



Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

Natural Resources Operations Biologist

The Okanagan Nation Alliance (ONA) is the tribal council for the eight Okanagan Nation communities which includes Osoyoos Indian Band, Upper Nicola Band, Upper Similkameen Indian Band, Lower Similkameen Indian Band, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of Northern WA state. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation sovereignty. Further, the ONA is charged with providing members with a forum to discuss and form positions of common concern.

The ONA is currently seeking to employ a Natural Resources Operations Biologist. The successful applicant should be comfortable working in a fast-paced and dynamic environment, have excellent communication skills, be able to work collegially with all departments, Okanagan Nation Communities, Committees and working groups. The position is responsible for contract management, overseeing of assigned staff, and timely completion of projects.

Key Duties and Responsibilities:

Administrative and Contracts Management.

- Draft budgets for approval by the Executive Director for the department and for implementation by the finance department. Prepare Project proposals monitor natural resources projects to ensure delivery on budget and within timelines.
- Engage proponent and government agencies to complete technical review as required. Identify issues, concerns and potential opportunities for the ONA's participation in Environmental processes. Report on Environmental reviews and provide recommendations for action.
- Develop proposals for funding and cost recovery arrangements, negotiate partnerships, and acting as scientific authority for approved professional service contracts.
- Work closely with assigned Natural Resources staff to assist with their project and contract management, HR issues and follow-up.
- Ensure compliance with all labour legislation and ONA policy requirements. Increase capacity of the natural resources staff wherever possible.
- Develop and monitor contracts, including budgets. Obtain authorized signatories for contracts. Liaise with contract partners. Prepare documents and assist with annual audits.
- Establish and monitor contracts required by funding agencies and obtain authorized signature for them.
- Track the progress and ensure timely completion of the deliverables and reports required for all sub-programs and projects on which progress payments are based.

Technical

- Assist assigned staff in designing, planning and undertaking complex projects to create enhanced knowledge, understanding, concepts and methodologies in ONA Natural Resources service delivery.
- Provide authoritative information and advice, and recommending strategies, standards and methodologies in support of healthy and productive sustainable natural resources.
- Assist staff in developing new instrumentation, methods, technology and quality control/assurance procedures and protocols for the collection and analysis of research data.
- Manage assigned human, financial and material resources.

Qualifications and Competencies

The Natural Resources Operations Biologist will require the following qualifications, values and competencies:

Must have a relevant Science related Master's degree plus 5 years' experience, or a Bachelor's of Science degree plus 7 years' experience in a Science or natural resources related field. In addition, must have 5 years' specific experience with project and contract management, including supervision of staff and finance management.

Knowledge, Skills and Abilities

- A thorough knowledge of the theories, principles and practices within the specialized field of natural resources and wildlife, sufficient to plan and conduct projects, direct activities of subordinate staff, and provide authoritative scientific information, advice and recommendations.
- Experience with scientific sampling theory and techniques is an asset.
- Familiarity with BC Environmental Assessment Process and BC Hydro Water Use Plans.
- Extensive experience in technical writing and delivering presentations.
- Demonstrated written and oral communication skills.
- Demonstrated organizational, time management skills.
- Demonstrated accomplishment in developing successful proposals or funding partnership arrangements.
- Experience in working with First Nation Band or other First Nation organization issues and concerns.
- A reliable vehicle and a valid BC Drivers License.
- Flexible work hours/willingness to work on evenings and weekend.
- Budget and management experience for at least 5 years.
- Preference will be given to qualified applicants of Aboriginal ancestry.

Term: Full time 40 hours per week.

Application Procedures: Resumes and covering letter must be submitted to:

David Leroux, Human Resources Manager

101 – 3535 Old Okanagan Hwy

Westbank, B.C. V4T 3L7

Email: dleroux@syilx.org or Fax: 250-707-0166

This competition is open until filled.

Thank you for your interest, **No Phone Calls Please**