

**Coastal First Nations  
Great Bear Initiative Society**

## **Position Description**

<b>Title</b>	<b>Fisheries Reconciliation Bio-Regional Coordinator</b>
<b>Department</b>	Operations
<b>Reports To</b>	Executive Director

### **Great Bear Initiative Society**

The Great Bear Initiative Society (GBI) is a not-for-profit organization established in 2003 that is owned and operated by a unique alliance of BC First Nations called the Coastal First Nations (CFN). The society's purpose, function and responsibilities are set out in the Constitution and By-Laws of the society in accordance with the Societies Act of BC.

The GBI's core function is to preserve coastal lands and waters and to support a new conservation-based economy in these territories for members' communities.

For more information visit: <https://coastalfirstnations.ca>

### **Purpose of the Position**

A Fisheries Resource Reconciliation Agreement (FRRA) and the associated schedules have been established between the 8 Member Nations and the Department of Fisheries and Oceans. The FRRA and associated schedules create a blueprint aimed at reinvigorating First Nations fishing fleets and establishing a shared fisheries governance relationship with Canada. The bioregional coordinator will facilitate and support tier-1 and tier-2 administrative, management and research activities and where required, tier-3 engagement that occur at the bioregional scale, and ensure that research and management decisions are occurring appropriately. Where required, the Fisheries Reconciliation Bio-Regional Coordinator will support management and research activities at the CFN-GBI sub-regional and Nation levels.

### **Duties and Tasks of the Job Function**

The Fisheries Bio-Regional Coordinator position involves the following main areas of responsibility:

#### **Establishment and Oversight of Bioregional Management Council and Working Groups**

- Support the establishment and coordination of the Bioregional Management Council;
- Work closely with each member Nation, through the subregional organizations,

to ensure all bioregional programs and projects, including budgets and workplans, have received Nation input and approval;

- Play a leadership role in drafting and coordinating input and support for bioregional deliverables including a guide for building collaboration and consensus;
- Play a leadership role to ensure the member Nations' interests are addressed in Bioregional fisheries management outcomes; and
- Establish and coordinate bioregional technical working group (TWG) including the Community Based Fisheries TWG, Mandate and Dispute Resolution TWG, Compliance and Enforcement TWG, Stakeholder Engagement TWG

### **Leadership, Coordination and Support**

- Establish, coordinate and facilitate a bioregional tier-1 senior management table to address governance issues, establish strategic direction, and create harmonized First Nations' positions on government-to-government fisheries management issues that require bioregional consistency;
- Play a leadership and coordinating role in facilitating information gathering, research, resource management and other actions undertaken at the bioregional scale to address fisheries issues;
- Where required support the Nations, through their sub-regional organizations, by developing supporting documents including: terms of references, job descriptions, discussion documents, communications and outreach materials, etc
- Work closely with DFO's technical staff to develop strategic approaches to the development and implementation of fisheries management plans and processes at the bioregional scale;
- Support data collection, analysis, and warehousing of bioregional and sub regional data and ensure annual reporting requirements are completed and up to a recognized standard; and
- Develop communications materials and presentations that highlight bioregional activities.

### **Annual Contribution Agreements and Reporting**

- Coordinate the ongoing administration of the collaborative governance elements (Schedule A of FRRRA), including budget support, coordinating financial and program reporting and administrative actions, developing funding proposals, and communicating out to Nations and Government;
- Work with Nation-level staff to ensure annual or interim reporting requirements are completed, and collate all Nation-level reports and bio-regional reports in accordance with reporting requirements specified in the DFN/CFN contribution agreement.

## Reporting

- The position reports, to the CFN-GBI Executive Directors and as required the CFN-GBI Board of Directors and will carry out other duties that may be requested by the Executive Director or other designated manager(s); and

## Support

- The Bioregional coordinator will be supported as required by the CFN – GBI accounting and other support staff who will assist with the annual contribution agreements with DFO and the required reporting.
- It is expected the Bioregional coordinator will be supported by a fulltime mentee and will report capacity building successes to the CFN-GBI Executive.
- Office space will be provided at the CFN-GBI office in Vancouver.

## Knowledge and Skills

The ideal candidate should have:

- A comprehensive understanding of the fisheries management activities within the Pacific Northern Shelf Bioregion and an understanding of existing fisheries management policies;
- Experience in developing and successfully implementing policies and agreements that advance First Nations' stewardship interest; and
- An understanding of the government-to-government fisheries management processes in the region, ecosystem-based management and its application to resource and fisheries economic development in the marine environment.

## Education and Experience

### Education

- A minimum of a Masters' degree in fisheries and/or resource management and 5 years related work experience OR a Bachelors' degree and 7 years related work experience is required.

### Skills, Ability and Experience

The ideal candidate should have:

- Experience working with First Nations management and a thorough understanding of the First Nations political environment and sensitivities and an ability to function effectively within that environment;
- Experience coordinating and facilitating government-to-government or multidisciplinary groups to achieve consensus-based outcomes;

- Experience in effectively managing budgets, project development and management, work plans and agreements, report and proposal writing;
- Demonstrated leadership and excellent interpersonal and team-oriented skills including the ability to motivate others to gain support for new initiatives;
- Proficiency with modern office practices, procedures, systems and equipment including the full Microsoft Office Suite;
- A reputation for being energetic, self-motivated, outgoing, persistent and conscientious with great organizational skills and ability to deliver high quality projects on time under tight time constraints.

### Special Requirements

Travel by plane to remote communities will be required.

This position requires:

- A satisfactory Criminal Record Check
- A BC Class 5 Drivers' licence and good driving record
- Ability to work at night and on weekends if necessary.
- Access to a personal vehicle

### Revision

<b>History</b>	
Date	Comments
Version	
Prepared by	Pay Band
<b>Authorization</b>	
Name	Confirmation I confirm that: <ul style="list-style-type: none"> <li>• The accountability/deliverables were assigned to this position effective: May 2021</li> <li>• The information in this position description reflects the actual work performed</li> <li>• A copy has/or will be provided to the incumbents(s).</li> </ul>
Signature	
Date	