

## **SKEENA FISHERIES COMMISSION**

3135 Barnes Crescent Kispiox, British Columbia VOJ 1Y4

www.skeenafisheries.ca 250 842-2213

### **JOB DESCRIPTION**

#### **Organization**

The Skeena Fisheries Commission (SFC) is the Skeena Watershed aboriginal organization that focuses on fisheries management, science, and conservation. SFC is now the host of the Business Development Team (BDT), a team of fisheries and aquaculture advisors that work with Indigenous communities and Commercial Fishing Enterprises in all aspects of business development and access to resources from the Pacific Integrated Commercial Fishing Initiative (PICFI).

#### **Position: Aquaculture Business Development Advisor**

Under the direction of the Team Lead, the BDT Aquaculture Advisor will provide comprehensive and hands-on advice and assistance regarding the development and/or management of aquaculture opportunities and projects. This role is responsible for providing business and technical support services to Indigenous communities in British Columbia under the Pacific Integrated Commercial Fisheries Initiative (PICFI).

#### **Job Responsibilities**

Assessment of Opportunities and Related Needs:

- Under the direction of the BDT Team Lead and in collaboration with the other Team Members, identify opportunities applicable to the communities interests/needs and work with them to develop an approach and schedule for preparing and implementing the project.

Development of Business Opportunity Plans and Implementation Strategies for Interested Communities:

- Assist communities with planning, feasibility analysis, and preparation of business plans or cases.
- Assist communities with the preparation of proposals and applications for accessing resources consistent with requirements of the business opportunity development process.
- Provide ongoing, hands-on oversight to ensure execution of business opportunity plans.
- Provide ongoing mentoring/advisory support.
- Based directly on the business opportunity development plans and schedules, carry out a variety of advisory and knowledge transfer activities such as:
  - o Introduction to a cross-section of effective business/rural development best practices and innovations targeted to community-specific needs/opportunities.
  - o Assist with the development of or provide oversight to the preparation of business management policies, procedures and plans.
  - o Sharing of research/reading materials/web-sites relevant to the opportunity development.
  - o Organization of visits to and from other commercial ventures or communities to share best practices and experiences.
  - o Identification of external training opportunities – private or public.
  - o Identify new innovations and approaches for opportunity development.
  - o Identify outside sources of financing.
- Make efforts to ensure that the ongoing community economic development planning process includes the aquaculture project and its training and skills development needs.
- Develop relationships with the key representatives of all potential funding sources and leverage PICFI funds.
- Work with the government network in place for the initiative to ensure that the business plans developed by communities are in accordance with current regulations governing aquaculture operations (at all levels of government) and so that all tenures, licenses and approvals required are obtained in a timely fashion.
- Develop close ties with the aquaculture industry to stay at the forefront of innovation and technical advancement and to foster good neighbor relationships where applicable. Maintain an awareness and understanding of potential strategic partnerships with industry and where appropriate work productively

between the Aboriginal community and the private sector to develop productive aquaculture economic development partnerships that benefit the Aboriginal community.

- Maintain close ties with aquaculture researchers to stay current with the latest developments and innovations that can benefit project planning and to enable the efficient development of solutions to technical constraints or development needs.

### **Evaluation of Progress and Reporting**

- Provide periodic written and verbal progress reports.
- On a quarterly basis under the direction of the Team Lead, undertake a review process that results in a written report summarizing the relative status of each participating communities' development efforts and includes a prioritized list of projects that are close to or are ready for implementation to facilitate forward planning.
- On an annual basis under the direction of the Team Leader, prepare a comprehensive written report outlining progress made, lessons learned, and recommendations for each participating community.

### **Qualifications and Skills**

- A university degree in Fisheries and Aquaculture, Sciences or Business, or equivalent education and work experience;
- Extensive background in both the technical and business aspects of Aquaculture;
- An in-depth understanding of the issues and challenges in this sector;
- Five years of progressive experience in a professional environment, such as consulting, government, or not for profit;
- Familiarity with the business support programs of federal and provincial government;
- Knowledge of Indigenous governance approaches, and of government policy process;
- Well-honed interpersonal and communication skills;
- Strategic mindset balanced with operational proficiency;
- Able to multitask, prioritize and remain calm under pressure;
- Innovative strategic thinker with the ability to translate strategy into action plans and output;
- High level of capability in the areas of analysis, research and problem-solving skills;
- Superior verbal and written communication skills, and a high degree of professionalism;
- Strong organizational, project, and program management skills;
- Competence in computer applications – word processing, spreadsheets, and presentations;
- Strong research and analytical skills, with a desire to learn and advance;
- Proficient with web and literature searches, synthesizing data and analysis;
- Effective attention to detail and a high degree of accuracy;
- High level of integrity, confidentiality, and accountability;
- Ability to respond appropriately in pressure situations with a calm and steady demeanor; and
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.

This job requires frequent travels around the Province. The successful candidate will be based in a home office set up. Attractive compensation package commensurate with experience starting at \$87,500/year plus health benefits.