



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 Operating Officer (COO)
DEPARTMENT: Corporate
SUPERVISOR: Chief & Council
TERMS: Full-time, 3 - year term with option to extend or renew
Reference #: 2019 - 013

PURPOSE OF POSITION:

The Chief Operating Officer (COO) is the Chief of Business Operations for TteS and with direction provided by Chief and Council is responsible for the overall business management and operational oversight for the organization, as well as numerous Boards and Corporations (for-profit) that are structured on behalf of the organization. This position is the key link between translating the strategic business vision provided by Council into actual on the ground results through Department Managers.

DUTIES AND RESPONSIBILITIES:

The key management functions of the COO include:

- Supporting Chief & Council.
- Recommending all business-related policies, by-laws and standards to C&C.
- Building and maintaining the TteS Business and Economic Development portfolios and Community direction on same.
- Making recommendations regarding lobbying and business negotiations.
- Reports and collaborates with Chief and Council on a weekly basis and ensures critical pro-active, transparent and accountable reporting and external communication on relevant initiatives are completed.
- Performs all duties and responsibilities in accordance with the Tk'emlúps bylaws and business procedures.
- Provides sound leadership and promotes and fosters a team culture with C&C, KIBDC, KIBUC, Lands Leasing and Taxation, MPC, Spiyu7llucw Ranch, The Petro Canada Gas Bar/Car Wash, Secwepencet'we Corporation, and all "For-profit" Department Heads and business managers.
- Responsible for the fiscal management of the for-profit functional areas, including all corporate entities and provides leadership to execute on planned business objectives.
- Develops and establishes organizational policies and procedures to achieve strategic objectives, and coordinates operations between various for-profit 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'émłúps te Secwépemc.
- Demonstrates a willingness and interest to become knowledgeable about Secwépemc language, 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 reporting requirements are met on a timely and regular basis.
- Takes a proactive role in formulating future strategic business objectives for Chief and Council 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.
- Authorizes the establishment of business entities and associated budgets, organization structures and staff positions within TteS and advises BOD of business entities. Ensures that reporting back to band members is completed as per past General Band Meeting motions.
- Builds, promotes and maintains an extensive business and political network to support and realize TteS initiatives.
- Strong knowledge of INAC, process 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, Business Entity Boards/Advisory Committee, staff and all other stakeholders.
- Inspires and empowers managers and staff to achieve TteS strategic business objectives.
- Seeks out and Champions Business opportunities and partnerships that benefit the TteS membership
- Develops and maintains positive collaborative partnerships and networks with stakeholders to provide staff with effective and innovative lobbying strategies to effectively promote TteS interests.

Operational Management

- Maintains an effective operational working relationship with Chief and Council and Business Entity Boards/Advisory Committees, 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 for-profit TteS functional areas, and related Business entities for TteS as per the approved Financial Administrative Law of TteS (FAL).
- Implements effective project management principles and work plans, budgets, and staffing needs to ensure efficiency and effective completion of key projects.
- Applies leadership and direction of all related TteS policies, procedures, bylaws, BCR's and ensures compliance. Initiates development of policies where necessary.
- Liaises with legal and insurance professionals on behalf of the TteS and Business Entities and applies efficient and effective risk management practices to minimize liability.
- Delegates authority and responsibility to TteS business entity representatives and direct reports to conduct business and to meet day to day operational goals.

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

- Business Communications, or Master of Business Administration, CA, CGA, or CMA, is preferred with a minimum 8 years experience in Operations, Business Development or Finance.
- Member in good standing with governing professional body.
- Specialization in a functional area or service with a focus on commercial real estate, joint ventures, contract management and project management are highly desirable.
- Direct Experience in a Senior Administration position, within a similar sized First Nation is required.

Skills and Abilities

- Proven leadership and management skills.
- Familiar and experienced with Microsoft based networking systems.
- Excellent oral and written communication skills.
- Excellent negotiating skills with strong analytical abilities and viewed as a business strategist.
- Ability to build positive and respectful relationships with Department Heads, Staff and members of the Tk'emlups Indian Band community.
- Excellent interpersonal, tact and diplomacy skills.
- 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 be able to pass a criminal record check.

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

PAY GRADE: As per current TteS wage grid.

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

Deadline for the Job posting is April 12, 2019 no later than 3:00pm.

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/current-openings/> 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, which can be found on the <https://tkemlups.ca/current-openings/> website**

Any late submissions or submissions without the job application form WILL NOT be considered.