



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Senior Advisor

Reports to: HFN Law Clerk

Location: Port Alberni and Anacla Government Offices

Salary Range: \$45,000-82,000

Term Position: 4 years with possible extension

Closing date: July 28, 2023

Please quote Senior Advisor in your application.

Position Summary:

The Senior Advisor is the operational lead for the day-to-day guidance, support, and advice on implementing the Maa-nulth Treaty agreements. The position will be required to ensure HFN laws, Acts, Regulations, and Policies adhere to the Maa-nulth Treaty and other Governments adhere to the Maa-nulth Treaty and HFN laws.

Requirements of the job:

Education: Graduation from a recognized university with a degree relevant to the position OR an acceptable combination of education, training, traditional knowledge and/or experience.

Knowledge

- Knowledge of Huu-ay-aht First Nations, vision, values, and governance.
- Knowledge of the BC Treaty Commission process and the Maa-nulth Treaty.
- Knowledge of the policies and programs affecting and involving First Nations peoples throughout Canada and the First Nations of British Columbia.

Experience

- Representing First Nations government, administration or communities in situations requiring sensitivity and strong conflict resolution skills.
- Preparing operational agreements, policy development, reports, and briefing notes.
- Coordination and adaptation of diverse views and conflicting understandings
- Representation or participation in working groups, committees, or cooperative or consultative boards in cross-cultural settings.
- Developing and managing projects or research related to First Nations culture.

Abilities

- Analyze and evaluate - To strategically analyze, evaluate and manage complex items and initiatives and provide timely strategic advice management.
- Plan and organize - To prioritize, multitask and organize groups, meetings, etc. with multiple participants.
- Coordinate diverse input - To interact and work cooperatively with partners at the community level, government level, and peer levels.

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646

- Problem-solve - To use logic, judgment, and data to evaluate options and develop solutions that meet the options.
- Communicate effectively: To communicate respectfully and effectively orally and in writing--especially with First Nation groups and communities.

Attributes: Looking for an individual that personally connects with people, is respectful and demonstrates integrity, and shares HFN's vision.

Operational:

- Class 5 Drivers license.
- Some travel, including overnight and or weekends.
- Willingness to follow HFN Human Resource Values and HFN Principles
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, reference checks, and education/credential verification.
- Willingness to work in both HFN locations; Anacla (Bamfield) and Port Alberni Offices; Company vehicle provided for travel between offices.

Application Submission

Please ensure your applications address all the job requirements listed. We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.

Please send your cover letter & resume attention to, Human Resources Manager. Email: HR@huuayaht.org, Fax at 250-728-1222 or by mail, Port Alberni Government office - 4644 Adelaide St., Port Alberni, B.C., V9Y 6N4. Alternatively, you can drop your application off at one of the Huu-ay-aht Government offices.

HUU-AY-AHT FIRST NATIONS

Vision - *The HUU-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the HUU-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all HUU-ay-aht.*

HUU-AY-AHT FIRST NATIONS HUMAN RESOURCES VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once

- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other