Kitasoo/Xai'xais Stewardship Authority

Job Description: Marine Planner

Job purpose

As a key member of the Kitasoo Xai'xais Stewardship Authority ("KXSA"), the Marine Planner will support the development and implementation of shipping and marine response planning initiatives and activities on behalf of the Nation.

Duties and Responsibilities

1. Coordinate, facilitate, and implement Nation marine shipping and response initiatives such as developing/ co-developing management plans and policies, developing and implementing projects, conducting research and analysis, and supporting other related program initiatives and activities;
2. Support the Nation in achieving the objectives of a federal Oceans Reconciliation Framework Agreement (e.g. shipping, marine response and Oceans Protection Plan initiatives) as it relates to the Kitasoo Xai'xais Territory and Central Coast.
3. Support the Nation's strategic participation, engagement and input to regional and sub-regional planning/management processes, committees, and working groups, and engage and work effectively with Nation, provincial, federal and other marine technical staff.
4. Supporting the Nation's Emergency Response Planning Coordinator, Coast Guard Auxiliary Coordinator and Operations Manager in developing and implementing the Nation's response plans and policies, a building appropriate capacity and resourcing.
5. Support and mentor Community program coordinators and other KXSA staff.
6. In association with the Community program coordinators, coordinate and facilitate KXSA Committee reports and community level information sessions, meetings and workshops regarding activities and initiatives in the territory, and related planning and decision making.
7. Support the Nation's engagement with stakeholders as required.
8. Identify and assist in preparation of funding proposals and reporting requirements.
9. Carry out other related duties that may be requested by the KXSA Director and/or Advisors.

Skills, Knowledge, and Experience Required

- Minimum education requirement is a Bachelor's degree in geography, environmental studies, natural resource management, land/marine use planning, or related field;
- Minimum two years of relevant work experience;
- Equivalencies to the minimum education requirement that consists of an acceptable combination of education, experience, knowledge, skills, and abilities may be considered;
- Ability to work effectively in a highly dynamic team environment, virtual and in-person, and with a significant level of autonomy and self-motivation;
- Ability to remain highly organized on multiple files and deliver projects under tight time constraints, often with shifting priorities;
- Ability to manage difficult situations and to use facilitation skills to find consensus solutions;
- Ability to summarize and interpret complex, detailed information into plain language documents and presentations, and ability to produce publishable reports and documents;
- Knowledge of modern office practices and computer skills, software, and equipment including competency with Office 365. Experience with GIS and database software, is an asset;

- Excellent communication (oral and written), time management, and organizational skills; and
- Leadership and interpersonal skills, including creativity, patience, persistence, tact, and conscientiousness.

Candidate Should Possess

- Experience working with First Nations and an awareness of First Nations rights and title, laws, interests, and stewardship responsibilities;
- Knowledge of First Nations regional planning processes, and an understanding of marine resources and human activities and the legislation that governs marine use in coastal British Columbia;
- Understanding and experience with the development and/or implementation of a marine or land use plan; and
- Experience engaging and effectively collaborating with the federal and provincial governments.

Working conditions

This is a full-time position based on a 35-hour work week. Employment for the Marine Planner will be consistent with regular office hours with an expectation for some evenings and weekends. Work will sometimes involve travel and attendance at meetings outside of these regular work hours.

KXSA operates in a distributed office environment. Currently, members of our team live and work in Klemtu and remotely throughout Vancouver Island and the lower mainland with frequent communication and networking with the KXSA Director, coordinators and advisors. Candidates for this position should be based within BC and able to travel to Klemtu and Vancouver within a reasonable time and cost to meet in person. Travel to Klemtu several times per year may be required. Reimbursement for approved travel costs will be provided. Remote candidates should be prepared to provide their own (home) office environment and equipment, and have an ability to spend periods of time away from home.

This position is primarily office based using a computer but may occasionally require working and travel outside in uncomfortable conditions, extreme weather, and on rugged terrain. During the field operating season (typically May-October), this position will at times be located, and work will be conducted, in an operational environment based in Klemtu (on-site), and where there will be an expectation to often work longer field days (e.g. 10 hrs) within regular schedules.

The Marine Planner will work with Consultants/Advisors, Community coordinators, the KXSA Board, committees and staff, and other community members. However, the ultimate direct reporting relationship is to the KXSA Director with all formal directions being communicated by the KXSA Director.

Salary

The starting salary will be determined commensurate with experience and final scope of responsibilities. Range is expected to be $5,000 - $6,500 per month plus benefits, and standard holidays and vacation time. A two-year term is proposed for this position with an optional extension based on performance and the availability of funds. The position is expected to start in April 2024. There will be a 3-month probationary period with an assessment at the end of June 2024.

To Apply

Applicants are asked to submit letters of application, with resume, providing details of work experience and two references. **Deadline: April 30 2024, by 4:00 pm PDT.**

Reply to:
Rolene Robinson, Office Administrator
Kitasoo Xai'xais Stewardship Authority
admin@kxsa.ca
Subject line: KXSA Marine Planner Application