



## **Intergovernmental Liaison**

### **EMPLOYMENT OPPORTUNITY**

The Regional District of Nanaimo is seeking a permanent full time Intergovernmental Liaison.

This management level position supports the Regional District of Nanaimo's (RDN) ongoing efforts in building and fostering effective, high quality working relationships with other levels of government and First Nations. Responsible for providing senior level information, advice and guidance to the RDN on external influencers that impact the RDN's services, this position ensures positive intergovernmental relationships exist with the provincial government, the federal government, First Nations, municipal partners, and other agencies. Additionally, this position will identify, assess and recommend implementation of best practices in the municipal sector.

Qualifications include a Master's degree in public administration, planning or related field, plus a minimum five years of experience in the area of intergovernmental relations. Experience working in a political environment and in interdisciplinary offices, along with considerable knowledge of economic, legal and political issues pertaining to First Nations is essential. A broad knowledge of the history, culture, government, community perspectives, protocols, agreements, services and related legislation affecting First Nation communities is preferred.

This excluded full-time position offers a competitive compensation and benefits package as well as a compressed work schedule option. Please visit the RDN website at [www.rdn.bc.ca](http://www.rdn.bc.ca) for more information on the Regional District of Nanaimo.

Please quote Competition 2019-022 and submit via email to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca) or fax to 250-390-4163. Applications can also be sent to the attention of Human Resources at Main Reception Administrative Building, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2.

**Applications will be accepted until 4:00 pm, on April 5, 2019.**

*Thank you for your interest in this position - only those under consideration will be contacted.*

**REPORTS TO:** Chief Administrative Officer

**SUBORDINATE POSITIONS:** n/a

**POSITION SUMMARY:**

This management level position supports the Regional District of Nanaimo's (RDN) ongoing efforts in building and fostering effective, high quality working relationships with other levels of government and First Nations. Responsible for providing senior level information, advice and guidance to the RDN on external influencers that impact the RDN's services. This position contributes to ensuring that positive intergovernmental relationships exist with the provincial government, the federal government, First Nations, municipal partners, and other agencies. Additionally, this position will identify, assess and recommend implementation of best practices in the municipal sector.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Develops and enhances a broad network of contacts and resources outside of the RDN; inter-municipally and at all levels of government, including First Nations.
2. Provides professional and expert leadership, support, advice and guidance to RDN senior staff, the Board, affected Board committees, and service areas on matters pertaining to First Nation relations and initiatives (including matters of treaty), the provincial government, municipal partners and other governments and agencies.
3. Identifies networking and participation opportunities for the RDN Board members, and senior staff.
4. Serves as a liaison; develops positive and effective relationships with First Nations, other orders of government, agencies and elected officials. Represents the RDN on various committees and working groups.
5. Works to develop appropriate protocols, agreements, Memorandums of Understanding, and other instruments to facilitate service agreements with First Nation communities and other governments and agencies.
6. Supports organizational engagement with other governments, First Nations and external agencies on major projects.
7. Prepares and recommends strategies and priorities to address potential issues arising from intergovernmental initiatives and conducts business case reviews, research and evaluation of approaches to ensure successful outcomes.
8. Prepares reports and recommendations to the Chief Administrative Officer and Corporate Leadership Group and attends Committee and Board meetings, as required.
9. Working closely with the Manager of Strategic Initiatives, assists with other projects and strategic initiatives related to intergovernmental relations.

10. Assists in the development of corporate policies, practices and procedures relating to intergovernmental relations. Develops policy positions and reports on government matters, First Nations initiatives and legislative changes.
11. Assists the Manager of Strategic Initiatives with the preparation of background materials and reports for consideration by the Board on the development and maintenance of performance measures and reporting relating to the Board's strategic Plan and the operational plan.
12. Researches and reviews potential sources of grant funding that are relevant to current and future projects for the RDN. Ensures that the relevant RDN departments are advised of current and emerging funding opportunities. Assists departments to ensure that grants are applied for in an appropriate manner and that all requirements are met.
13. Responds to general inquiries from First Nations and other governments and agencies.
14. Delivers presentations to First Nations and other governments and agencies, the Board, RDN staff and other interested parties.
15. Develops work programs as well as RFSQ and RFP's for the selection and retention of consultants to support the delivery of Intergovernmental and First Nation engagement activities.
16. Works routinely with complex and sensitive materials.
17. Enhances current knowledge of the organization of the legislative activities impacting the RDN.
18. Identifies opportunities to influence policy and government decisions to meet the needs of the RDN, including through the AVICC, UBCM and FCM.
19. Participates in the RDN's the Emergency Program through retaining current certifications and assuming a role in the Emergency Operations Centre, as requested.
20. Performs other related duties as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

Master's degree in public administration, planning or related field, plus a minimum five years of experience in the area of intergovernmental relations. Experience working in a political environment and in interdisciplinary offices.

**REQUIRED SKILLS AND ABILITIES:**

Highly developed interpersonal, written and verbal communication skills combined with exceptional analytical, engagement, negotiation, policy implementation and problem-solving skills. Ability to deal tactfully and effectively with other levels of government, senior staff, elected officials and the general public. Presentation experience, project management skills, budget and work plan development as well as computer skills, specifically Microsoft Office applications including Word, Excel and PowerPoint.