PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991959</th>
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<tr>
<td>Position Title:</td>
<td>Indigenous Community Liaison</td>
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<tr>
<td>Department:</td>
<td>Ocean Networks Canada</td>
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<tr>
<td>Reports to:</td>
<td>Associate Director, Learning &amp; Community Engagement</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct_0__ Indirect_5+__</td>
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<tr>
<td>Classification Level</td>
<td>SG9</td>
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<tr>
<td>Last Updated</td>
<td>October 2018</td>
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2. Position Summary

Ocean Networks Canada (ONC) is a world-leading organization supporting ocean discovery and technological innovation. ONC is a not-for-profit society that operates and manages innovative cabled observatories on behalf of the University of Victoria that supply continuous power and Internet connectivity to various scientific instruments located in coastal, deep-ocean, and Arctic environments. ONC’s cabled arrays host hundreds of sensors distributed in, on and above the seabed along with mobile and land-based assets. These strategically located instruments address key scientific and policy issues (subsea earthquakes and tsunamis, ocean acidification, marine biodiversity, etc.) within a wide range of environments.

ONC’s vision is to enhance life on Earth by providing knowledge and leadership that deliver solutions for science, society and industry. ONC’s Innovation division is comprised of the Business Development and Learning & Community Engagement departments. Its primary role is to serve the industry, government, and society user segments identified in the ONC vision statement. The Learning & Community Engagement department serves ONC’s user communities by: leading ONC’s organizational commitment to meaningful, ongoing engagement of Indigenous and other communities; providing formal and informal educational resources for youth and adults; serving as a key liaison with the social science research community; working to strengthen ONC’s emerging role as a leader in science-oriented community-engaged research; and developing environmental monitoring programs in collaboration with community partners. The department comprises four teams: Indigenous Engagement, Education, Community-Engaged Research, and Community-Based Monitoring.

Reporting to the Associate Director, Learning & Community Engagement the Indigenous Community Liaison plays a key role in the development and implementation of a strategy for engagement in Indigenous communities, primarily on the north coast of BC and on Vancouver Island where ONC has existing installations, but extending to other regions as new opportunities arise. This position is a member of the Indigenous Engagement team in the Learning & Community Engagement
department. The Indigenous Community Liaison works collaboratively with other individuals in the department and across ONC on initiatives related to Indigenous engagement.

Of critical importance to this position is an intimate knowledge of Indigenous ways of knowing and being. Cultural competency, including an in-depth understanding of colonization, decolonization, land issues, cultural protocols, and settler/Indigenous relationships is essential. This position advises others in the organization, including the Executive, on matters related to Indigenous engagement.

This position requires field work and travel to remote locations including the Arctic, coastal communities accessible only by boat/float plane, and on ships for at-sea expeditions. The Liaison is occasionally required to work on weekends and/or evenings to support events and activities.

3. Key Responsibilities and Expectations

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<th>Key Responsibilities</th>
<th>Expectations:</th>
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<td>Relationship Development 50%</td>
<td>• Develops and maintains external relations with Indigenous communities, organizations and Nations on behalf of ONC. • Ensures that ONC’s ongoing relationships with Indigenous partners are positive and constructive by regularly seeking feedback from communities, making recommendations for new initiatives and programs, which meet community needs, and ensuring that ONC’s engagement is conducted in a good way. • Travels to coastal communities including remote locations to visit with members of Indigenous communities, including those in leadership roles, to inform them about the possibilities of partnership and support with ONC and to learn about their interests and needs. • Maintains records of conversations and meetings with Indigenous community members for project records. Where required for funding applications and projects, maintains formal logs of communication, which meet terms of contractual agreements. • Together with the Associate Director, builds ONC’s relationship with UVic departments involved in Indigenous engagement. • Coaches and advises members of ONC staff on cultural protocols, matters relating to colonization, decolonization, land issues, and settler/Indigenous relationships, etc., and otherwise informs their relations with Indigenous communities they are engaging with.</td>
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- Organizes, attends and/or participates in working and focus groups to gather input and collect feedback from Indigenous communities.
- Makes presentations to leadership, including Chief and Council, in Indigenous communities on ONC’s programs and opportunities and makes recommendations for further engagement.
- Together with other teams at ONC involved in deploying instrumentation, advances proposed installations by seeking support for permitting applications from leadership in Indigenous territories.
- Manages inquiries, concerns, comments received from members of Indigenous communities.
- Other duties related to Indigenous engagement, as required by the Associate Director.

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<th>Resource Development and Communications 15%</th>
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<td>Works with the Indigenous Community Learning Coordinator and the Education team to incorporate content on the ONC website and into educational materials which reflect Indigenous values, culture, and knowledge.</td>
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<td>Writes short summaries of activities, which will be used in ONC news stories led by the ONC Communications team; authors web site content on topics related to Indigenous engagement.</td>
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<td>Contributes content to the ONC internal bulletin, external newsletter, social media and blog posts.</td>
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<td>Reviews materials authored by other ONC staff for language and content related to Indigenous communities, their protocols, values and culture.</td>
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<th>Outreach and Events 15%</th>
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<td>Maintains a calendar of important events occurring in Indigenous communities and recommends community events for ONC’s participation. Estimates budgetary and staffing requirements.</td>
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<td>Leads the organization of events and workshops which feature Indigenous knowledge and include Indigenous communities, including sourcing the venue, ordering catering, sending invitations, and creating and monitoring a budget for the events. Utilizes knowledge of cultural protocols when arranging events. Recommends staffing requirements and trains other ONC staff and volunteers to assist in holding events.</td>
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<td>Represents ONC at local, national, and international public events and conferences; on occasion submits abstracts and conducts presentations.</td>
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<th>Internal Capacity Building and Training 10%</th>
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<td>Advises staff within the organization, including leadership and the Executive, to improve the internal cultural competency and practices within ONC. Topic areas include cultural protocols and matters relating to colonization, decolonization, land issues, and</td>
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- Together with the Associate Director, participates in the development of ONC’s Indigenous Engagement Plan, Strategic Plan, and annual Program Plan and budget, which includes:
  - Sharing their Indigenous cultural knowledge.
  - Researching similar plans at other organizations.
  - Writing parts of the plan.
  - Making recommendations for improvements.
  - Providing advice to members of the ONC leadership team on the implementation of the plan.
- In collaboration with the Indigenous Community Learning Coordinator, provides support, training and mentoring to youth participating in the Youth Science Ambassador program.
- Supervises short term employees, co-op students and student volunteers as required.
- Tracks metrics as appropriate for all engagement activities, reporting these to the Associate Director.
- Leads risk management for ONC in the area of Indigenous engagement: identifies risks and mitigation strategies, monitors likelihood of risks, and makes recommendations for actions. Provides advice on strategic risks to the Associate Director and Director, Innovation; is the organizational point person for operational risks in this area.

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<th>Opportunity Development</th>
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- Identifies opportunities and priorities for ONC to partner with Indigenous communities, environmental stewardship organizations, NGOs, and municipal, provincial, and federal government departments on Indigenous-focused initiatives.
- Develops identified opportunities by convening staff and departments at ONC and fostering evolving partnerships by ensuring that internal departments are informed and involved as needed.
- Together with the Associate Director, develops formal partnership agreements (e.g., Memoranda of Understanding) with external organizations.
- Supports the Associate Director Learning & Community Engagement, the Associate Director of Partnerships and Government Relations, and the Executive in developing relationships with government departments involved in Indigenous engagement.
- Together with the Community-Based Monitoring Manager, identify opportunities for new science projects, instrumentation proposals, and community-based research proposals.
Together with the Associate Director, pursues funding opportunities to grow Ocean Networks Canada’s capacity to meet the needs of Indigenous communities in Canada. Duties include identifying opportunities, assisting in authoring grant applications, and preparing budgets.

4. Classification Factors:

**Problem-Solving:**
- The Liaison guides activities related to Indigenous engagement at ONC, and is therefore responsible for leading others in finding solutions to problems and issues related to Indigenous communities. Guidance may be available but usually not in relation to the exact situation being dealt with, and in the form of assistance with solutions, not instruction. The Liaison will be responsible for5

- Makes decisions which respect and honour priorities, customs, and protocols of Indigenous communities which requires a high level of Indigenous acumen, analysis, judgment and critical thinking to be effective. Typical problems may include navigating sensitive protocols around relationship/partnerships, weighing and matching funding guidelines/parameters with community priorities/goals; navigating politically-charged situations around land etc.

- The Liaison works closely with external partners and sometimes works partially on reserve and/or brings community members onto campus for meetings. The power dynamics between Indigenous communities and research institutions like UVic are sensitive and the incumbent will be required to navigate politically charged meetings and/or discussions between these parties and community members and leaders.

**Responsibility for Financial & Material resources:**
- The Liaison is involved with budget planning and monitoring for all events that they organize, and makes recommendations on expenditures to the Associate Director, (typically $5K-$50K).
- On occasion, the Liaison prepares budget drafts for grant proposals ($10K-$100K).
- The Liaison makes recommendations for payment to community members for services such as participating in workshops and reviewing materials (typically <$10K).
- This position contributes to the annual Program Plan and Budget of the Learning & Community Engagement Department.

**Responsibility for Human Resources:**
- The Liaison is formally supervised by the Associate Director, and is expected to be self-directed and work independently. Informal collaboration occurs with several internal groups, most often with other teams in the Learning & Community Engagement Department, Science Services, and Communications.
- From time to time, the Liaison will supervise short-term staff or cooperative education students.
- The Liaison provides guidance and mentoring to others in the organization, including the ONC Executive, around Indigenous engagement, protocols, language, and sensitivities.
- The Liaison occasionally leads and coordinates project teams on initiatives related to Indigenous engagement such as planning of events and workshops.

**Impact of Decisions and Actions:**
- Actions and decisions of the Liaison have a major impact on the success of the creation and maintenance of relationships with Indigenous leadership, communities, and organizations. This position will have a major impact on ONC’s relationships with Indigenous communities and manages reputational and other risks for ONC in this area.
- The Liaison supports the Associate Director, Learning & Community Engagement, the Associate Director of Partnerships and Government Relations, and the Executive in developing relationships with government departments involved in Indigenous engagement. This position has a minor impact on ONC’s reputation with these departments, their staff, and elected officials.
- As the Liaison is responsible for developing relationships with other departments at UVic involved in Indigenous engagement, the actions will have a moderate impact on ONC’s relationships on campus and have a minor impact on UVic’s ability to deliver on its Indigenous Plan.
- Decisions made by the Liaison have financial impact where they affect ONC’s ability to secure grants and contracts for work with Indigenous communities and government departments involved in Indigenous engagement. The Liaison is responsible for keeping records of communication under contractual agreements and the accuracy of these records impacts ONC’s reputation and ability to secure and maintain funding.
- The incumbent will be responsible for assisting in strategic planning and reporting for the evolving ONC Indigenous Community Engagement Plan which guides short-term and long-term engagement activities for ONC as a whole.

**Independence:**
- The Liaison operates under the general supervision of the Associate Director. The Liaison is expected to demonstrate a high level of judgment and experience in the role, and on certain occasions to advise and support the Associate Director on matters related to Indigenous engagement.
- The Liaison holds a leadership role in the organization with respect to Indigenous engagement and is expected to advise others, including the ONC Executive, on this topic.
- Decisions will often be made independently in field and travel situations with little or no guidance from other staff at ONC.
- There is a high degree of independence in the approach taken to individual tasks, and the Liaison is expected to take initiative on planning and executing projects. There are no existing policies or practices that govern the Liaison’s work, and the decisions undertaken by this position are unique to the organization.
5. **Summary of qualifications:**

The position requires completion of an undergraduate degree and a minimum of 2-3 years demonstrated experience working within and/or directly with Indigenous communities. Equivalent combinations of training, education and/or experience may be considered.

Essential knowledge:
- Strong knowledge of BC Indigenous communities’ history, culture, social circumstances, and protocols.
- Knowledge of Indigenous laws, historical perspectives, and current political issues involving Indigenous students and communities.
- Knowledge of Indigenous rights and title, awareness of Indigenous territories in BC, and a strong understanding of the Indigenous land claims process.
- Knowledge of environmental and climate issues facing Indigenous and coastal communities.

Essential experience:
- Experience working in or engaging with Indigenous communities, community organizations and diverse audiences and in building partnerships with such communities and organizations.
- Experience in working in small remote communities.
- Event planning, budgeting, and coordination.
- Demonstrated ability to design and execute projects.
- Must be able and willing to travel and must have a valid BC driver’s license.

Essential skills:
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and the ability to communicate with stakeholders in communities, academic environments, and government.
- Ability to understand and communicate concepts related to technology and environmental monitoring to a non-expert audience.
- Ability to work cross-culturally, and especially across a range of Indigenous communities.
- Ability to quickly and effectively acquire, absorb, evaluate and use information.
- Demonstrated ability to work in both a team setting and under limited supervision.
- Ability to provide support and advice in a positive, flexible and conscientious manner.
- Ability to demonstrate initiative, creativeness, resourcefulness, and discretion.
- Ability to be flexible and adapt to shifting priorities and meet deadlines in a fast-paced work environment.

The following qualifications would be considered assets:
- An existing network of relationships with Indigenous communities in BC.
- Education, experience, and/or knowledge in ocean sciences.
- Knowledge of Indigenous language(s) and revitalization efforts.
- Experience in conducting training sessions and/or acting in an advisory role to others.
- Knowledge of Indigenous cultures across Canada including Inuit territories.
- Experience utilizing social media to support or promote project work or organizations.
- Experience with financial/budget administration and proposal development.
- Experience in risk management and/or project management.

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<th>Employee’s Signature:</th>
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<th>Manager’s/Supervisor’s Signature</th>
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