

Job Description

Aquatic Program Coordinator

About HCTF

HCTF administers a broad range of conservation funds and granting programs that benefit fish and wildlife and their habitats in BC. HCTF funding enables organizations to address priority conservation issues and management needs to maintain and enhance the health and biodiversity of British Columbia's fish, wildlife, and their habitats so that people can use, enjoy, and benefit from these resources.

Position Overview

There is currently 1 full-time permanent position based in the Victoria office.

The Aquatic Program Coordinator is part of the Biology Team. The Biology Team is responsible for coordinating and implementing the full suite of conservation grants managed by HCTF to improve the conservation outcomes of BC's fish and wildlife and their habitats. This includes all stages of the granting lifecycle from initial proposal review to compliance assessments of approved projects to evaluate whether investments are achieving proposed outcomes.

The Aquatic Program Coordinator administers and implements several funding programs under both the Fish & Wildlife and Stewardship umbrellas of HCTF's granting programs and is responsible for ensuring that grants comply with Foundation trust purposes, policies and relevant contribution agreements, and that these programs meet HCTF's strategic objectives.

Areas of Responsibility

The Aquatic Program Coordinator will lead several grant programs in coordination with the following staff in the Biology Team:

In coordination with the Manager of Stewardship Programs, lead the implementation of all granting and evaluation aspects of the following programs:

- Invasive Mussels Monitoring
- Quality Waters Strategy
- Fisheries Operations and Maintenance

In coordination with the Manager of Fish and Wildlife Programs, lead the Fisheries components of the Fish and Wildlife grants including:

- Freshwater fisheries enhancement and restoration
- Sturgeon conservation

Key Activities

- Administer granting programs, including coordinating proposal application intake, reviewing and assessing proposals, and preparing information for Technical Review Committees (maps, data, reports)
- Coordinates, schedules, and attends Technical Review Committee meetings; synthesizes discussions, and records recommendations
- Coordinate contracts for external experts to assist with technical reviews, project evaluations, or other program needs
- Maintain project tracking systems and provide overall support for project management and reporting, including reviewing grant reports, processing funding condition submissions, and project change requests

- Works closely with Finance, Communication, and Administration staff to ensure the delivery of those components of the Aquatic grant programs are met
- Data entry including Quality Assurance/Quality Control
- Communicate with potential applicants to answer questions and provide guidance on eligibility and other process details
- Participate in development of new processes and systems to improve effectiveness of programs and projects
- Build and maintain positive relationships with a broad range of individuals and partner groups

Accountabilities

Contributes to the HCTF mandate and vision

- Provides input to strategic and operational plans to enhance HCTF impact on habitat conservation within British Columbia; and
- Coordinates granting processes to ensure efficient applications and reviews to support the successful implementation of the Foundation's mandate.

Develops relationships

- Represents one of the first points of contact for new applicants and existing grant recipients seeking information and guidance on the application process and requirements;
- Builds and maintains effective working relationships with proponents, funding recipients, shareholders, stakeholders, other non-profit organizations, and government representatives; and
- Coordinates up to two field days per year for HCTF's Board of Directors and staff to connect with Project Leaders about their ongoing HCTF-funded projects and discuss conservation opportunities and challenges.

Leads the coordination of the application and review process for several granting programs

- Receives applications and reviews them for completeness and compliance with Foundation policies and enters data into the database;
- Prepares proposal packages for review by the Technical Committees and Board for decision-making purposes;
- Makes recommendations for improvements to programs including application forms, intake procedures, information systems, reporting deliverables, and performance measures; and implements approved changes;
- Coordinates and participates in technical review processes;
- Provides feedback and advice to proponents who are developing proposals or respecting proposals that were not approved; and
- Develops and identifies improvements to all aspects of the relevant business lines, including application forms, intake procedures, and information systems, reporting deliverables and performance measures, and implements approved changes.

Conducts monitoring and assessment assignments

- Reviews project change requests and grant reports; and
- Participates in the technical and financial assessments of funded projects, which may involve field days for project site visits.

Conducts technical assignments related to habitat conservation

- Provides technical information to Board members and staff, non-government agencies, and the public;
- Provides support and aquatic expertise at Board meetings;
- Draft Board decision notes, discussion papers and other materials for Board meetings;
- Conduct research and analysis on specific topics as required;



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- Compiles data and maps in support of aquatic programs;
- Contributes technical advice to the content of the Foundation's website, and provides input on other communications materials; and
- As assigned, represents the Foundation on technical committees related to habitat conservation.

Contributes to the Foundation team

- Supports a culture that reflects Foundation values of exceptional performance, continuous improvement, and ongoing learning and development;
- Contributes to open and effective communication links between staff and the management team; and
- Supports a healthy and safe working environment.

Dimensions

Travel:

This position involves travel of up to a week at a time, 2-3 times per year, for Board meetings, site visits, and other events.

Occasional weekend and evening work:

At key times of the year (during proposal intakes and technical review meetings) evening and weekend work may be required.

Program Size (approximate, based on 2024-25 approvals):

- Invasive Mussels Monitoring: 12 projects, \$168K
- Quality Waters Strategy: 4 projects, \$417K
- Fisheries Operations and Maintenance: 9 projects, \$346K
- Fisheries: 36 projects, \$1.9M

Anticipated Wage Range: \$71,369 to \$83,017 per annum.

This is a union position with a classification that is still under review. A classification of Scientific/Technical Officer (BCGEU Grid 21, Step 1) is anticipated, and will be confirmed by the interview date. The position includes a starting increment of 16 days annual leave and is eligible for a full benefits package after the successful completion of a probation period.

Qualifications

Aquatic Program Coordinator

Job Requirements

Education and Experience:

- A Bachelor's degree in a field related to the responsibilities of this position such as Biology, Environmental Science, Natural Resources or Sustainable Resource Management or, for persons without the foregoing, an equivalent combination of education, training, and experience;
- At least three years of related work experience in one or more of the following areas: fisheries conservation, conservation biology, aquatic habitat restoration, freshwater fisheries or aquatic habitat research, fish and wildlife management, or another similar field; and
- Strong communication experience interacting with different individuals, organizations, and governments in a positive and productive manner.

Knowledge, Skills, and Abilities:

- Direct working knowledge of freshwater fisheries conservation and/or aquatic habitat restoration practices;
- Ability to build and maintain effective relationships with a wide range of clients, colleagues and partners;
- Excellent time management with the ability to prioritize tasks and track program timelines;
- Strong organization and administrative skills to administer complex projects and programs; and
- Attention to detail in a dynamic work environment.

Preference may be given to applicants with one or more of the following:

- Status as a professional biologist (e.g. RPBio) and/or eligibility for accreditation to a professional biology organization such as the College of Applied Biology;
- Experience in project coordination or project management;
- Familiarity with preparing and/or reviewing funding applications;
- Awareness of conservation challenges in BC and understanding of environmental and conservation issues for fisheries and aquatic habitats;
- Experience collecting and evaluating information related to land and water management, fish, wildlife and their habitats; and/or
- Experience in a non-profit organization.

Behavioral Competencies

See https://www2.gov.bc.ca/assets/gov/careers/for-job-seekers/about-competencies/competencies_bc_public_service_list.pdf

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions
- **Improving Operations** is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the organization. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions
- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context

of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

- **Partners with Stakeholders** is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves an awareness that a relationship based on trust is the foundation for success in delivering results.
- **Results Orientation** 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). Thus, a unique accomplishment also indicates a Results Orientation