

Manager, Certification

POSITION DETAILS

- **Employment Type:** Full-time, Permanent
 - **Location:** FNEA Office, West Vancouver, BC (with flexibility to work from home up to two days per week)
 - **Reports To:** Executive Director
 - **Supervises:** Provides functional oversight for certification-related work undertaken by Policy Analysts and the Administrative Coordinator within a matrixed reporting structure.
 - **Working Hours:** 35 hours/week; Monday to Friday, 8:30am-4:30pm
 - **Compensation:** \$85,000 - \$110,000 per year
 - **Benefits:** competitive pension and dental and health benefits package; annual professional development subsidy; three (3) weeks of annual vacation as well as two (2) weeks of vacation during winter break (with the latter being subject to annual board approval)
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ABOUT FNEA

The First Nations Education Authority (FNEA), which became formally operational in 2022, is an independent body that assists Participating First Nations (PFNs) that have assumed law-making authority over their K-12 education systems through sectoral self-government agreements. FNEA was established as a collective authority through which PFNs jointly exercise jurisdiction over the following four areas: teacher certification, school certification, graduation requirements, and the approval of courses required for graduation. FNEA is First Nations-led and works in partnership with the First Nations Education Steering Committee (FNESC), the BC Ministry of Education and Child Care, Canada, and other partners to support PFNs and the implementation of First Nations education jurisdiction. Our work is grounded in First Nations control of First Nations education, respect, accountability, collaboration, and the honouring of commitments.

POSITION SUMMARY

The Manager, Certification is responsible for the day-to-day delivery of FNEA's certification and regulatory functions, including teacher certification, school certification, graduation requirements, course approvals, investigations, appeals, and disciplinary processes. Reporting to the Executive Director, the Manager implements the certification and regulatory frameworks approved by the Board, collaborates with policy and certification team members, and serves as FNEA's working-level point of contact with Participating First Nations, FNESC, the BC Ministry of Education, and other partners on operational regulatory activities. This role is well suited to someone who is highly organized, relationship-oriented, and skilled at managing complex processes while working collaboratively in a First Nations-governed environment.

DUTIES AND RESPONSIBILITIES

Regulatory Mandate & Compliance

- Manage day-to-day delivery of FNEA's certification and regulatory functions in accordance with applicable legislation and jurisdiction agreements with PFNs and partners.
- Monitor operational compliance and escalate material risks, gaps, or precedent-setting matters to the Executive Director.

Policy & Process Development

- Develop, maintain, and improve operational policies, procedures, and process documentation that implement the regulatory framework approved by the Board.
- Recommend policy or rule changes to the Executive Director based on operational experience and identified gaps.

Certification & Regulation Files

- Oversee certification, investigation, appeal, and disciplinary files, ensuring technical accuracy, procedural fairness, and timely resolution.
- Provide technical advice on complex files and refer policy-level or precedent-setting decisions to the Executive Director.

Partner & Ministry Relations

- Serve as the working-level liaison with the BC Ministry of Education (including the Teacher Regulation Branch), FNEC, FNSA, and PFNs on operational certification and regulatory matters.
- Support the Executive Director in higher-level engagement and intergovernmental discussions.

Committee & Panel Support

- Provide operational support to the FCD Committee, Appeal Panels, and Disciplinary Panels (which will have their own legal counsel), including preparation of materials, scheduling, and procedural coordination.
- Ensure accurate documentation of decisions and processes.

Team Leadership

- Provide day-to-day direction and work planning to the Administrative Coordinator on certification and regulatory tasks, recognizing the Coordinator also supports other areas of the organization.
- Collaborate with the Policy Analyst on regulatory files as directed by the Executive Director.

Reporting & Continuous Improvement

- Report to the Executive Director on regulatory performance, workload, risks, and continuous improvement opportunities.
- Maintain accurate operational data and metrics to support Executive Director reporting to the Board.

QUALIFICATIONS & EXPERIENCE

Required:

- A minimum of a Bachelor's degree in Public Administration, Law, Public Policy, Education, or a related field
- Minimum 5 years of progressive experience in regulatory program delivery, policy implementation, or program management, including supervisory experience
- Demonstrated experience interpreting and applying legislation, regulations, and inter-governmental agreements in an operational setting
- Strong analytical, writing, and interpersonal skills, with proven ability to communicate regulatory matters clearly to diverse audiences
- Demonstrated ability to work collaboratively with First Nations and First Nations organizations
- Sound judgement and a strong understanding of procedural fairness and the ability to support fair and consistent administrative decision-making processes

Preferred:

- A Master's degree or professional designation in Law, Public Administration, or a related field
- Experience in education, teacher certification, or work within a regulatory or quasi-judicial environment
- Experience supporting committees, tribunals, regulatory bodies, or other decision-making processes involving sensitive matters, procedural fairness, and complex documentation
- Experience working with First Nations communities and First Nations schools
- Familiarity with the BC graduation program and provincial education policy frameworks

CORE COMPETENCIES

- Operational regulatory management
- Policy implementation
- Sound judgement
- Stakeholder collaboration
- Team supervision
- Procedural fairness

WORKING CONDITIONS

- Full-time (35 hours per week) based at FNEA office in West Vancouver
- Hybrid work environment with a minimum of 3 days per week in office
- Regular office hours Monday to Friday, 8:30am to 4:30pm
- Travel to First Nations communities, partner meetings, and Ministry meetings as required
- Occasional weekend or evening work may be required
- All FNEA employees are required to be fully vaccinated for Covid-19 (minimum of two shots) and provide proof of vaccination upon hire, unless approved for an accommodation

CULTURAL REQUIREMENTS

- Knowledge of and respect for First Nations communities, histories, and contemporary realities, and a commitment to respectful and culturally responsive engagement
- Commitment to supporting First Nations education jurisdiction and the success of Participating First Nations

This job description is intended to convey the general nature and level of work expected. It is not an exhaustive list of all duties, responsibilities, or qualifications. FNEA reserves the right to amend and update responsibilities to meet operational needs.

HOW TO APPLY

Interested candidates are invited to submit a resume and cover letter outlining their experience and interest in the role to careers@fneajurisdiction.ca with the subject line “Manager, Certification”.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.