



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Referrals Officer
DEPARTMENT: Natural Resources
SUPERVISOR: Natural Resources Manager
TERMS: Full-Time, Permanent
REFERENCE #: 2022-007

PURPOSE OF POSITION:

The Referrals Officer is responsible for preparing appropriate policy recommendations and responses for review for Chief and Council. The incumbent is also responsible for initial assessments, and subsequent evaluations of the TteS rights and title interests in relation to referrals received from the Province of British Columbia, the Government of Canada private sector, and the Industry Proponents.

DUTIES AND RESPONSIBILITIES:

- Performs all duties and responsibilities in accordance with the Tk'emlúps te Secwépemc (TteS) policies, standards, and procedures, and as directed by the Natural Resources Manager.
- Oversee, lead and facilitate various consultation activities.
- Assists with negotiations with respect to various funding arrangements and joint ventures.
- Assess title and rights interests of the TteS to aid in developing and supporting strategic advice and recommended action on cultural and historical activities.
- Prepares and delivers referrals and reports to ensure appropriate planning is carried out on any manner of economic, cultural, social and environment impact assessments or studies.
- Implement the process identified in the referral matrix and land category code.
- Prepares appropriate policy recommendations and responses for review by Chief and Council within the predetermined constraints.
- Interacts with a variety of Band employees, as well as a wide variety of outside representatives, both within TteS and external organizations.
- Provides professional referral advice to Chief and Council, Chief Executive Officer, and Cultural/Historic Resources issues.
- Responsible for the initial assessment, and subsequent evaluations of the TteS rights and title interests in relation to referrals received from the Province of British Columbia and the Government of Canada private sector and Industry Proponents.
- Initiate and negotiate measures and agreements with the Government and Cultural development proponents, such as MOU's and project Agreements.

- The incumbent directs a review of each application to determine the economic, social, physical, and environment impact on the community and prepares an appropriate policy response for review by Chief and Council within the predetermined time constraints.
- Assists with resolving disputes involving interpretation of development regulation, requiring discretion and judgment.
- Maintains liaison with other municipalities and Crown Agencies, Cooperation's, and Ministries, as well as Utility Companies. In order to keep abreast of current regulations and activities relating to the development field.

Professional Certification, Education and Experience:

- Bachelor's degree in Cultural Resources and/or First Nations Studies is desired. Or other related field with a minimum of 5 years' experience or and equivalent combination of education and experience.
- Minimum of 5 years' experience in facilitation and negotiations. Must have an appreciation and knowledge of Secwepemc Cultural values, history, and protocols.
- Extensive experience working with and for Secwepemc First Nations is an asset.
- Must hold a current valid BC Driver's license.
- A background in resource management activities will be a strong asset.

Skills and Abilities:

- Demonstrated experience and ability to organize, manage project-related service contracts to achieve business goals.
- Demonstrated experience and ability to manage issues and problem solve.
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Demonstrated ability to prepare and present various policy, proposals, recommendations, reports, and schedules to various groups.
- Strong organizational and planning skills.
- Ability to take initiative.
- Good oral and written communication skills.
- Proficient in Microsoft Word and Microsoft Outlook.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is January 28, 2021, by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,

or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.