

## Job Description

**Title:** *Fisheries Manager*

**Reports To:** *Senior Stewardship Manager*

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### Job Summary

The Fisheries Resources Manager contributes to the overall success of the represented communities by coordinating the effective development, provision, and evaluation of the fisheries program and natural resource according to the organization's vision, objectives, and strategic direction. The Fisheries Resources Manager carries out the mandate of protecting and implementing Aboriginal title and rights to fisheries, and managing and protecting resources to enhance and sustain fish stocks in their habitat, as well as overseeing staff.

### Duties and Responsibilities

#### A: Operations:

1. Develops an operational plan which incorporates goals and objectives for programs and services aligned with the strategic direction, including program delivery and evaluation
2. Manages and delivers the sustainable fish and fisheries programs as it pertains to the AFS agreement with DFO
3. Consults and liaises with other Fisheries resources experts to share information and to potentially formulate joint special projects which would enhance the delivery of existing programs and services
4. Participates in various community, council and committee meetings
5. Represents the region on issues and initiatives related to fisheries, as well as on closely intertwined issues, such as stewardship and ecosystems
6. Facilitates the resolution of inter-jurisdictional, multi-interest issues related to fisheries, such as convening multi-stakeholder workshops and meetings or implementing joint action plans
7. Liaises with elders, hunters, trappers, traditional knowledge holders and other community members to identify issues that are of concern to the community
8. Cross-references community information with resource inventory management system and traditional use study database
9. Meets regularly with government bodies, industry, First Nations organizations, etc. to share information and identify problem areas, then work towards developing solutions to issues
10. Arranges field trips with elders, traditional knowledge holders, resource users and community members to record use, knowledge and concerns; physically reviews waters and lands in question and works with various fisheries and resource experts
11. Makes recommendations on course of action to take to ensure the integrity of the Fisheries program from a technical and political point of view
12. Conducts needs assessment with the community to identify gaps and provide targeted services to the community's needs

#### B: Human Resources and Administration:

1. Establishes and maintains annual operating budget and works to secure adequate revenue and funding
2. Prepares and submits regular activity reports and statistics to appropriate agencies and the community
3. Oversees and supervises all program staff; coordinates and participates in the recruitment of staff
4. Takes responsibility for the orientation, performance review and development of staff
5. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and consults with Executive Director when progressive disciplinary actions are required
6. Ensures employee compliance with Tribal Council policies and procedures
7. Coordinates and leads staff meetings, sets the agenda, provides minutes and clearly communicates Tribal Council information to all staff
8. Keeps the Executive Director informed of sensitive and important issues and events
9. Ensures there is a system of checks and balances for the maintenance of accurate and confidential files and records; complies with reporting requirements
10. Creates a safe and healthy environment
11. Provides support in establishing operational policies for the program
12. Develops a communication strategy for public awareness of programs and events
13. Other duties as assigned or required

*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.*

## **Qualifications**

### **Education:**

1. Diploma in Natural Resources Management, Fish Biology, or a related field

### **Competencies:**

The Fisheries Resources Manager should demonstrate competence in some or all of the following:

1. Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients and colleagues to build long term relationships that foster collaboration and partnership
2. Leadership & Teambuilding - Sets an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coaches for employee development and provides purposeful feedback for improved performance
3. Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
4. Results Orientation - Pursues excellence while achieving results that meet or exceed customer requirements focusing on the highest priorities
5. Initiative - Is a self-starter, seeking out or taking the initiative to identify new challenges or opportunities and proactively doing things
6. Analytical Thinking - Observes identifies and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations

### **Skills and Abilities:**

1. Knowledge of fisheries resource management principles, practices, policies and procedures to consult with staff and various other governing bodies and agencies
2. Understanding of issues, techniques, initiatives and programs related to conservation and restoration of fish, fish habitats and watersheds
3. Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the Intermediate level (capable of using a large number of functions and feel confident using the program)
4. Ability to work independently and build effective interpersonal relationships
5. Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality

### **Specialized Knowledge:**

1. Knowledge of Aboriginal Rights and Title (ART)
2. Court Cases and precedent law in regard to ART and Consultation and Accommodation
3. Knowledge of local conditions, ecological factors, environmental and political issues related to natural resources

### **Experience:**

1. Two years natural resources experience in a similar position, or related experience
2. Experience supervising and managing staff as well as developing and managing budgets

### **Working Conditions**

1. Travel to other related organization locations will be required
2. Non-standard hours of work
3. Ability to perform the physical requirements of the job which include field work and walking along rivers and streams, as well as other bodies of water, heavy lifting, adverse weather conditions
4. Receives minimal supervision with occasional direction and very few checks of the work performed

### **Conditions of Employment**

1. Must be able to obtain and maintain a Criminal Records Check
2. Must be able to obtain and maintain a valid BC Driver's Licence
3. Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence
4. Must be able to obtain and maintain a valid Emergency First Aid Certificate, WCB approved Level 1

### **Directly Supervises**

1. Fisheries Coordinator and other seasonal fisheries workers on term projects. Oversees contractors.

**General Category:**

1. Operates as part of a team and is flexible about the boundaries and functions of the job
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
3. Ensures that all internal and external deadlines are met
4. Travels as required in the performance of their job
5. Serves on committees as directed by the Executive Director
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
7. Successfully completes all training courses undertaken at the direction of Executive Director
8. Maintains confidentiality of all information seen, heard or obtained by virtue of employment
9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

**Position Classification:**

Salary Grid Level: 6

Security Level: Level Four Criminal Records Check

<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>	Employees Signature: _____ Name: _____	Date: _____
<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>	Supervisor Signature: _____ Name: _____	Date: _____