

## Job Description

**Title** *NStQ Traditional Researcher (Term position)*  
**Reports to** *NSTS Self Government Transition Coordinator*

---

### Job Summary

The researcher position contributes to the overall success of the organization by working closely with NStQ Treaty group to enhance the collection of Traditional Ecological Knowledge of the Northern Secwepemc Fisheries for anadromous fish throughout the NStQ Statement of Intent Area. The researcher will be reviewing selected materials on traditional governance, traditional practices, and laws, and conducting interviews with NStQ Knowledge holders while applying Indigenous Research and Indigenous Knowledge Ethics.

**Term Position: March 2022**

### Duties and Responsibilities

#### **A: Cultural Research:**

1. Recognizes and respects all cultural diversity and has an understanding of NStQ culture.
2. Work closely with Treaty Team to conduct preliminary research by reviewing selected literature and interviews on Traditional NStQ knowledge on governance surrounding traditional fishing practices.
3. Conduct literature reviews and analyzing documents based on academic, ethnographic, and grey literature.
4. Excellent analytical skills and previous archival research experience.
5. Writing research reports and memoranda summarizing documentation and setting out research findings.
6. Creating and maintaining bibliographies.
7. Conduct sensitive interviews with NStQ Knowledge holders about Traditional Fishing Practices and governance.
8. Have the ability to make people feel comfortable during interviews and to answer questions about the project.
9. Ensure that all interviews align with NStQ values and principles and ensure cultural safety is maintained at all times and that Indigenous Research and Indigenous Knowledge ethics are applied.
10. Ensure that all interview materials are organized, saved, filed and confidentiality is maintained.
11. All interviews are documented and digitized.
12. The Fisheries Traditional Knowledge Researcher is responsible for community-based research and consultation with the four NStQ communities. The researcher will conduct a comprehensive review of previous research, interviews, and ethno historic and archeological information regarding NStQ fish harvesting.
13. Desire to learn best practices in applied research in a positive, interesting and rewarding workspace
14. Be adaptable and flexible

#### **B: Communications Administration & Project Coordination:**

1. Work closely with Treaty Managers and Self-Government Coordinators to support Treaty Related Measure activity.
2. Prepares for meetings with interviewees, including contacting knowledge holders, ensuring all required equipment is ready and the information required for the interview is prepared.
3. Report to the Fisheries Portfolio Holders and Treaty Team on Progress and provide updates as required.
4. Present Fisheries project information in community meetings and answer project specific questions with the support of the Treaty team.
5. Prepare a monthly report on activities to supervisor and Treaty Team.
6. Identifying, copying, scanning, labeling and filing of relevant documents and maps from public and private archives, government offices and university libraries
7. Perform administrative tasks related to the project and other duties as assigned.

### Education:

- Bachelor's Degree or higher in relevant fields or equivalent experience (History, Indigenous Studies, or Communications)

### Competencies:

The NStQ Traditional Researcher should demonstrate competence in some or all of the following:

- Quality-sets and attains quality standards that meet or exceed requirements
- Superior writing and editing skills
- Planning and Organizing – plans and organizes time effectively to meet goals and timetables

- Initiative – takes the initiative to identify new challenges or opportunities
- Data Analysis – gathers, analyzes, and acts on information-including team/individual performances
- Problem Solving – uses critical thinking to solve problems and achieve effective solutions. Thinks outside of the box
- Accountability – holds self-accountable for achieving goals

**Skills and Abilities:**

- Competent with Microsoft Word and Excel
- Ability to perform administrative tasks
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality

**Experience:**

- **At least 3 years Experience working with First Nations Communities preferred**

**Working Conditions**

- Travel will be required
- Non-standard hours of work
- Supervision received – moderate supervision with less frequent direction and occasional review of the work performed

**Conditions of Employment**

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must have a vehicle in good operating condition and appropriate vehicle insurance

**Directly Supervises**

- None

**General Category:**

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communications with co-workers, leadership and all others who do business with NSTC
- Ensures that all internal and external deadlines are met
- Serves on committees as directed by the Senior Treaty Manager
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of Supervisor
- Maintains confidentiality of all information seen, heard or obtained by virtue of employment
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

**Position Classification:**

Salary Grid Level:

Security Level:

<p><b>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.</b></p>	<p>Employees Signature: _____ Name: _____</p>	<p>Date: _____</p>
<p><b>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</b></p>	<p>Supervisor Signature: _____ Name: _____</p>	<p>Date: _____</p>