

**FULL-TIME EMPLOYMENT OPPORTUNITY
Competition #2021-02**

FNESS is currently inviting applicants for the position: Decision Support Analyst

The First Nations' Emergency Services Society of British Columbia (FNESS) is a charitable not-for-profit organization, under the governance of a First Nation Board of Directors and assists BC First Nations in developing and sustaining safer, healthier, and thriving communities. Our programs and services are based upon prevention and include fire training, education and awareness, emergency community planning and response, and forest fuel management (FFM). The goals of a self-sustaining and resilient First Nation community must keep *safety* as a priority, as we support the development of community and professional capacity.

FNESS is expanding with exciting new initiatives to increase the capacity of First Nation communities within emergency services and forest fuel management actions. Our team is looking for talented individuals passionate about making a difference for communities and empowering others across the province.

Position Summary:

Reporting to the FFM manager, this Decision Support Analyst position plays a crucial role in advising the management team, through the FFM manager. The position provides data support and data management functions. This includes the acquisition, verification, retrieval, analysis, interpretation, and distribution of data. The Decision Support Analyst, in accordance with the Mission Statement and Guiding Strategic principles of FNESS, is responsible for providing guidance, support and technical expertise for the operational needs of FNESS, as a team member with regards to planning, programs, and administration upon request, data analysis, community relations and committees.

Duties and responsibilities of the position include, but are not limited to:

- Provide leadership, support, and direction to the FNESS staff in meeting the goals, objectives, and deliverables of the organization.
- Develop and maintain a progressively effective and efficient decision support analysis tool for each BC First Nation community.
- Develop best management practices to support continuous program improvement.
- Utilize GIS based decision support tools to efficiently collect, store, access, and report on important information to support First Nations community needs.
- Build relationships and collaborate with forest licensees, professional associations, First Nations, stakeholders, and other provincial, federal, and regional resource agencies to promote a coordinated approach in data collection and information sharing.
- Participate in working groups, advisory committees, conferences, and workshops.
- Assist in developing, creating, designing, and modifying customized geo-referenced maps for FNESS staff, First Nation communities, public and other agencies as required.
- Organize and categorize GIS related metadata to create data layers that support the FNESS decision support system.
- Perform quality control for GIS data, including converting files, analyzing data, reviewing processes, and acquiring new data where necessary.

- Provide digital support for software datasets and essential decision support tool training in everyday and emergency situations.
- Assist FNESS field staff with data collection and project planning by analyzing information and providing guidance or specific mapping products as required.
- Establish long term strategic objectives for decision support tool efficiencies and processes.
- Support decision makers in using appropriate analytics tools and processes to perform advanced data analysis.
- Contribute to the development of curriculum and training resources and participate in the delivery of training and capacity building initiatives for First Nations communities.

Applicants for this position should possess the following competencies:

- Experience with GIS based mapping tools and a basic understanding of related metadata.
- Strong knowledge of data and spreadsheets, including filters and summary functions.
- Knowledge of natural resource management.
- Experience working with or knowledge of First Nation communities and organizations.
- Strong communication and presentation skills, with demonstrated capability to communicate technical subject material to both technical and non-technical audiences.
- Strong organizational and problem-solving skills.

Applicants for this position must possess the minimum following qualifications:

- Diploma in forestry, natural resource management, GIS, or related discipline.

Preferred qualifications:

- Degree in forestry, natural resource management, GIS, or related discipline.
- Preferred Registered Forest Technologist (RFT), Registered Professional Forester (RPF), Registered Professional Biologist (RPBio) or Professional Agrologist (PAg) with minimum 3-5 years related experience.
- 3+ years of experience in GIS, data analysis, data science, decision science, or similar quantitative fields will be beneficial.

We are looking for the right fit to support the FNESS team. The successful candidate must possess a valid BC driver's license, clear current criminal record check and will be required to supply a current driver's abstract. Wage dependent on education and experience.

Preference may be given to individuals who self-identify as being of Indigenous ancestry.

Term: Full-time

Application Deadline: Position will remain open until a successful candidate is found to join the team.

Hours of Work: Monday to Friday 8:00 am – 4:00 pm

Please forward a current resume and cover letter to:

Wayne Schnitzler
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