

Management Profile

Title:	Director, Indigenous Relations	Category:	Excluded
Reports to:	Vice President, Human Resources and Indigenous Affairs	Group:	Senior Leadership

Purpose

The Director, Indigenous Relations (Director) leads the strategic planning, delivery, and performance of Victoria Airport Authority's (VAA) Indigenous relations programs and services. Reporting to the Vice President, Human Resources and Indigenous Affairs (VP), the Director is responsible for advancing VAA's reconciliation commitments through leadership of the W̱SÁNEĆ Friendship Agreement, Indigenous Recruitment Plan, and community engagement initiatives. This position also provides leadership for diversity, equity, inclusion (DE&I), accessibility, and internal engagement strategies across the organization. As a key member of VAA's leadership team, the Director collaborates with other VAA leaders to implement strategic priorities and plays a critical role contributing to contract negotiations, proposals, and reviews. A role model for VAA's values, the Director cultivates and maintains relationships with a wide network of internal and external partners and leads a small team, enhancing their development to ensure alignment with the airport's strategic objectives.

Accountabilities

1. Leads and directs the implementation and ongoing management of VAA's Indigenous relations strategy, ensuring alignment with the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and full accountability for the delivery of all commitments under the W̱SÁNEĆ Friendship Agreement.
2. Builds and maintains strong, respectful, and mutually beneficial relationships with local First Nations communities, organizations, and governments to foster long-term partnerships, collaboration, and trust while maintaining transparency and responsiveness in all engagements.
3. Identifies, develops, and implements new initiatives and opportunities that strengthen VAA's relationships with Indigenous communities and enhance participation in airport-related initiatives, programs, and economic development, and uphold reconciliation objectives.
4. Leads the planning, implementation, and continuous improvement of VAA's Indigenous Recruitment Plan, working with departments across the organization to promote equitable hiring, retention and advancement practices for Indigenous Peoples.
5. Leads the development and execution of corporate training and learning strategies related to reconciliation, Indigenous cultural awareness, accessibility, inclusive leadership, and UNDRIP-aligned practices in collaboration with internal stakeholders.
6. Leads and oversees employee engagement strategies and programs, including the administration and analysis of the annual Gallup engagement survey, and leads the development of responsive initiatives that foster a positive, inclusive, and engaged workplace.
7. Provides leadership and oversight for the establishment and ongoing operations of internal DE&I and Accessibility committees and initiatives, ensuring alignment with VAA's values, goals, and legislative obligations.

8. Collaborates with the Vice President, Revenue and other executives on Indigenous-related community and government relations matters and represents VAA in relevant forums, committees, meetings, and events; and serves as the primary liaison with Transport Canada and other federal agencies to inform, consult, and ensure alignment with regulatory and policy frameworks.
9. Leads and directs the planning, delivery, and performance of corporate accessibility initiatives relating to VAA employment and workforce practices.
10. Manages VAA's Cultural Monitoring Program to ensure appropriate recognition, preservation, and respect for Indigenous cultural and archaeological values across airport operations and development projects.
11. Develops and manages productive working relationships with a wide network of internal and external partners, including senior leaders, community representatives, funding bodies, and external service providers to support the successful implementation of Indigenous relations initiatives.
12. Leads, directs, and supervises assigned personnel, including the First Nations Liaison.
13. Manages, coaches, develops and mentors employees, fostering high performance, professional growth and team cohesion.
14. Determines and establishes goals and objectives for the team that align with corporate goals, objectives and values; accountable for ensuring goals are achieved and regular reporting on their status to VAA's Executive team and Board of Directors, as required.
15. Manages team performance, identifies training and succession needs, makes hiring, promotion, discipline, and dismissal decisions, and determines/allocates resources. Make determinations whether to perform work with bargaining unit employees or contract out the work.
16. Acts as the management representative for the Indigenous Relations department on all labour relations matters.
17. Develops and manages budgets and contracts associated with Indigenous relations programs and initiatives.
18. Actively sources and secures funding opportunities, including grants and contributions from government and other sources, to support Indigenous Relations, DE&I, and cultural initiatives.
19. Leads the preparation and presentation of reports, briefings, and communications for the Executive Team and Board of Directors, providing insights into progress, challenges and opportunities, related to Indigenous relations, DE&I, and engagement initiatives.
20. Leads the development and implementation of a project to establish a community and cultural centre in partnership with the W̱SÁNEĆ First Nations, with responsibility for advancing planning and design, fostering respectful collaboration with W̱SÁNEĆ leadership and community members, and actively identifying and securing funding opportunities to support the successful realization of the project.
21. Fosters a positive corporate culture, incorporating VAA's Corporate Values and reinforcing VAA's reputation within the industry and the community.
22. Maintains expertise in Indigenous relations practices, reconciliation principles, UNDRIP principles, and relevant federal/provincial legislation, guidelines, and best practices.
23. Prepares reports, presentations, and other communication materials as needed.
24. Performs other related duties as required.

Job Requirements

Education:

- A degree in Indigenous Studies, Public Administration, Human Resources, or a related discipline, or an equivalent combination of education and experience.
- Minimum of 10 years of recent, related experience.

*Recent, related experience must include:

- Progressively responsible experience working with Indigenous governments and communities, ideally in a leadership role in a public sector, infrastructure, or transportation setting.
- Experience implementing Indigenous relations strategies, employee engagement initiatives, or community outreach programs.
- Strong track record of advising senior leadership and contributing to strategic decision-making.
- Experience leading teams and managing performance in a unionized environment.
- Experience developing and implementing DE&I and/or accessibility initiatives is preferred.

Other requirements:

- Must be eligible to work in Canada and/or obtain all required work permits.
- Must be able to obtain and maintain Enhanced Airport Security Clearance (RAIC) as a condition of employment.
- Must possess and/or obtain a valid BC Driver's License as a condition of employment.
- Willingness to work outside normal hours as required to meet operational needs.

Knowledge of:

- W̱SÁNEĆ culture, governance, and community values.
- Indigenous rights, UNDRIP, reconciliation principles, and best practices for community engagement.
- Employment and human rights legislation relevant to Indigenous hiring and accessibility.
- DE&I and accessibility strategies and their integration in workplace culture and practices.
- Organizational engagement tools and practices (e.g., Gallup surveys).
- Business English, office software, and reporting systems.

Skills and abilities:

- Outstanding oral and written communication skills and the ability to communicate effectively across cultures.
- Political and cultural acumen, with high emotional intelligence.
- Ability to influence and build trust-based relationships with diverse stakeholders.
- Strong leadership, organizational, and project management skills.
- Analytical thinking, problem-solving, and decision-making capabilities.
- Ability to supervise, coach, and develop employees effectively.
- Ability to work independently and collaboratively in a fast-paced environment.

Approvals

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