

Job Posting

Position:	Cultural Heritage Manager
Department:	Cultural Heritage Stewardship
Term:	Permanent Full Time
Start date:	ASAP (or until position is filled)
Wage:	Grade 6
Reports to:	Governance Executive
Role:	Ensure the Cultural Heritage Resources department's compliance with UNB policies and procedures as well as federal and provincial regulations regarding protection of cultural heritage, archaeological or environmental sites.

Key Responsibilities:

- Leading stewardship department while supporting the Governance Executive on assigned duties such as Implementing and evaluating service agreement work plans/referral responses to ensure UNB's Cultural Resources values are incorporated into consultation processes.
- Oversee the implementation of the higher-level agreements that have been negotiated, including but not limited to Memorandums of Understanding, capacity funding agreements, confidentiality agreements.
- Collaborate on proposal development to funding agencies for priority projects that are in alignment with the UNB Cultural Heritage Resources mandate and/or provide employment opportunities for community members.
Review, analyze, and summarize project correspondence and reports and provide UNB input into site management recommendations, mitigation plans and reports.
- Undertake project management of assigned projects, including reporting project updates at UNB department head meetings, and when necessary to the Chief and Council.
Assist in the development and implementation of strategies for achieving greater influence in cultural heritage resources management.

Qualifications/Experience:

- Experience in cultural heritage resources or a bachelor's degree in anthropology, geography, forestry, archaeology, or other cultural or natural resource management discipline, together with 2-3 years' experience is required.
- Experience working in context of syilx culture, history title and rights is required.
- Research skills to support First Nations Title and Rights is required.
- Experience in conducting cultural research and adhering to methodology is required.
- Experience in supervising staff and/or contractors is desirable.

Knowledge/skills/abilities

- Extensive knowledge base in cultural heritage resources issues including court cases and applicable legislation (gained from education and/or experience).
- An understanding of the importance of cultural heritage resources information in Land Use Planning, Title and Rights issues etc is required.
- Familiarity with syilx culture and history is required.
- Demonstrated written and oral communication skills.
- Excellent teamwork required.
- Demonstrated organizational, time management, project management and presentation skills.
- A valid BC Drivers License and access to a reliable vehicle.

Send cover letter and resume via e-mail, to:

Attention Human Resources

hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.