

## Job Posting

### Senior Advisor, Indigenous Relations

**Competition #:** UA-2025-01

**Position Type:** Thirty-five (35) hours per week

**Schedule:** Weekdays/Evenings/Weekend Rotation – Mainly Weekdays

**Salary:** Starting at \$40.49/hour

**Closing Date:** Open Until Filled

*Working with the Thunder Bay Public Library and the Community*

### POSITION DESCRIPTION

<b>POSITION TITLE</b>	Senior Advisor, Indigenous Relations
<b>CLASSIFICATION</b>	Librarian
<b>UNION AFFILIATION</b>	87-18
<b>PRIMARY RELATIONSHIP</b>	Director of Community Development
<b>PRIMARY LOCATION</b>	TBPL
<b>EFFECTIVE DATE</b>	March 2025
<b>SUPERSEDES</b>	January 2024

### PURPOSE:

The Senior Advisor, Indigenous Relations supports the Thunder Bay Public Library's mission of being a centre for lifelong discovery by advising, guiding and building organizational capacity regarding Indigenous (First Nations, Métis, and Inuit) cultures, processes, engagement, reconciliation and partnership development. The Senior Advisor, Indigenous Relations will build and maintain positive and effective relationships with people of Indigenous cultures and stakeholders who work for or are served by an organization that supports Indigenous people and work to foster the best relationship possible between Indigenous and non-Indigenous Library staff and patrons.

### ACCOUNTABILITIES:

1. Based on organizational objectives and external directives; initiates, develops and manages strategic and work plans for the Indigenous Services Department.
2. Leads on the sourcing, development and maintenance of positive relationships and outreach efforts with Indigenous leadership and community members,

including but not limited to assessing needs, making referrals, liaising with other organizations, and connecting with related agencies to meet the needs of all age groups.

3. Identifies and liaises with Indigenous partners in the community, including the City of Thunder Bay and Indigenous educational institutions, to partner on initiatives, delivering programs and offering services.
4. Builds bridges between Library management and staff and Indigenous communities, both through facilitating staff training and promoting opportunities for staff to participate in Indigenous programming.
5. Works with Library management and staff to embed Indigeneity into Library programs, services, collections, and spaces. This includes recommending activities, stories, culturally considerate customer service, furnishings, and related advice:
  - a. Collaborates with the Management Team on the development of strategic documents for the Indigenous Services Department.
  - b. Collaborates with the Collection Development Librarian to curate the Indigenous Knowledge Centres' collections.
  - c. Collaborates with the Librarian team to Indigenize collections, programming and services.
  - d. Educates & supports non-Indigenous staff.
6. Recommends and implements actions regarding how TBPL should respond to the outcomes of any relevant inquiries, reports, and recommendations related to reconciliation and Indigenous people.
7. In collaboration with the Management Team, participates in recruiting and selection including interviewing and on-boarding of new employees.
8. Supervises and supports the Indigenous Services Department in the development, promotion, implementation, delivery, and evaluation of Indigenous programs including, but not limited to: First Nations Public Library Week, National Indigenous Peoples Day, Folklore Festival, and other culturally relevant programs as required.
9. Responsible for Indigenous Services departmental administrative duties including budgets and leave requests.
10. Builds relationships with patrons and actively seeks feedback from them while raising awareness and promoting the use of the Library's programs, collections, and services throughout the community.
11. Provides direction and assistance to staff and patrons at the service desk if necessary.
12. Participates in operational meetings, system-wide project work and branch focused project work to enhance services and assumes a leadership role on internal and external Library or professional committees as assigned.

13. Responsible for gathering and analyzing metrics and statistics, making data based decisions, designing new metrics and methods for evaluation, etc. as related to Indigenous services.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional duties, responsibilities and activities may be assigned from time to time as necessary.

### **MASTERY:**

The position requires:

1. Minimum educational requirement is an Honours Bachelor's Degree in a related field including Social Work, Indigenous Studies, Education, History and Political Sciences; a Masters of Library & Information Studies (MLIS) is preferred but not required.
2. Minimum of five (5) years of relevant progressive leadership and planning experience within an Indigenous organization or community.
3. Lived Indigenous experience and a commitment to supporting Indigenous community members access Library resources.
4. Experience in building and maintaining positive relationships with Indigenous leaders, councils, communities and peoples.
5. Thorough knowledge and experience with local Indigenous culture, history, and jurisdictional issues that impact Indigenous people and communities as well as an understanding of contextual materials including the Truth and Reconciliation Commission of Canada and its relevant Calls to Action; the National Inquiry into Missing and Murdered Indigenous Women and Girls; Canada's Anti-Racism Strategy; and Restoration of Jurisdiction work being conducted within the region.
6. Proven interpersonal, supervisory, communication, collaboration, problem solving, and conflict management skills.
7. Able to exercise reasonable judgement and empathy to establish and maintain effective relationships with patrons, staff, individuals, community groups and partners.
8. Able to manage change and adapt readily to shifting priorities and strategic directions.
9. Working knowledge of office, financial and computer systems.
10. Current First Aid and CPR certification and Naloxone Certification is an asset.
11. Must undergo a successful Criminal Record Check.

**Application Information:**

Please submit your cover letter and resume at your earliest convenience to [kgunn@tbpl.ca](mailto:kgunn@tbpl.ca). As the competition is open until filled, interviews will take place as soon as the number of qualified candidates meets the threshold that we have determined to conduct interviews.

**Other Information:**

For more information on the Thunder Bay Public Library, please visit our website at: <https://www.tbpl.ca/>

The TBPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer.

The Thunder Bay Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process, if you require accommodation at any time throughout the recruitment process, please contact the HR Manager.