditional knowledge and laws with a focus on protection of children and families
- (2) Write a report summarizing the information available..
- (3) NOTE: This is an Interim Position until March 31, 2018

Duties and Responsibilities

A: Cultural Research

1. Conduct preliminary research by reviewing selected literature and interviews on Traditional NStQ knowledge on governance and the systems in place to look after children and families.
2. Conduct interviews with NStQ knowledge holders about traditional governance and family systems in all four NStQ communities using established interview procedures and systems.
3. Ensure all interview
 - i. notes are cataloged and labelled,
 - ii. consent and confidentiality forms accompany the interview materials and are filed
 - iii. materials are recorded in a spreadsheet and digitized copies of the interviews are labelled and backed up.
 - iv. Ensure that all pictures and notes are labelled and accompany interviews.
4. Summarize the salient points in a final report.

B. Communications Administration & Project Coordination

1. Present information about the project in community meetings and answer project specific questions.
2. Prepare a monthly report on activities to Supervisor and the Treaty Team Coordinator.
3. Prepares for meetings with interviewees, including contacting knowledge holders, ensuring all equipment required is ready and the information required for the interview is prepared.
4. Report to the Child and Family working group on progress and provide updates as required.
5. Ability to make people feel comfortable during interviews and to answer questions about the project.
6. Work closely with Child and Family Manager and Treaty Team Coordinator to support treaty related measure activity and implementation.
7. Report to the Child and Family working group on progress.
8. Perform day-to-day administrative duties as required.
9. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Competencies:

Researcher for Traditional Knowledge and practices

- Quality - Sets and attains quality standards that meet or exceed requirements
- Planning and Organizing – Plans and organizes time effectively to meet goals and timetables

- Adaptability – Accepts change and assists in implementing change
- Initiative – Takes the initiative to identify new challenges or opportunities
- Data Analysis – Gathers, analyzes, and acts on information – including team/individual performances
- Problem Solving – Uses critical thinking to solve problems and achieve effective solutions. Thinks outside the box
- Accountability – Holds self accountable for achieving goals

Skills and Abilities:

- Competent with Microsoft Office Word and Excel.
- Ability to perform administrative tasks and organize and control the flow of work
- Excellent writing, research, presentation and facilitation abilities
- Recognizes and respects all cultural diversity and has an understanding of NStQ culture

Experience:

- 1 year administrative work and familiarity with NStQ culture.

Education:

Grade 12 and Certification in a relevant related discipline (First Nation Studies, Political Science) or an equivalent combination of education, training and experience.

Working Conditions

- Travel in this position may be required
- Non-standard hours of work
- Supervision received - moderate supervision with less frequent direction and occasional review of the work performed

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

Directly Supervises:

- None

<p>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.</p>	<p>Employees Signature: _____ Name: _____</p>	<p>Date: _____</p>
<p>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</p>	<p>Supervisor Signature: _____ Name: _____</p>	<p>Date: _____</p>

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