



REGISTRAR/SENIOR DIRECTOR – CITIZENSHIP AND COMMUNITY SERVICES

TEMPORARY FULL-TIME POSITION FOR 12 MONTHS

LOCATION: Provincial Office - #107, 5668 - 192 Street, Surrey

Métis Nation BC's Provincial Office will be moving to Station Tower (13401 – 108th Avenue, Surrey) in the spring of 2021

CLOSES: January 29, 2021 at 4:30 PM PST

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

MNBC offers competitive wages, a comprehensive benefit package or health-care spending account, and enrollment in the Municipal Pension Plan after three (3) months.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Citizenship and Community Services team as a **Registrar**.

Reporting to the Deputy Minister/Chief Executive Officer, the Registrar will manage one of the largest Métis central registries in Canada which currently incorporates over 22,000 citizens. This role will provide senior leadership and direction in developing effective and efficient policy and systems for the identification of Métis citizens across British Columbia, verification of ancestry and lineage profiles, and the development and maintenance of a relevant database.

The primary purpose of the Senior Director role is to provide strategic leadership, *advice*, and innovative solutions to develop and implement ministerial policy direction, programs, and initiatives to support the ministry mandate. The Senior Director is responsible for ensuring that the portfolios assigned are solidly supported, running smoothly, and are strategically positioned to be competitive and successful. This position may be required to supervise managers and other direct reports to ensure the terms of funding contracts and agreements for all programs, projects, and initiatives, as well as the goals and objectives

of MNBC, are met. The Senior Director will lead the preparation of annual and long-range plans; develop and implement all initiatives related to emerging needs and trends; and regularly develop proposals for funding.

KEY DUTIES AND RESPONSIBILITIES

Registrar

- Maintain and fairly implement the objectively verifiable process to identifying and recognizing Métis people in accordance with the MNBC Citizenship Act.
- Evaluate the central registry for continuous improvement in design and execution, with the goal of improving the reputation of the central registry.
- Oversee the central registry database, ensuring accuracy and integrity of the data
- Analyze research and statistical data on a monthly basis.
- Establish and monitor key citizen service standards to ensure the speedy process of new and renewal applications.
- Liaise with other provinces regarding their approaches to Métis registration as well as senior officials within the provincial and federal government.
- Provide overall leadership, review direction, initiatives, plans, and progress; report monthly to the CEO regarding key performance indicators.
- Produce and verify the voters list for the general election and/or specified by-elections to be supplied to the Chief Electoral Officer.

Citizenship and Community Services

- In collaboration with the MNBC communications team, develop public relations and advertising material that promotes province-wide awareness of the central registry and the benefits of citizenship.
- Liaise with MNBC departments and ministries, as needed, to integrate the central registry into other functions at MNBC, including work arising from Métis Nation Governing Assembly (MNGA) and Annual General Meeting (AGM).
- Conduct regular information sessions and workshops for key stakeholders including government officials and chartered communities.
- Liaise with Métis Chartered Communities to create new ways of creating interest in and securing Métis registration with the central registry.
- Liaise with organizations, agencies, and the general population on resources and methods relating to Métis history and genealogical material.

Cabinet Relations

- Support the work of MNBC Ministers.
- Advise, inform, and make recommendations to the CEO/Deputy Minister on all matters related to MNBC.
- Ensure *Cabinet* directives are implemented in a timely and efficient manner.

- Support the organization and agenda preparation of MNBC *Cabinet* meetings, Métis Nation Governing Assembly (MNGA) meetings, annual general meetings, and/or special meetings.
- Attend meetings of the MNBC Cabinet and Cabinet committees when required.
- Serve as the lead MNBC staff person on select Cabinet sub-committees.

Administration and Finance

- Support the implementation of the identified goals and objectives in the MNBC 2021-2024 Strategic Plan and annual operating plan.
- Manage the financial integrity and accountability of programs, monitor expenditures within existing budgets and guidelines, report out, and make budget recommendations.
- Adhere to the MNBC Financial Policies and Procedures Manual.
- Apply the policies and standards of MNBC program manuals, health and safety guidelines, completion of critical incident and safety reports, and WorkSafeBC safety standards.
- Oversee facilities upkeep by working with contractors and suppliers for service and maintenance, as well as liaise between user groups and MNBC programs for use of facility space.
- Regularly keep the CEO/Deputy Minister apprised of all pertinent issues, information for effective decision-making, and provide input for the preparation of annual short and long-range program plans and briefing materials.
- Provide direct supervision to employees as well as contracted parties who perform services for MNBC.
- Set targets, prepare annual business plans and budgets, and oversee all operations in accordance with the direction of the MNBC *Cabinet*.
- Conduct annual performance reviews for all staff within the ministry according to standing operating procedures.
- Support MNBC's efforts to become an 'Employer of Choice'.

Innovation and Digitization

- Identify opportunities for innovation as a means of providing citizens and self-identified Métis with improved services and interactions with MNBC.
- Implement digitization strategies to reduce costs, improve efficiencies, and increase access to programs and services.
- Lead a process to support the overall digitization of the central registry by 2022

Program Developments and Guidance

- Oversee the efficient design, development, implementation and operation of programs, activities and projects within the parameters of the MNBC mandate and budget guidelines.
- Provide assistance, as requested from time to time, to all MNBC regional offices and ensure that the regions receive adequate and relevant services from MNBC.
- Identify opportunities for new program development and collaboration between ministries.

- Conduct regular value-for-money audits of existing programs and services.
- Establish key customer service measurement targets as part of the ministry service plan.

Partnership Development

- Act as the operational liaison between MNBC and other parties including federal, provincial and municipal government departments, Aboriginal entities, business and corporate structures, financial bodies, educational institutions and other third parties to create and develop partnership opportunities for the betterment of the MNBC's goals and objectives.
- Seek sources of funding, prepare and oversee the preparation of proposals for funding or for particular projects and programs deemed necessary or appropriate, and liaise to follow up.
- Ensure all funding requests are prepared in a timely manner affording the opportunity for adequate review and approval.
- Negotiate agreements on behalf of MNBC and, when required, provides recommendations to the MNBC Cabinet for final approval.
- Ensure reporting expectations are fully satisfied.
- Develop effective and ongoing collaboration and partnership opportunities with other MNBC ministries.
- Maintain effective relationships with government, stakeholders, service partners, volunteer community groups, organizations, and committees to coordinate the provision of services, influence where appropriate, foster partnerships, collaborate, and exchange information.
- Maintain current knowledge of local, provincial and federal services, resource persons, and significant initiatives of importance to MNBC and the community; openly share and distribute this information with staff, other service providers, clients and the community as appropriate.
- Regularly apprise the Public Affairs Department of key interactions with other levels of government.

THE IDEAL CANDIDATE

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Education in genealogical studies, or related field is preferred.
- Masters level or higher preferred.
- Minimum of three (3) years of experience in a registry office, or related field.
- Minimum of three (3) years of experience in a senior program/project management role.
- Prior experience with large databases for the purpose of workflow management, KPIs, and quality control, and client and file management.
- Extensive knowledge of genealogical concepts, with particular application to the Indigenous populations of Canada.
- Demonstrated ability in writing complex funding proposals and/or policy documents; community development approaches and service delivery; cross cultural experience; and solid knowledge of select program areas.

- Demonstrated knowledge of financial management and the contracting process including the development of annual operating budgets.
- Proven ability as a critical thinker who is able to assess situations rationally, problem solve, and resolve conflicts with a win-win approach.
- Demonstrated ability managing and directly supervising staff.
- Demonstrated ability to effectively communicate at a high level both verbally and in writing.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role.

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY BY Friday, January 29, 2021 at 4:30 PM PST.

Using Registrar in the subject line of your email, please send your resume and cover letter to:

Lydia Stefan
Executive Assistant to the CEO/Deputy Minister
Métis Nation British Columbia
Email: lstefan@mnbc.ca