



Marine Planning Partnership (MaPP) Initiative

Contract Announcement:

MaPP OPERATIONS MANAGER

OVERVIEW

This is a contracted position of 25-30 hours per week based on workload. The Contractor will ensure efficient and transparent operations of the Marine Plan Partnership for the North Pacific Coast (MaPP) Initiative. The contractor will act as a strategic thinking partner for MaPP leadership and sub-regional teams and be invested in the success of the partnership.

This contract will appeal to a driven professional who understands the complexities of government to government projects and works well in a virtual environment where leadership, innovation, teamwork and sound planning are valued. The contractor will have the ability to lead by personal example, motivate and develop a capable team in a fair and effective manner.

The contractor will work remotely, be located in British Columbia and must be available to meet virtually with other MaPP contractors and partners during normal business hours.

MaPP OVERVIEW & LEADERSHIP STRUCTURE

The Marine Plan Partnership for the North Pacific Coast (MaPP) (mappocean.org) is a co-led process between 17 First Nations and the Government of the Province of British Columbia that developed and is implementing sub-regional plans for marine uses on B.C.'s North Pacific Coast, now and into the future. The four MaPP sub-regions are Haida Gwaii, North Coast, Central Coast, and North Vancouver Island. The four MaPP sub-regional marine plans are being implemented at the sub-regional level, and, where appropriate through coordinated regional initiatives as identified in a Regional Action Framework (RAF).

A Memorandum of Understanding (MOU) signed between the MaPP partners in March 2015 outlines the responsibilities of a Marine Working Group (MWG). These include providing strategic direction and executive oversight to MaPP activities and confirms the commitment by the MaPP Partners to continue collaboration on the implementation of the MaPP Regional Action Framework and four marine plans for the Haida Gwaii, North Coast, Central Coast and North Vancouver Island sub-regions (the "Marine Plans") for the Northern Shelf Bioregion.

The MWG is supported by the MaPP Implementation Technical Team (MITT) that includes sub-regional co-leads and technical staff from each partner organization and other support personnel. The Secretariat supports the activities of the MWG and the MITT and manages operations, administration and financial coordination of the MaPP Initiative.

DESCRIPTION OF WORK REQUIRED

The contractor will provide strategic and operations support to all levels of leadership of the MaPP Initiative. The contractor will contribute to the broad organizational strategy at the senior level, manage the day-to-day operations, ensure all Partners and contractors are working within their agreements, budget parameters and for the best interest of the MaPP Partnership. The contractor will oversee the



work of a small team of other MaPP contractors with a specific focus on supporting efficient and transparent operations of the Marine Plan Partnership for the North Pacific Coast (MaPP) Initiative. This Contract is managed by the MaPP Secretariat.

Responsibilities include:

- Manage day to day operations of the MaPP Partnership ensuring compliance with approved governance, operational and financial processes.
- Manage a small team of 3-4 regional contractors to support their achievement of work assignments e.g. maintaining a regular meeting schedule, review of work products, financial reports, contracts, and agreements, narrative reporting, provide strategic advice and ensure alignment of activities with MaPP's strategic direction and governance, financial and decision-making processes;
- Under the direction of MaPP's leadership team, manage MaPP's regional co-governance structures including decision-making, financials and operations; advance long-term strategic and financial planning;
- Review the financial reports and provide regular updates to co-governance partners including identification of risks as they arise;
- Act as key liaison among the MaPP Partners and the administrative and financial home organization (currently MakeWay) to ensure legal and fiduciary requirements are met;
- Support co-governance partners financial management capacity where requested; approve financial commitments and payments;
- Make recommendations, and if approved, then spearhead the implementation of those approved recommendations to help to improve the MaPP operational systems, processes, and policies.

SKILLS AND ABILITIES

- Five or more years experience managing long-term, complex multi-stakeholder projects.
- Degree in a related field such as business administration, public administration or science preferred.
- Demonstrated strong project management and organizational skills; ability to build and maintain interpersonal relationships with leadership, technical staff and contractors.
- Demonstrated experience supporting government to government projects with First Nations governments. Ability to build and maintain collaborative relationships and partnerships.
- Demonstrated experience working in a virtual environment.
- Demonstrated ability to understand financial statements and communicate results to leadership; understanding of rules and regulations for managing charitable and non-charitable funding.
- Demonstrated ability to organize, facilitate, lead, and support operational and strategic planning meetings to achieve desired objectives and outcomes.
- Computer literacy, including advanced skills of MS Word, Excel, PowerPoint, Adobe products, Dropbox and email required. Familiarity with AI and various scheduling/facilitation software would also be an asset.
- Excellent written and verbal communication skills.

KEY COMPETENCIES:

- **Managing Organizational Resources** is the ability to understand and effectively manage organizational resources (e.g., people, materials, assets, budgets). This is demonstrated through measurement, planning and control of resources to maximize results. It requires an evaluation of qualitative (e.g., client satisfaction) and quantitative (e.g., service costs) needs.



- **Improving Operations** is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Ministry. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.
- **Organizational Commitment** is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.
- **Results Oriented** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement).
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization

CONTRACT TERMS AND COMPENSATION

- This is an annual renewable contract at \$84,500 per year for 25-30 hours per week based on workload. The initial contract is until March 31, 2024 and compensation will be prorated accordingly.
- Start date as soon as possible before December 1, 2023.
- The contractor must be available during normal business hours for meetings and communications with operational team and partners.
- The contractor must be flexible to work more or less than 25 hours per week to achieve success.
- The contractor will invoice monthly based on time.
- Some travel may be required, and travel expenses will be reimbursed per the MaPP approved policy and are not included in the compensation.
- As an independent contractor you are expected to bring your own tools (computer, phone and necessary software), office space. MaPP will provide a license to access the MaPP Dropbox shared file storage.
- The contractor must be located in British Columbia with a preference for Vancouver or Victoria.

TO APPLY

Please send your CV and a cover letter that explains clearly how you meet each of the desired skills and abilities including examples from previous contracts or employment, **by Friday October 27, 2023 to:**

MaPP Operations Manager Contract

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