



Nadleh Whut'en Job Posting

Position Title: Referrals & Permitting Officer
Reports to: Executive Manager and Natural Resource Advisor
Works with: Lands Manager

The Nadleh Whut'en First Nation territory is located in north central BC. It encompasses approximately 500,000 hectares (5,000 sq. kms) and includes several Indian Reserves managed by Nadleh Whut'en. The Lands and Resources Department at Nadleh Whut'en First Nation is dedicated to stewarding and preserving the land, waters, and natural resources crucial to our community's heritage and sustainability. Through careful management and culturally informed practices, we protect our ancestral territories, fostering ecological balance and honoring traditional knowledge. Our department works collaboratively, engaging with community members, industry partners, and government entities to ensure responsible resource utilization and sustainable development. We prioritize environmental integrity, cultural preservation, and economic growth, striving to harmonize modern practices with our heritage to secure a vibrant and resilient future for generations to come.

Position Summary:

The Referrals and Permitting Officer at Nadleh Whut'en is responsible for managing referrals from external organizations or government bodies and overseeing the permitting process for land and resource use within the Nadleh Whut'en territories. This role involves ensuring compliance with land use plans (LUP), conducting site inspections, and maintaining effective communication with referrals organizations and permit applicants.

Key Responsibilities:

- Review and assess referrals from external organizations, such as government or industry, about proposed projects or developments in Nadleh Whut'en territory.
- Examine and process permit applications, ensuring they comply with the LUP and other relevant regulations.
- Conduct thorough site inspections to ensure compliance with permit conditions and environmental standards.
- Keep accurate records of referrals processed, permits issued, and ensure these records are accessible to the public as required.
- Provide guidance to applicants on referral process, permit requirements, application processes, and compliance matters.
- Contribute to the development and updating of policies related to land and resource referrals and permitting.
- Maintain regular communication with stakeholders, including referral bodies, permitting applicants, community members, and government agencies.
- Participate in and possibly lead educational initiatives related to referral and permitting processes and environmental compliance.
- Prepare reports and documentation related to referred and permitting activities that proceed, including compliance monitoring.

Education:

Bachelor's degree or diploma in Environmental Studies, Natural Resource Management, or Planning, or related field.

Experience:

2+ years of experience in regulatory compliance, permitting, or related fields.

Skills and Abilities:

- Strong understanding of permitting processes and environmental regulations.
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organizational abilities.
- Ability to conduct thorough site inspections and assessments.
- Proficient in relevant software and record-keeping systems.
- Ability to travel within the Nadleh Whut'en territories and possibly beyond including fieldwork in various environmental conditions

Note: The responsibilities and qualifications listed are not exhaustive and may evolve as the needs of the community and regulatory environment change.

Position Type: Full Time Employment Agreement

Location: In Person with possibility for hybrid option

Hours of Work: 8:30 am – 4:30 pm Monday to Friday

Starting Salary: \$88,000

Closing Date: Until Filled

The successful candidate must possess a valid Class 5 BC Driver's License and will be required to submit a current Driver's Abstract, and Criminal Record Check. Salary will be dependent on education and experience.

In accordance with Section 16(1) of the Canadian Human Rights Act and pursuant to Section 42 of the BC Human Rights code, Nadleh Whut'en First Nation practices preferential hiring for Indigenous people. Candidates who wish to qualify for preferential consideration must self-identify and provide documentation indicating such.

We thank all candidates for their interest; however only those selected for an interview will be contacted.

Please forward a current resume and cover letter to: jsanchez@nadleh.ca Attention: Jaime Sanchez