



## **NADLEH WHUT'EN FIRST NATION JOB POSTING**

**Job Title:** Lead Researcher

**Department:** Lejac Indian Residential School (LIRS) project

**Position Status:** full-time, term position, 35.0 hours per week

**Remuneration:** commensurate with relevant education and experience

**Competition Close:** Friday March 31<sup>st</sup> 2023 11:59 pm PST

**Competition Instructions:** Email resume, a cover letter including remuneration expectations, and a maximum of three (03) letters of reference, in one (01) pdf document to the attention of Terry Luggi, Indian Residential School Project Manager at [tluggi@nadleh.ca](mailto:tluggi@nadleh.ca)

**Only those selected for an interview will be contacted**

### **JOB SUMMARY**

This position:

- Works closely with the IRS Project Manager and the Lejac IRS Guiding Team;
- Creates and/or maintains relationships with Lejac Indian Residential School Survivors and/or intergenerational survivors from up to 70 Indigenous First Nation communities, Elders, Tribal Councils, groups and organizations, allied communities and as appropriate related religious, archival institutions, government and not-for-profit organizations;

- Is essential to a documented Witness' statement gathering process for the purpose of naming and locating children who did not return home from the Lejac IRS.
- Responds to research inquiries relating to the Lejac IRS project.
- Is instrumental in the collection, collation, analysis, documentation, storage, protection, care and preservation of Lejac IRS student records, information and research.
- Collaborates with staff to plan and coordinate events as appropriate;
- May also be called upon to undertake special assignments.

### **Outcomes**

- Development and preservation of the entirety of Nadleh Whut'en LIRS Project student records and related research.
- Development, implementation and preservation of the Nadleh Whut'en Lejac IRS Project documented witness interview gathering process.
- The lasting design, development and implementation of research framework documents and research infrastructure for Nadleh Whut'en relating to the Lejac IRS Project.
- Realization of the Nadleh Whut'en First Nation's Lejac IRS Guiding Team research related objectives.

### **Working Conditions**

- Physical Effort Required (minimal)
  - Sitting (extended periods), standing (while presenting), walking (minimal), bending, lifting (15 lbs), keyboarding (considerable time).
- Physical Environment (moderate)
  - Minimal exposure to noise and odours, travel in/to a variety of environments and locations.
- Sensory Attention (considerable)
  - Attention to detail, multi-tasking, can be sporadically high-paced, work efficiently with distractions and interruptions.
- Mental Stress (considerable)
  - High paced, people centered and people driven, high level of responsibility for accuracy of work, high level of stress for nature of work and sensitivity to trauma impacted people, irregular work hours, working

collaboratively, inter-departmentally and between Nations and organizations.

### **Minimum Qualifications**

- Undergraduate Bachelor's Degree in a related discipline
- A personal connection to the Lejac Indian Residential School, an understanding of the legacy of IRS, the historical context and its impacts
- Understanding the role of academic research
- Ability to manage Indigenous driven research for and with Indigenous people demonstrated by 3 years of research experience in an Indigenous context
- Experience working in First Nations Bands and/or Indigenous organizations, in progressive responsible positions, demonstrated by 5 years of experience
- Experience engaging with Indigenous communities demonstrated by 3 years of experience
- Computer literacy, including knowledge of and experience with, a variety of computer-based information systems including but not limited to document management systems, MS Office software and multimedia resources

### **Preferred Qualifications**

- Graduate Masters degree in a related discipline
- Understanding and/or fluency in a dialect of the Dakelh / Carrier language
- Knowledge of:
  - \* the Freedom of Information and Privacy Act
  - \* Tri-council Policy Statement: Ethical Conduct for Research involving Humans- TCPS2
  - \* Indigenous Research Methods and The First Nations Principles of OCAP
- Ability to:
  - \* accurately create and maintain records and organize information
  - \* gather and locate information using a variety of methods, including archival institutions
- Ability for thoroughness, accuracy, and a high level of attention in data entry
- Experience with, and competence in, data organization, database use, database management, document preparation, and the organization, protection of storage and data
- Experience providing coaching and mentorship

### **Knowledge, Skills & Abilities**

- Effective written and verbal communication skills
- Excellent interpersonal skills exercising sound judgment initiative, tact and discretion in building relationships, working with staff, community members, leadership, other stakeholders, IRS survivors or intergenerational survivors
- Good judgment in the assessment of materials, attention to detail, organization and confidentiality of information
- Demonstrated drive and capacity to work independently with minimal direction, and cooperatively within a team environment, lending leadership where necessary, in groups
- Strong organizational skills
- Demonstrated work ethic and commitment
- Ability to work effectively to meet deadlines

### **Required Management Skills**

- Functions in accordance with Nadleh Whut'en policies and procedures and health and safety policies, relevant legislation, government policies and regulatory authorities;
- Demonstrates individual and collective responsibility in planning and implementation of strategic direction and outcomes;
- Demonstrates prudent and appropriate Human Resource management, recognizing the inherent value of people in effectively carrying out responsibilities;
- Demonstrates compassion, innovation and creativity in solving departmental, interdepartmental, and Nation issues related to the role;
- Maintains and continues to develop appropriate professional competencies, contacts and skills;
- Practices appropriate assurance of confidentiality, due diligence and effective risk management techniques to safeguard Survivors, Nadleh Whut'en and the Lejac IRS Project;
- Contributes to the team providing leadership and accountability within areas of responsibility;
- Assume responsibility for the Lejac Indian Residential School research and witness interview process;

- Ensure culturally safe and culturally responsible research practices.

**Supervision**

Reporting to the Nadleh Whut'en Indian Residential School Project Manager under the visionary guidance of the Lejac Indian Residential School (LIRS) Guiding Team. May oversee and provide research related direction for the work of other LIRS project team employees and/or contractors.