



BC TREATY COMMISSION  
JOB DESCRIPTION

**POSITION: Process Advisor**

**POSTING DATE: June 18, 2018**

**SUMMARY**

Location: Vancouver, B.C. Full Time Position

Reporting to the Director and Associate Director of Process, the Process Advisor is a member of a small team that assists the Treaty Commission in carrying out its mandate. Responsibilities include: monitoring the negotiating parties' progress in treaty negotiations; identifying obstacles and possible solutions; providing research, advice, recommendations and assistance to the Treaty Commission; and facilitating negotiations as directed by Commissioners and the Directors.

**RESPONSIBILITIES**

1. Supports Commissioners at treaty tables by establishing and maintaining relationships with the parties at assigned tables, providing advice/information, and building trust as an impartial facilitator.
2. Carries out facilitation duties on behalf of the Treaty Commission, which may also include chairing of meetings.
3. Travels to and attends assigned treaty negotiation tables, or special gatherings as requested, including travel to remote and rural areas.
4. Reviews all correspondence related to assigned tables and prepares briefing summaries and drafts correspondence.
5. Monitors the progress of negotiations. Ensures the Chief Commissioner, Commissioner(s), and appropriate Directors are advised of significant issues. Identifies and analyzes obstacles to progress; suggests remedial actions to the Commissioner(s).
6. As required, explains Treaty Commission policies and procedures to the parties and monitors compliance; advises Commissioners of areas of non-compliance.
7. Researches matters that impact the treaty negotiations process; analyzes and prepares discussion papers containing recommendations.
8. Supports the Treaty Commission with special projects and initiatives, and as requested represents the Treaty Commission at public information and education forums.
9. Participates in BCTC internal meetings as required.
10. Works cooperatively and collaboratively with all Commissioners and departments.
11. Performs other related functions as assigned.



## EDUCATION / EXPERIENCE

- Bachelor's Degree in a relevant discipline
- A combination of education and experience will be considered
- Compensation will be commensurate with experience

## SKILLS AND ABILITIES

- Knowledge of First Nations issues, politics and the BC treaty negotiations process
- Cross-cultural understanding and sensitivities
- Analytical and problem-solving skills
- Knowledge of types of meeting dynamics, and/or facilitation and mediation skills
- Diplomacy and judgment in sensitive, complex political situations
- Ability to maintain confidentiality of information and adhere to Treaty Commission policies
- Ability to prioritize work load and work under pressure to meet deadlines
- Ability to work in a team environment and independently
- Flexibility in work schedule and ability travel on short notice is required;
- Comfortable travelling to rural and remote areas
- Excellent organizational skills
- Excellent interpersonal, verbal and written communication skills
- Experienced computer skills, internet and Microsoft programs
- Must possess a valid driver's license

**Applications will be accepted until July 27, 2018 at 12PM. Please submit your cover letter and CV/resume and three references to [reception@bctreaty.ca](mailto:reception@bctreaty.ca); only those short-listed will be contacted for an interview.**

For more information on the BC Treaty Commission, please visit our website at [www.bctreaty.ca](http://www.bctreaty.ca)