



# Songhees Nation Job Posting

Permanent full-time position

<b>JOB TITLE:</b>	Director of Lands and Environment		
<b>Reports to:</b>	Executive Director	<b>Salary Scale:</b>	\$80,000 to \$90,000 Per Annum DOE
<b>Department:</b>	Local Services	<b>Deadline:</b>	May 06, 2022

## POSITION SUMMARY:

Reporting to the Executive Director, the Director of Lands and Environment is responsible for managing and overseeing the activities, programs, and staff within the Songhees Nation Department of Lands and Environment.

## KEY RESPONSIBILITIES:

- Develop, implement, and manage programs that address the needs of Songhees Nation citizens, lands, and waters and the strategic priorities and goals of Songhees Nation and the Department of Lands and Environment, including key areas such as land use planning, development review, community development, and environmental management
- Provide regular briefings to the Executive Director and Chief and Council
- Work collaboratively with the Community Development Committee and Council to establish a strategic plan for the Songhees Nation Department of Lands and Environment
- Oversee the implementation of the strategic plan and continuously monitor progress
- Work with staff to develop department level and individual level work plans
- Support, motivate, and encourage staff and team members to achieve the Department's goals and strategic outcomes and complete work plan objectives
- Seek out program funding sources and oversee the development of program funding proposals
- Develop, manage, and oversee budgets for the Department of Lands and Environment and its programs
- Provide information, reports, and advice to the Executive Director, Chief and Council, Community Development Committee, and other key personnel as required
- Provide relevant technical and policy support in relation to major projects on Songhees Nation traditional lands and waters to other Songhees Nation departments
- Oversee financial and outcome reporting for all activities within the Department
- Collaborate with other directors and departments to find innovative ways to address Songhees Nation's strategic priorities and improve the lives of Songhees citizens
- Establish and maintain positive relationships with co-workers, internal and external clients, industry, and governments
- Coach and mentor Lands and Environment team members to develop their skills and abilities.

## REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's or Master's degree related to community planning, environmental management, sustainable development, or a relevant field
- 5 years experience in a management role with team management responsibilities
- Expert knowledge of community and/or development planning issues, such as land use, real estate development, urban design, transportation, sustainability, development and implementation of land use policy and regulations, and development review processes.
- Previous experience in or familiarity with First Nations Lands and/or environmental program development and implementation
- Experience working with industry and legislative authorities



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- Experience with community consultation.
- Knowledge of environmental issues, such as environmental planning and management, climate change adaptation and mitigation, watershed or marine management, and regulatory compliance/reporting.
- Knowledge of land development and environmental permitting processes

## **OTHER SKILLS AND ATTRIBUTES:**

- Proven ability to effectively manage a team
- Ability to work as a team and with individual coworkers
- Excellent verbal and written communications skills
- Ability to work remotely
- Ability to manage project budgets
- Strong organizational, analytical, and problem-solving skills

Additional requirements:

- Valid British Columbia driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Must be fully vaccinated for Covid-19.
- **Due to COVID19 Restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality. Only candidates selected for an interview will be contacted.**

**Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members.**

**Please send resumes to: Felicity Peters, Human Resource Manager**

**Songhees Nation Phone 250-386-1043 ext.114 Email: [Felicity.peters@songheesnation.com](mailto:Felicity.peters@songheesnation.com)**