



**First Nations Liaison Assistant
Competition Number: 202127**

**Full Time Permanent
Grid 18: \$63,559 to \$72,070***

BC Oil & Gas Commission, Fort St John

Posted position functions within the Permit Adjudication branch

**Posted salary includes a JFMM Allowance of 10% and a Location Allowance of 3%*

The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia including exploration, development, pipeline transportation and reclamation.

PURPOSE OF POSITION

The First Nations Liaison Assistant provides technical support to the Applications department by assisting in activities to ensure the Commission's relationships with First Nations are maintained and by assisting with the implementation of Commission processes required to accommodate the Crown's legal duty to consult with First Nations on oil and gas applications.

SELECTION CRITERIA

- 2-year technical diploma or certificate in a relevant field plus a minimum of 1 year directly related experience; **or**
- A combination of relevant post-secondary coursework plus 2 years directly related experience.
 - *Relevant related education includes resource management, environmental management, First Nations studies, or other social sciences.*
- Current, directly related experience working in a cross-cultural setting including knowledge of 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 in BC.
- Demonstrated experience working with maps, plans and/or legal descriptions, data storage and GIS based applications such as iMap.
- Ability to interpret applicable legislation and understand how it applies to associated policy and regulations.
- Experience reviewing and interpreting technical reports and application forms.

If you are interested in applying for this role and meet the minimum selection criteria, please select "[Apply Now](#)" and submit your cover letter and resume prior to **11:00pm PDT on Wednesday, August 4, 2021**. Please note, applicants will only be contacted if they are selected to proceed further in the process. An eligibility list with a duration of six (6) months may be established.

For More Information:

Recruitment 250-794-5201

POSITION TITLE:	First Nations Liaison Assistant	POSITION #:	573106 /573107/ 573671 573672/ 573730/573750
DIVISION:	Applications & Operations	CLASSIFICATION:	Grid 18
PROGRAM AREA:	Applications	LOCATION:	Fort St John
SUPERVISOR'S TITLE:	Authorizations Manager/ Manager, Decision Support/First Nations Liaison Officer	POSITION #:	573197/ 573743/ 573720/ 573869/573115
SUPERVISOR'S CLASSIFICATION:	Excluded/Grid 30/Grid 27	LOCATION:	Victoria/Fort St John

The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected through the objectives of ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

JOB OVERVIEW

The First Nations Liaison Assistant (FNLA) provides technical support to the Applications Department by assisting in activities to ensure the Commission's relationships with First Nations are maintained, and assisting with the implementation of Commission 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 s Commission 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, Commission 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 Commission staff on consultation processes;
- Monitors weekly work ledgers within application tracking system databases;

- Coordinates training for community staff as required including Commission 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 Authorizations Manager informed;
- Keep the FNLO and Authorizations Manager 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 Commission 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, Chief Operating Officer

Vice President, Applications

Executive Director, Permit Adjudication/Executive Director, Major Projects

Authorizations Manager/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; or
- A combination of relevant post-secondary courses plus 2 years directly related experience.
Relevant related education includes resource management, environmental management, First Nations studies, or other social sciences.

Experience:

- Current directly related experience working in a cross-cultural setting including issue resolution, consultation and relationship development; and
- 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; and
- 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