

First Nations Liaison Assistant

Classification:	Grid 18, BCGEU Membership
Office Location:	Fort St John or Dawson Creek
Salary:	\$58,541 - \$66,317 – Permanent Full-Time, based on a 35-hour work week. An additional 10% Job Family Market Multiplier will be added to the posted salary. An additional 3% Location Allowance will be added to posted salary for northern location.

Who We Are:

The BC Energy Regulator (BCER) is the Province of B.C.'s life-cycle energy resources regulator. The BCER is a Crown agency with a mandate to ensure energy resource activities are undertaken in a manner that: protects public safety and the environment, supports reconciliation with Indigenous peoples and the transition to low-carbon energy, conserves energy resources and fosters a sound economy and social well-being.

About the Job:

The First Nations Liaison Assistant provides technical support to the Responsible Development & Stewardship Department by assisting in activities to ensure the BCER's relationships with First Nations are maintained, and assisting with the implementation of BCER processes required to accommodate the Crown's legal duty to consult with First Nations on oil and gas applications.

A detailed list of accountabilities, education and experience is outlined in the job description.

How To Apply: Submit through <https://careers.bc-er.ca/> before the closing date of 31 May 2023 at 11:00 pm.

If you are excited about this role and joining us, we encourage you to apply. Applicants should review the education and experience listed in the job description and clearly articulate how their work experience and skills are aligned with the requirements. Please note, applicants will only be contacted if they are selected to proceed further in the process. An eligibility list with a duration of 6 months may be established.

What We Offer:

The BCER operates under a Hybrid Office Model (telework) whereby employees work from both a home office and a designated BCER office location in order to support our mandate (eligibility may vary, depending on position).

The BCER is proud to be an equal employment opportunity employer. We do not discriminate based on the protected grounds under the Human Rights Code. The BCER is committed to providing reasonable accommodations for the removal of barriers for qualified individuals. If you need assistance or accommodation, please let us know. We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships to the land and water, which the British Columbia Energy Regulator's work spans. We also respectfully acknowledge the Métis and Inuit people living across B.C.

If you require any assistance or require more information, you may contact us at: recruitment@bc-er.ca or call 250-419-4404.

The BCER's COVID-19 Vaccination Verification Policy requiring all existing, new, and potential employees to provide proof of their fully vaccinated status as a condition of employment has been suspended.

POSITION TITLE:	First Nations Liaison Assistant	POSITION #:	573106/573671/573672/ 573730/573750
DIVISION:	Resource Management & Stewardship	CLASSIFICATION:	Grid 18
PROGRAM AREA:	Responsible Development & Stewardship	LOCATION:	Fort St John, Dawson Creek
SUPERVISOR'S TITLE:	Director, Indigenous Consultation/ Manager, Decision Support/ First Nations Liaison Officer	POSITION #:	573311/573743/573115
SUPERVISOR'S CLASSIFICATION:	Excluded/Grid 30/Grid 27	LOCATION:	Fort St John

The BC Energy Regulator (BCER) is the Province of B.C.'s life-cycle energy resources regulator. The BCER is a Crown agency with a mandate to ensure energy resource activities are undertaken in a manner that: protects public safety and the environment, supports reconciliation with Indigenous peoples and the transition to low-carbon energy, conserves energy resources and fosters a sound economy and social well-being.

As a cost recoverable, values driven organization, we prioritize safety, stewardship and Indigenous interests throughout the full project lifecycle – from exploration to reclamation – and support the transition to clean energy. The BCER is committed to reconciliation with Indigenous Peoples, honouring the Provincial commitment to the United Nations Declaration on the Rights of Indigenous Peoples, the Declaration on the Rights of Indigenous Peoples Act, and the Truth and Reconciliation BCER's (TRC) Calls to Action. Through fostering respectful and collaborative relationships with Indigenous partners and stakeholders, the BCER delivers on Government's priorities.

The BCER has an innovative forward-thinking workplace that demonstrates our core values. Through continuous improvement and development, the BCER is agile and responsive to the rapidly changing environment in which we operate. We are diverse and inclusive, with transparency, innovation, and integrity as foundation of our respectful culture.

JOB OVERVIEW

The First Nations Liaison Assistant (FNLA) provides technical support to the Responsible Development & Stewardship Department by assisting in activities to ensure the BCER's relationships with First Nations are maintained, and assisting with the implementation of BCER processes required to accommodate the Crown's legal duty to consult with First Nations on oil and gas applications.

ACCOUNTABILITIES

- Supports consultation discussions related to routine oil and gas applications. Supports First Nation Liaison Officer (FNLO) in consultation discussions related to complex oil and gas applications;
- Reviews incoming First Nation referral packages to ensure completeness and accuracy of information, as well as classification of referrals according to consultation agreements or consultation guidance documents;
- Requests any additional data/information from clients and agents (applicants) that may be required for the review of application documents;
- Assists with preparation of BCER initial impact assessment;
- Prepares First Nation consultation packages;
- Manages application tracking systems and project specific spreadsheets to ensure consultation related information is accurately recorded and uploaded in a timely manner;
- Assists with the development of consultative and administrative processes and tools where required;

- Tracking consultation timelines and providing the First Nations and the FNLO with timely referral consultation status updates;
- Responds to requests from clients, BCER staff and First Nation community members for information on status of applications;
- Translates recommendations from FNLO into appropriate recommended conditions for approval of oil and gas permits;
- Provides assistance to other BCER staff on consultation processes;
- Monitors weekly work ledgers within application tracking system databases;
- Coordinates training for community staff as required including BCER orientation for new community staff members;
- Supports the FNLO in the development and maintenance of working relationships with the First Nations and industry representatives;
- Identify complex issues and keep FNLO and Director, Indigenous Consultation informed;
- Keep the FNLO and Director, Indigenous Consultation informed of upcoming deadlines and the status of First Nation interests and concerns;
- Provide statistics of First Nation consultations, as requested. Statistics may be gathered through the review of spreadsheets, review of all applications, and engagement summaries;
- Represent the BCER at site visits along with First Nations staff and/or proponents as required;
- Participate on various internal or external committees as required;
- Researching and organizing information to promote First Nations participation in Oil and Gas processes.

ORGANIZATION CHART

Commissioner, Chief Executive Officer

Executive Vice President, Resource Management & Stewardship

Vice President, Responsible Development & Stewardship

Operational Transition Lead

Director, Indigenous Consultation/Manager, Decision Support/First Nations Liaison Officer

First Nations Liaison Assistant (TOPIC POSITION)

EDUCATION AND EXPERIENCE REQUIREMENTS

Education:

2 year technical diploma or certificate in a relevant field plus a minimum of 1 year directly related experience; and/or an equivalent combination of education and experience will be considered to reflect a diversity of learning and experiences.

Experience:

- Current directly related experience working in a cross-cultural setting including issue resolution, consultation and relationship development;
- Technical experience related to First Nation consultation, resource management, and oil and gas activities;
- Knowledge of the constitutional and statutory responsibilities associated with First Nation consultation;
- Working with maps, plans and/or legal descriptions;
- Ability to interpret applicable legislation and understand how it applies to associated policy and regulations;
- Working with data storage and GIS based applications such as iMap;
- Excellent written and verbal communications skills;
- Reviewing and interpreting technical reports and application forms.

KEY COMPETENCIES

Adaptability - Willingness and ability to effectively work in and adapt to change

Initiative - Takes the initiative to identify new challenges or opportunities

Professionalism - Promotes a positive image of the organization by taking personal responsibility for one's role and acts consistent with Commission values

Communication - Ability to clearly convey and receive messages

Process Improvement - Proactively identifies process improvements; takes appropriate steps to implement

Focus on Priorities - Is able to identify priority activities and remains focused on the highest priorities

Detail Oriented - Sets and attains high standards for quality and accuracy in work

Cultural Agility - the ability to work respectfully, knowledgeably and effectively with Indigenous People. Notices and readily adapts to cultural uniqueness in order to create a sense of safety for all. Has the capacity to relate to or allow for different cultural perspectives and is willing to experience a personal shift in perspective.