



JOB POSTING

The Organization

Highbridge Human Capital is excited to be partnering with Simpcw First Nation to find an exceptionally talented individual to assist with leading and managing the Nation's programs and departments. The Simpcw First Nation are one of the 17 Secwepemc First Nations who reside in the Thompson River Valley. The Nation have approximately 700 members total with many living in the Chu Chua village. Looking towards the future, the nation will balance cultural heritage and their economic growth to support their members by continuing to deliver services in education, social and health programs.

Job Summary: A day in the life of our Assistant Administrator

The Assistant Administrator will be responsible for supporting or leading the delivering day-to-day results, in tandem with the Band Administrator, and will set and enforce robust operational controls.

Reporting to and under the support and supervision provided by Chief & Council, the Assistant Administrator is responsible for the supporting the operation and maintenance of all programs and services and will ensure that all operations are conducted in a respectful and responsible way. They will ensure all decisions and actions meet the relevant legislation, policies, and procedures that govern Simpcw including the Simpcw Financial Administration Law 2018 and any other Laws enacted by the Simpcw Council from time to time.

. As the Band Administrator, you will:

- Attend all Band Council meetings and oversee the preparation of agenda, information and resources for Council Meetings for Council Members.
- Ensure that all Band Council business is conducted within relevant legislation, policies and procedures.
- Facilitate the exchange of information between Band Council, employees, and Band Members.
- Work with Council to develop a strategic plan.
- Report in a timely manner all administration activities to the Council's Administration Portfolio Holders.
- Provide leadership and advice to Chief and Council in the management of the financial affairs of Simpcw First Nation
- Monitor purchasing, tendering and other financial transactions.
- Ensure Simpcw First Nation Financial Policies and Procedures are being adhered to and are in accord with Government financial legislation.
- Be responsible for the preparation of the annual operating and capital budgets for all departments providing programs and services including staffing requirements.
- Oversee all financial operations including accounts payable, accounts receivable, payroll, procurement of goods and services are in accordance with SFAL.
- Provide oversight in the development of proposals for funding, review proposals for accuracy of budget, completion of decision sheet for council and ongoing management of funding agreements resulting from approved proposals including reporting requirements.
- Establish and ensure internal financial controls are in place.
- You are responsible for adherence to the SFN Human Resource Policy and SFAL as amended from time to time for all staffing actions by all Departments providing programs and services to Simpcw
- Address performance issues and acts as coach and mentor to develop employees.
- Prepare and update organizational chart for all departments of SFN;

- Facilitate / support the development of the team members and Program Managers.
- Administer all employee benefit programs with conjunction with the Finance Department.
- Oversee the central HR Administration.
- Be responsible for completion of employee performance evaluations for probationary and annual evaluations including a training and development plan.
- Manage the planning, implementation and evaluation of the organization's programs and services.
- Ensure legal compliance in all areas of operations; creates a safe and healthy work environment and ensures compliance with all financial and employment legislation.
- Establish systems and checks to ensure the security of facilities and equipment; works with team to create recovery plans for possible disaster scenarios.
- Oversee the development and management of all formal financial, physical, community, capital, human resource management and department/program plans for the Simpcw First Nation.
- Provide leadership and direction in the development and management of the Indigenous Services Canada (ISC) Ten-Year Program Plan for the Simpcw First Nation.
- Oversees the evaluation of Simpcw First Nation programs and services to ensure the programs and services are meeting the needs of the Simpcw First Nation Community.
- Ensure that all Members of the Simpcw First Nation have an understanding/knowledge of the programs, services and opportunities delivered by Simpcw First Nation Administration.
- Attend General and special Band Meetings and other community meetings as required by Chief and Council.
- At the request of Chief and Council the Band Administrator will represent the Simpcw First Nation with other First Nation Communities, local, provincial and federal governments.
- The Band Administrator must ensure that anyone conducting business or programs in the community are responsible to the Band, any and all legislation, policies and procedures, and Band and community members.
- Monitor and review all documents/hearings/initiatives that will have a direct impact on the First Nation Community and Administration.
- Communicate directly with Simpcw Health Board and Health Manager as required.
- Liaise directly with Neqweyqwelsten School Management and the Neqweyqwelsten Management Board
- Ensures that the Simpcw First Nation Band Administration manages and operates in accordance with applicable government laws, regulations and requirements
- Oversee the day-to-day management of the general administration affairs of the Simpcw First Nation

ABOUT YOU - Basic Qualifications

- Bachelor's Degree in Business Administration, Entrepreneurship, Economic Development, or related field.
- 5+ years' experience of progressively responsible management experience preferably in the community, social service sector or with Indigenous organizations
- Relevant Designation in area of expertise
- Class 5 Drivers License
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

Skills, Knowledge & Abilities - What you bring to the role:

- Conflict Resolution - Brings conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships
- Relationship Building - Develops strong, cooperative relationships with internal and external partners,

- customers, clients and colleagues to build long term relationships that foster collaboration and partnership
- Leadership & Teambuilding - Sets an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coaches for employee development and provides purposeful feedback for improved performance
 - Strategic Performance - Contributes to the organization's strategic performance by linking long-range vision and mission to the daily work, developing individual and/or group goals, aligning goals with organization objectives and building commitment of staff to this direction
 - Financial Impact - Delivers on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns and synthesizing financial data into meaningful terms.
 - Innovation - Makes an effort to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement
 - Analytical Thinking - Observes identifies and organizes information to detect underlying issues.
 - Business Acumen - Demonstrates an understanding of industry trends, business concepts, economic development as well as the constraints and limits of the environment in which the service is provided while increasing the value of products and services

What makes you great:

- Demonstrated leadership skills and experience with ability to develop team and team capabilities.
- Ability to work collaboratively with the leadership team in the establishment of goals, strategy, preparation of budgets and funding proposals.
- Ability to see the big picture and think strategically including understanding financial data and forecasting trends and issues.
- Ability to work independently and build effective interpersonal relationships
- Have good public and interpersonal relations skills.
- Keen sense of business, ability to identify results-oriented opportunities and motivated by the idea of attracting new clients on the regional and national scene.
- Ability to negotiate contracts and write clear and convincing proposals.
- Good knowledge of project management.
- Good understanding of the principle of analysis and profitability, and knowledge on how to influence it.
- Capability to identify opportunities, establish goals and implement an action plan.
- Ability to organize complex projects, establish priorities, and follow-up in a timely manner.
- Ability to make decisions that improve the management of First Nation resources
- Capacity to adapt to unexpected circumstances and work under pressure.
- Ability to manage confidential and sensitive business and client information.
- Skill to work independently and in a team environment.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Self-driven, enthusiastic, tactful and diplomatic.

What we will provide:

- Full-time permanent role
- Competitive compensation package



- A great work culture and environment

The deadline for applications is open until filled. This was posted on December 2nd, 2021

Please submit applications to:

recruiting@hbccanada.com

NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.

Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).