



Stk'emlúpsenc te Secwépemc Nation (SSN)

334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Telephone: 250-373-0023 Fax: 250-373-0025

Employment Opportunity: Industry Relations Manager

Stk'emlúpsenc te Secwépemc Nation (SSN), comprised of Tk'emlúps te Secwépemc (TteS) and Skeetchestn Indian Band (SIB), is a historical and traditional Caretaker Unit of the Secwépemc Nation. The SSN is the governing organization responsible for matters and projects within SSN territory.

The Industry Relations Manager is responsible for cultivating and maintaining mutually beneficial relationships between SSN and external stakeholders. The Industry Relations Manager works to understand industry trends, regulations, and challenges. This position develops and manages SSN's Major Projects team to deliver agreed outcomes (quality/timeliness/cost) for agreements and engagement proposals.

Key Responsibilities:

- Performs all duties and responsibilities in accordance with the policies, standards, protocols and procedures of SSN and as directed by the Director of Operations;
- Develops and manages SSN's Major Projects team to deliver agreed outcomes (quality control/timeliness/cost) for agreements and engagement proposals;
- Develops policies, procedures and processes that maximize efficiency and the achievement of desired outcomes relating to Industry engagement and agreements;
- Monitors existing operating projects, including Industry related issues, identifying relevant concerns and ensuring that performance issues are addressed in a timely and appropriate manner;
- Implements regulatory review processes relating to Industry initiated projects and proposals;
- Develops and implements annual plans for the effective delivery of all matters relating to Major Project proposals from Industry and the effective implementation of associated agreements;
- Develops and implements engagement protocols between Industry partners and the SSN member communities (TteS and Skeetchestn) to ensure meaningful engagement, participation, and reporting;
- Contributes as a member of the SSN leadership team to develop and deliver annual strategic plans and budgets;
- Manages financial resources relating to the team's activities including annual budgeting, monthly reporting and delivery of commitments within allocated resources.
- Demonstrates receptiveness to opportunities for personal skill development, and willing to travel as required to assist with the goals and objectives of the SSN;
- Determines the makeup of the team (staff/contractors), including supervisory duty for Major Projects staff:
 - Supports and participates in the recruitment and selection processes;





Stk'emlúpsəmc te Secwépeḿc Nation (SSN)

334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Telephone: 250-373-0023 Fax: 250-373-0025

- Identifies skills gaps and recommends training opportunities;
- Works with Human Resources to manage performance and supports adherence to labour laws and regulations;
- Supervises direct reports, including delegation of tasks and completion of annual performance reviews;
- Fosters open and effective communication, providing clear direction and vision within the team; and
- All other related duties as required.

Qualifications:

- University degree with a concentration in a related field (Environmental Science, Natural Resources, Law) or equivalent combination of education and/or training;
- A minimum of 6 years' progressive experience in a similar role;
- A minimum of 4 years' experience in project management, management or supervising people;
- Demonstrates strong project management experience, including project development, managing budgets, planning, implementation and evaluation; and
- Demonstrates proficiency in MS Office including Outlook, Teams, Excel, PowerPoint, SharePoint and Word.

Other Requirements Include:

- Valid driver's licence and clean driver's abstract;
- Ability to navigate and work in remote locations, as needed; and
- Ability to work flexible hours (i.e., short-notice or extended hours).

What We Offer Our Employees:

In exchange for your hard work and dedication, you will receive a highly competitive salary of **\$82,165 to \$106,815**, negotiable dependent on experience, along with a great host of benefits, including:

- 3 weeks of vacation to start;
- Extended health, dental and vision;
- 5.5% Registered Pension Plan (RPP) matching and Life insurance; and
- 2 weeks paid vacation at Christmas time.





Stk'emlúpsəmc te Secwépəmc Nation (SSN)

334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Telephone: 250-373-0023 Fax: 250-373-0025

Additional Information:

- Hours of Work: Full-time; Normal day shift – 7 hours. (Non-normal shifts may be required);
- Physical work location is currently following a hybrid-model and will change in the future as a return-to-office plan is implemented. Currently, the expectation is to work from home and be available to work in both SSN offices (1030 Trans-Canada Highway, Skeetchestn, BC / 334 Chief Alex Thomas Way, Kamloops) on an as-needed basis; and
- The successful applicant must reside in Kamloops or surrounding area.

Application Deadline: December 4, 2024 or until filled

Submit cover letter and resume to the attention of:

Jordann Hazelwood

Stk'emlúpsəmc te Secwépəmc Nation

334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Email: careers@stkemlupsemc.ca

SSN thanks all applicants for their interest; only applicants shortlisted will be contacted.

