

Job Description

Title: Chief Negotiator

Reports To: Treaty Team Coordinator

Job Summary

The Chief Negotiator is responsible for leading the Treaty negotiations on behalf of the Northern Secw̑epemc te Qelm̑cw (NStQ) to reach a Final Agreement. Negotiations will lead to the completion of land, resources and Self-Government Agreements between NStQ and the Provincial and Federal Governments, while remaining consistent with NStQ's mandates, policies, and vision. The Chief Negotiator will also ensure the protection of NStQ's Aboriginal rights and title.

Duties and Responsibilities

A: Negotiation

1. Prepares for and leads negotiations towards a comprehensive treaty with Canada and British Columbia, under the general direction of the Northern Shuswap Tribal Council's Board of Directors and with technical assistance from NStQ Treaty Team;
2. Keeps the negotiations focused, while considering various political and economic agendas of all negotiators;
3. Provides leadership in discussions and negotiations for Interim and Treaty Related Measures, and oversees the implementation of these Measures to meet NStQ Communities' strategic direction;
4. Provides oversight of the negotiation of the Government to Government Agreement for resource sharing with the BC Government;
5. Provides leadership in strategic planning for yearly and longer term negotiating work plans;
6. Employs conflict resolution skills during all negotiations;
7. Fosters and maintains a close liaison with all participants in negotiations;
8. Incorporates Secw̑epemc values into negotiations;
9. Leads the NStQ Treaty Team in working group discussions;
10. Leads efforts to coordinate and formalize the participation of the NStQ Bands with other First Nations, governments and industry on project specific or multi-sectoral negotiation tables as required;
11. Negotiates all Chapter language and ensures legal reviews are conducted.

B: Political, Community and Public Relations:

1. Attends monthly meetings of the NStQ Leadership Council, ensures action items are updated and completed;
2. Obtains and reviews mandates within NStQ and ensures that negotiation mandates are approved by the Leadership Council;
3. Ensures proper reporting to the NSTC Board of Directors;
4. Attends meetings with the Band Councils as invited or required;
5. Works to develop an understanding of industry stakeholder and other First Nation priorities around Title and Rights;
6. Provides advice and leadership in development of Secw̑epemc Government and Comprehensive policies which facilitate sustainability and community health;
7. Works with the NStQ Treaty Team and NSTC Board of Directors to plan and carry out information and consultation activities in the communities;
8. Reports to NStQ Citizens on the progress of comprehensive negotiations and related issues;
9. Provides official comments on NStQ Treaty process for press releases and speaks at public events ;
10. Provides guidance and briefings of public and private perspectives to the NStQ Treaty Team;
11. Support the role of the NSTC Board of Directors in treaty negotiations and in their political functions;

12. Liaises with Ministers' offices and key officials to further the mandate of NSTQ Communities;
13. Liaises with other Chief Negotiators, the First Nations Summit and BTC Commissioners and attends First Nations Summit and Chief Negotiators' meetings;
14. Supports the design and implementation of Final Agreement Treaty vote;
15. Participates in and provides leadership to technical working groups at the Community, NStQ, and Provincial level;
16. Reaches mutual understanding and integration of Secwepemc Title and Rights, within Secwepemc territory;
17. Provides advice and leadership in development of NSTQ Government and Comprehensive policies which facilitate sustainability and community health.

C: Administration:

1. Drafts correspondence as needed, drafts policies as directed, and ensures proper circulation of sensitive documents;
2. Participates in the development of annual NStQ Strategic Plan and ensures their part is implemented;
3. Ensures compliance with all organizational policies and procedures;
4. Coordinates and leads all Treaty Negotiations, sets the agenda, and clearly communicates mandates ;
5. Keeps the Treaty Team Coordinator informed of sensitive and important issues and events;
6. Guides respectful conduct at all meetings attended on behalf of the NStQ;
7. Complies with reporting requirements by preparing and submitting regular activity reports and statistics to appropriate internal and external parties;
8. Adheres to the system of checks and balances for the maintenance of accurate and confidential files and records;
9. Assists in the development of communication strategies for the NStQ Treaty Process and participates in programs for citizens and public events.
10. Participates in various community, council, and committee meetings.

D. Report Writing and Research:

1. Reviews available agreements, documents, position papers, submissions, discussion papers, negotiation positions and briefing documents to prepare in-depth analyses;
2. Provides monthly updates, progress reports, briefing notes and strategic advice on treaty issues;
3. Provides technical written reviews on specific portfolios;
4. Provides technical assistance in preparing documents;
5. Meets with Chiefs and Governing Bodies on a regularly scheduled bases to discuss, inform and seek input into Treaty Negotiations;
6. Provides written positions and interests that are well researched, defensible and reflective of NStQ mandates;
7. Complies with reporting requirements by preparing and submitting regular activity reports and statistics to appropriate internal and external parties.

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.

Qualifications

Education:

1. Bachelor's Degree in Political Science, First Nations Studies, Aboriginal Law or a related discipline, or an equivalent combination of education and experience

Specialized Knowledge:

1. Knowledge of Aboriginal Rights and Title (ART)
2. Court Cases and precedent law in regard to ART and Consultation and Accommodation
3. General knowledge of Secwēpemc values.

Competencies:

The Chief Negotiator should demonstrate competence in some or all of the following:

1. Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients and colleagues to build long term relationships that foster collaboration and partnership;
2. Team Player - Facilitates team effectiveness by actively participating in ways that respect the needs and contributions of others and assists in achieving organizational goals;
3. Influence and Impact - Uses knowledge of situations to identify potential impacts and uses persuasion, presentation, or negotiation to convince others to adopt a specific course of action;
4. Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships;
5. Results Orientation - Pursues excellence while achieving results that meet or exceed customer requirements focusing on the highest priorities;
6. Initiative Is a self-starter, seeking out or taking the initiative to identify new challenges or opportunities and proactively doing things;
7. Analytical Thinking - Observes identifies and organizes information to detect underlying issues;
8. Recognizes patterns to interpret implications, ascertain solutions and make recommendations.

Skills and Abilities:

1. Computer skills for Microsoft Office – Advanced level - very skilled with the program ;
2. Proven interpersonal skills and ability to give and receive feedback;
3. Ability to prioritize a complex and ever evolving schedule, write proposals and reports, and act independently within a collaboration framework;
4. Ability to process and assess large amounts of information;
5. Skilled at in-depth analysis and evaluation using significant innovative thinking and creativity to find answers and using common sense and past experience;
6. Conflict Resolution.

Experience:

The ideal candidate will have 5 to 7 years of experience:

1. Developing professional relationships with other First Nations, provincial and federal government departments, and other groups;
2. Negotiating and Coordinating treaty-like programs; understanding of the BC treaty process, all levels of government operations within Canada ;
3. Leading Teams ;
4. Management of Budgets of \$1,000,000.00 or more;
5. Working within band councils and board governance structures;
6. Negotiation of complex agreements with successful outcomes.

Working Conditions:

1. Minimal supervision with occasional direction and very few checks of the work performed;
2. Travel in this position is required;
3. Non-standard hours of work.

Conditions of Employment:

1. Must be able to obtain and maintain a clear Criminal Records Check to level four;
2. Must be able to obtain and maintain a valid BC Driver's Licence;

3. Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

Directly Supervises:

1. Contractors as required;
2. Provides leadership and direction to Community Treaty Managers on matters related to treaty negotiation and mandate building with Band Councils and their citizens and the band management level.

General Category:

1. Operates as part of a team and is flexible about the boundaries and functions of the job;
2. Maintains open and professional communications with co-workers, NSTC board members and all others who do business with the society or member bands;
3. Ensures that all internal and external deadlines are met;
4. Travels as required in the performance of their job;
5. Serves on committees as directed by the Treaty Team Coordinator;
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties;
7. Successfully completes all training courses undertaken at the direction of the Treaty Team Coordinator;
8. Maintains confidentiality of all information seen, heard or obtained by virtue of employment;
9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture.

Position Classification:

Salary Grid Level: Exempt from Salary Grid –
 Security Level: Eyes Only

<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>