



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. HR West Consulting has been engaged to support Chief & Council with this search.

POSITION TITLE: Executive Director of Member Services
DEPARTMENT: Corporate Division
SUPERVISOR: Chief and Council
TERMS: Full Time, Permanent
REFERENCE #: 2022-074

PURPOSE OF POSITION:

The Executive Director of Member Services, (EDMS) working collaboratively with the Executive Director of Finance (EDF), are the two executive reports to Chief and Council (Council or C&C) to keep the governance work of Council independent from the daily work of management and staff. By doing so, it will reduce the substantial workload of Council so that Council can concentrate on the long-term interest and needs of the community. This does not take away from members coming to Chief & Council.

The Executive Director of Member Services (EDMS), and the Executive Director of Finance, (EDF), collaborate to jointly develop and implement the overall strategic and business goals, ensuring fiduciary compliance, and creating an excellent member and employee experience. Both work with partners and stakeholders to ensure opportunities for TteS are leveraged to secure its growth and sustainability. The two executive positions also ensure that C&C has approved, and is informed and updated using proper approval mechanisms on any changes to HR, organizational structure, financial impacts to the organization etc. Human Resources is a joint responsibility of both the EDMS & EDF. Each in turn have some specific functional accountabilities.

The Executive Director of Member Services (EDMS) provides leadership to staff and is responsible for implementing Council's vision and goals for Tk'emlúps, "not-for-profit" or member service entities which currently include the Sk'elep School, and the education, language & culture, community services, housing, and planning & engineering departments.

The Executive Director of Member Services (EDMS) 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 that the EDMS shares with the EDF include:

- Supporting C&C
- Recommending laws, by-laws, policies and procedures and standards to C&C.
- Building and maintaining the TteS Administration
- Making recommendations regarding lobbying and negotiations.
- Ensures Authorization and Delegation Authorities are followed as per policy.
- Reports and collaborates with Chief and Council on a regular, basis and ensures critical pro-active and reactive transparent reporting on relevant initiatives.
- Performs all duties and responsibilities in accordance with the Tk'emlúps te Secwépemc laws, bylaws, policies, and procedures.
- Responsible for the fiscal management of the entire organization and provides leadership to plan business objectives.
- Liaises between departments and ensure organizational health and safety strategies are aligned and implemented
- Responsible to develop organizational procedures and clear accountabilities (such as executive sponsorship, project management disciplines or RACI) to coordinate operations between divisions and departments.
- Responsible to establish responsibilities and procedures to achieve strategic objectives.
- Analyzes and identifies deficiencies within a risk management model to reduce potential liabilities to the Band.
- Provides sound leadership and promotes and fosters a team culture with C&C, administration, department Heads and business managers.
- Promotes a positive professional public image of the Band.
- Maintains confidentiality on sensitive matters relating to the affairs of the TteS, TteS business and legal entities and maintains high standards of operational performance and serves as a role model.
- 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 Band vision and values.

KEY JOINT 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 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 according to approved budget guidelines.

- As approved by Chief & Council, authorizes the establishment of departments and associated budgets, organization structures and staff positions within the TteS Administration and advises QHS, SCFA, SD#73 etc.
- Builds, promotes, and maintains an extensive business and political network to support and realize Band initiatives.

Relationship Management

- Develops and maintains an effective and efficient working relationship with Chief and Council and Not-For-Profit Entity Boards/Advisory Committees.
- 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 key stakeholders and networks to provide Department Heads effective and innovative lobbying strategies to promote TteS interests.

Operational Management – see below for distinct operational oversight areas

- Maintains an effective operational working relationship with Chief and Council and Not-For-Profit Boards/Advisory Committees.
- Directs and reports, recognizes and separates the administration and political protocols and procedures.
- 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 TteS and related Not For-Profit departments for the TteS. Ensures FAL is adhered to.
- Implements effective project management principals and work plans, budgets, human resource components to ensure efficiency and effective completion of key projects.
- Complies with all related laws and regulations while understanding the principles of self governance.
- Applies leadership and direction of all related TteS policies, procedures, laws, bylaws, BCR's and ensures compliance, initiates development of policies (subject to C&C approval) where necessary.
- Liaises with legal and insurance professionals on behalf of the TteS and applies efficient and effective risk management practices to minimize liability.
- Within overall policy and C&C approval guidelines, delegates authority and responsibility to TteS administration and direct reports to conduct business and to negotiate in order to meet operational goals.

Leadership

- Provides clear leadership and 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.

- Ensures the fair recruitment and maintenance of skilled staff, within the existing framework of Human Resources policies and procedures.
- Able to develop people capacity and provide staff opportunities for professional growth.

KEY POSTION TITLE EXCLUSIVE ACCOUNTABILITIES

Operational Oversight of “Not-for-Profit” or Member Service Functions

- Responsible for the fiscal management of the not-for-profit and member services functional areas, including Sk'elep School, Education, Language & Culture, Community Services, Housing, Planning and Engineering as well as other departments that may be established or reorganized from time to time.

Additional Information

- Required to comply with all TteS laws, bylaws, policies, and procedures and to conduct self in accordance with these procedures.
- Working collaboratively with the Executive Director of Finance ensures the annual report is completed and sent out as required in the TteS FAL.

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- Master of Business Administration, CA, CGA, or CMA, is preferred with minimum 5 years of experience as Director of Administration (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

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.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is July 8, 2022 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online:, by email, resume@ttes.ca

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**