



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Chief Administrative Officer (CAO)
DEPARTMENT: Corporate
SUPERVISOR: Chief & Council
TERMS: Full-time
Reference #: 2018 – 093 - REPOST

PURPOSE OF POSITION:

The Chief Administrative Officer (CAO) works closely with **and reports directly to** – the elected leadership of TteS - Chief and Council (C&C). A primary purpose of this position is to ensure that the governance work of Council is kept independent from the daily work of management and staff, while at the same time ensuring that C&C is informed and updated using proper approval mechanisms on any changes to HR, organizational structure, financial impacts to the organization etc. The CAO provides leadership to staff and is responsible for implementing Council's vision and goals for Tk'emlúps, "not-for-profit" entities. Working with partners and stakeholders to ensure opportunities for TteS are leveraged to secure its growth and sustainability. The CAO balances the work by maintaining a high level of service and support to TteS Membership, C&C, and TteS employees.

DUTIES AND RESPONSIBILITIES:

The key management functions of the CAO include:

- Supporting Chief & Council.
- Recommending all administrative/membership related policies, by-laws, laws and standards to C&C.
- Building and maintaining the TteS Administration and Reporting functions.
- Making recommendations regarding lobbying and Government to Government negotiations to Council, being mindful that some negotiations and lobbying activities rest solely with Council as part of a larger title and rights issue with the TteS, and past case law decisions.
- Reports and collaborates with Chief and Council on a weekly basis and ensures critical pro-active, transparent and accountable reporting on relevant initiatives.
- Performs all duties and responsibilities in accordance with the Tk'emlúps bylaws and procedures.
- Provides sound leadership and promotes and fosters a team culture with C&C, administration, all not-for-profit Department Heads, Managers and Supervisors.
- Responsible for the fiscal management of the not-for-profit functional areas, including any corporate entities and provides leadership to plan business objectives.
- Develops and establishes organizational policies and procedures to achieve strategic objectives, and coordinates operations between various divisions and departments.

- Analyzes and identifies deficiencies within a risk management model to reduce potential liabilities to the Band.
- Maintains high standards of operational performance and serves as a role model by promoting a positive professional public image of TteS.
- Liaises between departments and ensures organizational health and safety strategies are aligned and implemented.
- Maintains confidentiality on sensitive matters relating to affairs of the Tk'emlúps te Secwépemc.
- Demonstrates a willingness and interest to become knowledgeable about Secwépemc customs and traditions and fosters a culture and environment conducive to and inclusive of - the Bands vision and values.
- Performs all other duties as assigned.

KEY ACCOUNTABILITIES:

Strategic Development, Planning and Reporting

- Ensures strategic and annual planning processes are in place.
- Ensures financial and non-financial reporting requirements are met on timely and regular basis.
- Takes a proactive role in formulating future strategic objectives for Chief and Councils input, discussion and decision making within budget and policy guidelines.
- Manages with optimum efficiency to achieve targeted results as per the strategic plan and to approved budget guidelines and initiatives.
- Strong working knowledge of INAC (the two divisions of INAC) processes for governmental decisions, with ability to decipher at a high level the first nations/ indigenous laws, etc.

Relationship Management

- Develops and maintains an effective, efficient, credible and trusting working relationship with Chief and Council, Department Managers and staff and all other stakeholders.
- Directs and reports, recognizes and separates the administration and political protocols and procedures.
- Inspires and empowers managers and staff to achieve TteS strategic business objectives.
- Develops and maintains positive collaborative partnerships and networks with stakeholders to provide Department Managers and all other staff with effective and innovative lobbying strategies to effectively promote TteS interests.

Operational Management

- Maintains an effective operational working relationship with Chief and Council, Committees, Boards, Managers, other staff and all other stakeholders.
- Ensures that strategic initiatives are achieved on time and budget.
- Analyses organizational reports and provides advice to Chief and Council for effective capacity development.
- Provides leadership and direction to ensure the financial stewardship via financial and administration controls to maximize capacity for all not-for-profit TteS functional areas.
- Complies with all related laws and regulations while understanding the principles of self governance.
- Applies leadership and direction of all related TteS policies, procedures, bylaws, laws BCR's and ensures compliance, initiates development of policies where necessary.
- Delegates authority and responsibility to TteS administration representatives and direct reports to conduct day to day business and to ensure operational goals are met.

Leadership

- Provides clear leadership, promotes and fosters an effective team environment to meet the needs of the TteS organization and membership taking into consideration the social, financial and organizational needs.
- Strategic thinker who possesses effective change management skills and can lead with strong mentoring and coaching abilities.
- Ensures the fair recruitment and performance of staff within the existing framework of Human Resources policies and procedures.
- Able to develop people capacity and provide staff opportunities for professional growth.

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- Master of Business Administration, CA, CGA, or CMA, is preferred with minimum 10 years of experience as Chief Administration Officer (or similar) for similar sized and complexity municipal type organization, preferably in First Nations governance.
- Member in good standing with governing professional body
- Experience in a dynamic environment with a high incidence of funding agreements and complex partnerships. Between First Nations Governments and the British Columbia and Federal Government of Canada is required.
- Proven success in the administration and management of Housing, Educational, Social and Community Development initiatives.
- Awareness and experience with aboriginal history, legal contextual issues in aboriginal affairs and a wide range of resource contacts.
- Knowledge of First Nations and non-First Nations taxation issues.

Skills and Abilities

- Proven record of accomplishment in building sustainable enterprises in the Social/Community or Educational sectors.
- Proven and highly successful skills in strategic planning, management and collaboration.
- Ability to deal between – political, corporate and technical environments.
- Ability to maintain effective and collaborative relationships to meet the needs of the organization.
- Ability to provide strong leadership and clear direction to direct reports.
- Ability to inspire employees towards high levels of performance.
- Ability to manage a variety of projects within tight time lines.
- Proven experience of successfully leading an organization consistent with the importance and responsibility of the position, with a personal commitment to organizational excellence, honesty, integrity and a strong sense of ethics in all decisions and actions.
- Ability to protect the jurisdictional rights of the TteS while increasing capacity and exercising effective risk management.
- Ability and interest to become knowledgeable about Secwépemc language, customs and traditions.
- Ability and willingness to travel and to work after hours if required.
- Must pass a criminal record check.

KEY COMPETENCIES

Leadership

- Demonstrates enthusiasm for the organization's vision.
- Motivates leads and empowers others to achieve the organizational goals.
- Demonstrates a professional leadership style.

Relationship Management

- Ability to establish and maintain a positive working relationship with key stakeholders to accomplish organizational goals.
- Strong cultural awareness skills, working knowledge of TteS title and rights issues, current FN case law, understanding the distinction of TteS compared with other First Nations.

Problem Solving and Analysis

- Ability to analyze complex policy issues and organizational issues and to provide sound leadership advice to Council.

Strategy Formulation

- Ability to formulate strategies to create new approaches in a changing environment.
- Ability to translate strategies into operational activities, and organizational reality.

Communication Skills

- Ability to understand complex issues and use appropriate communication strategies to influence wide and diverse audiences.
- Ability to actively listen, seek information, provide response rationale.

Understanding of Business, Government and Industry Processes

- Demonstrates an in-depth knowledge of governance issues, framework, and structures for non-corporate entities (First Nations and other) and corporate processes.

Interpersonal Style

- Has a personal commitment to organizational excellence, displays honesty, integrity and a strong sense of ethics in all decisions and actions.
- Maintains a positive presence, which commands respect from staff, council and other contacts.
- Possesses resiliency, objectivity, emotional intelligence and can remain calm and responsive under pressure.

Personal Organization

- Strong time management and organizational skills.

Governance/ Management

- Experience working with Chief and Council and corporate boards providing sound strategic advice.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is December 10, 2018, no later than 2:00pm.

**Submit Job Application Form, cover letter, resume, and references
online: tkemlups.ca, or by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online [Job Application Form](http://tkemlups.ca), which can be found on the tkemlups.ca website

**Any late submissions or submissions without the [Job Application Form](http://tkemlups.ca)
WILL NOT be considered.**