



Okanagan Nation Alliance

101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3J6
Phone (250) 707-0095 Fax (250)707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

Development and Procurement Liaison.

The Okanagan Nation Alliance (ONA) is the tribal council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Syilx Okanagan Nation Title and Rights. Further the ONA is charged with providing members with a forum to discuss positions of common concern.

Applications are invited to apply for a full-time position of Development and Procurement Liaison. The successful candidate will work directly with the Nation, BC Hydro, the Energy Executive Committee, and dedicated Syilx member community liaisons to enhance the direct award of procurement contracts and other partnering, training or employment opportunities related to BC Hydro's operations as committed to under the Procurement Sub-Agreement and the [Enduring Relationship Agreement](#).

This position's work is focused on identifying opportunities for and supporting the advancement of long-term, territory-wide, and equitably distributed procurement benefits for Syilx member communities and businesses. The position functions as a relationship hub, a business activator, a project manager, and an information resource. The Development and Procurement Liaison will work to develop and advance supporting policies and procedures and provide ongoing technical, communications and implementation support to advance the Nation's and member community's development and procurement objectives.

KEY DUTIES AND RESPONSIBILITIES:

This full time position reports to the ONA Executive Director and supports the work of the Energy Executive Committee and Procurement Working Group. The Development and Procurement Liaison works on a regular basis with BC Hydro's Syilx Relationship Lead, designated community business development liaisons, and the ONA's communications and advisory team to advance opportunities, provide and receive information, and track and share results.

Key duties and responsibilities include:

- Act as the primary point of contact and as an information and relationship hub for BC Hydro, the Nation, and Syilx member communities for directed procurement initiatives.
- Work collaboratively with BC Hydro to advance Procurement Sub-Agreement objectives and to monitor, evaluate and renew terms of the Agreement.
- Work with BC Hydro to identify and create near, mid- and longer-term directed procurement opportunities related to ongoing operations, maintenance and new capital spending programs.
- Support Syilx community business development liaisons to become familiar with BC Hydro's capital, operations and maintenance plans to develop a customized roadmap for future procurement and business opportunities.
- Work with the Nation and BC Hydro to set nation-wide directed procurement targets and support Syilx member communities and BC Hydro to set community-specific targets.

- Develop a strong understanding of BC Hydro procurement processes and criteria for the purpose of supporting Syilx community business development liaisons to participate in procurement opportunities.
- Work with BC Hydro to identify and target companies with whom Syilx community or member-owned businesses can form partnerships to pursue BC Hydro procurement opportunities.
- Provide support to Syilx community business development liaisons as needed to form partnerships or joint ventures with private sector businesses.
- Proactively share information with member communities and back to BC Hydro to ensure Syilx businesses and members can optimize opportunities to become involved in and benefit from BC Hydro projects.
- Participate in and report to Energy Executive Committee on BC Hydro procurement opportunities, agreement goals and targets, lessons learned and opportunities for innovation.
- Work with the Nation and the Energy Executive Committee to facilitate the development of a policy for distributing procurement opportunities.
- Coordinate the Procurement Working Group together with BC Hydro's Syilx Relationship Lead.
- Provide BC Hydro with feedback and recommendations based on the Syilx worldview and experience to enhance and improve the way BC Hydro works in the Syilx territory.
- Work with designated community business development liaisons to build and maintain a nationwide directory of Syilx businesses with services and skills related to BC Hydro opportunities.
- Support community business development liaisons to identify and/or build partnerships, prepare bids, or obtain information, training or capacity needed to develop and advance opportunities.
- Work with ONA communications team to communicate about directed procurement activity and opportunities through newsletters, website, social media, direct correspondence, etc.
- Other duties as required to advance development and procurement outcomes.

Qualifications and Experience

- Bachelor degree in business, planning, social sciences, Indigenous studies, natural resource management, or other applicable fields of study or equivalent training and work experience.
- Minimum of 5 years applicable professional experience.
- Experience leading, designing and implementing programs and projects.
- Demonstrated project management skills, including the preparation of technical reports, progress reports, work plans, and budgets.
- Well-developed communication, facilitation, conflict resolution, and interpersonal skills.
- Experience working with executive or technical committees, facilitating group processes, and engaging with communities.
- Demonstrated ability to build strong working relationships and support capacity building.
- Knowledge of Syilx culture, communities, and community organizations.
- Ability to work evenings or weekends when necessary to accommodate community engagement opportunities or other special meetings.
- A valid driver's license.
- Preference will be given to qualified applicants of Aboriginal ancestry.

Hours: Full Time 40 hours per week, with some evenings and weekends. A market related salary, pension and benefits package is attached to this position.

Application Procedures: Interested candidates are invited to send a current resume and covering letter to:

David Leroux, Human Resources Manager

Okanagan Nation Alliance
101- 3535 Old Okanagan Hwy
Westbank, BC V4T 3L7
Email: dleroux@syilx.org Fax: (250) 707-0166

Competition closes Friday, June 30, 2021 at 4.30 p.m.

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted.

