



**Tsq'escen' First Nation**  
THE PEOPLE OF BROKEN ROCK

## CONTRACT OPPORTUNITY

### **Request for Interest: Contract Opportunity with Tsq'escen' First Nation**

Tsq'escen' First Nation is excited to announce a unique and impactful contract opportunity within our community. We are currently seeking a dedicated and dynamic professional to join us on a six-month contract to support Chief and Council to build the community's profile at tables around the province and Canada that will enhance the systems that support the community in their path in self determination and Self Governance.

### **Overview:**

Provides in-depth research, review and analysis of policies and procedures; provides comprehensive evaluations of existing and new policies to support to the goals and objective of Tsq'escen' First Nation in policy developments and administration. Provides support to Chief and Council, as well as administrative personnel. Chief and Council require an executive level policy analyst to assist with the following workplans;

- Election Code review, amendments and update
- Governance Policy development
- Citizenship Code review, amendments and update

Each of these workplans require meeting with community at large for input and feedback, then providing drafts for approvals and ratification.

### **Key Responsibilities:**

- Makes recommendations regarding the organization's guidelines and policies, including the development and implementation of procedures to enhance the effectiveness of policies and processes in meeting the service needs.
- Define and analyze processes; prepares analyses in core responsibility areas related to policy review and development, process improvement initiatives, best practices, special projects, and related reports and publications. Facilitate the implementation of development plans.
- Participate in the decision-making process to define, develop, and implement short- and long-range goals and objectives.
- Provides strategic planning, policy analysis, interpretation, problem resolution, and administrative counsel on a variety of concerns and activities.
- Ensures that best management policies and practices are in place and comply with relevant regulations.



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- Work collaboratively with other departments to ensure policy integration and alignment across the organization.
- Stay informed about emerging trends, issues, and best practices, and adherence to provincial and federal legislation particularly in the context of policy development, and indigenous governance.
- Building relationships with government and industry to enhance beneficial transactions and raise profile of the Nation.
- Confer with personnels involved to ensure successful execution of existing and newly implemented policies or procedures.
- Develop policy proposals, including drafting policy documents, reports, and presentations.
- Document findings and prepare policy briefs, recommendations for implementing new policies, procedures, or organizational changes.

### **Required Qualifications:**

- Bachelor's degree (B. A.) in related field
- Two to four years related experience, or equivalent combination of education and experience
- Demonstrated understanding of the impacts of colonization on Indigenous communities
- Demonstrated ability to supervise and motivate subordinates.
- Commitment to excellence and high standards
- Excellent written and verbal communication skills.
- Ability to work with all levels of management
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Basic competence in duties and tasks of supervised employees
- Working knowledge of data collection, data analysis, evaluation, and scientific method
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Ability to direct and recommend cost-effective creative solutions

### **Competencies:**

- **Analytical** – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.



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- **Project Management** – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Leadership** – Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Business Acumen** – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

### **Contract Details:**

- **Duration:** Six-month contract with potential for extension based on the success of the project.
- **Location:** The primary workplace is at the Tsqéscen First Nation Community, with the potential for a hybrid office arrangement.

### **How to Apply:**

If this exciting opportunity aligns with your skills and experience, we encourage you to submit your resume, a detailed cover letter and salary expectations to Laurelee Bennett at [cao@tsqescen.ca](mailto:cao@tsqescen.ca) In your cover letter, please highlight how your qualifications meet the specific needs of this role.

We look forward to reviewing your application and potentially welcoming you to our team. Join us in this meaningful initiative to create a lasting impact in our community!