



Chief Administrative Officer (CAO)

"Oh Canada, I shall see these things come to pass. I shall see our young braves and our chiefs sitting in the houses of law and government, ruling and being ruled by the knowledge and freedoms of our great land.

So shall we shatter the barriers of our isolation. So shall the next hundred years be the greatest in the proud history of our tribes and nations." (Chief Dan George, 61)

Position Overview

The Lament for Confederation was not only a foreshadowing but a promise. One the proud nation of Kwikwetlem has worked very hard on living up to that promise. This career challenge is a once in a lifetime experience to change the world around you, to be a part of not only a selfless and dynamic team but to effect change in meaningful ways. The nation is primed for greatness and ready for strong leadership in the administration. From a practical standpoint, the CAO reports to the KFN Chief & Council (C&C). In the existing organizational structure, the CAO is responsible for the direct supervision of approximately 15 reports, in four different functional areas. The four functional areas are: Health and Social Development, Education, Public works and Housing, Culture, and Finance. It is expected that the primary duties of the role of KFN are performed in a disciplined and respectful manner. The ideal candidate for the CAO role displays a high degree of business and financial acumen, without having the trade-off of unfamiliarity with First National organizations and agencies. All actions by the administration and C&C are measured against the positive impact within the community, and our integrity. As such, the CAO has the highest level of accountability among the staff to deliver world class service to the community.

Primary Duties and Responsibilities

Policy

- Ensure policy compliance;
- Develop, update, implement and draft policies and bylaws for council;
- Identify and address and potential legal liability;
- Become well versed with all existing KFN policies, enough to be able to make recommendations where appropriate; and
- Interpret applicable legislation (Indian Act, labor code, PIPEDA, etc.).

Financial

- Understand/interpret contribution agreements, and transfer funding agreements;
- Authorize expenditures—prepare cheques;
- Ensure proper financial management of external funding and band own source revenue;

- Oversee the acquisition of additional funding when mandated by C&C;
- Maintain good internal controls, and develop and monitor annual budgets; and
- Prepare and present regular reports on the financial position

Council

- Prepare meeting material for and participate in council meetings;
- Implement council decisions;
- Administer Nation elections;

Staff

- Ensure staff follow standard practice instructions and policies.;
- Hold regular one-on-one meetings with department heads, and provide regular coaching and goal setting;
- Hold weekly staff meetings;
- Ensure the organization has a safe, healthy, and discrimination free workplace; and
- Manage grievances and appeals.

Government Relations

- Assist with external relations and external stakeholder management and protocols; and
- Develop working relationships with other governments.

Community Relations

- Keep community members informed and up-to-date on issues and activities;
- Develop working relationships with community; and
- Strong mediation skills to resolve complex or sensitive issues with a strong empathy and possess good emotional intelligence.

Planning

- Ensure tools/policies are in place to support effective administration and management;
- Participate in an oversight role in the ongoing and inclusive community planning processes as established within the Nation, which includes the following components:
 - Strategic Plan
 - Operations and business
 - Land Use and economic development
 - Social and education
 - Resources
 - Public works and emergency services
- Sets, recommends and follows through with the delivery of management goals and objectives of the C&C.

Practical Reserve Issues

- Ensure reserve maintenance runs effectively (e.g., roads, trees trimmed);
- Oversee use and access of community facilities and assets;
- Oversee capital projects (e.g., road construction and subdivision);
- Systems maintenance (office systems);
- Ensure emergency services run effectively;
- Dispute resolution;

- Be present and supportive at community functions;
- Lead in any damage control and resolution of any crisis events;
- Enforce bylaws;
- Fill in for other areas during holidays;
- Be on call;
- Provide advocacy for issues;
- Provide business advice to members on business plans/ideas; and
- Plan and strategize ongoing and future economic development.
- Performing all other related duties as required by the Chief and Council of KFN.

Qualifications

- Minimum undergraduate degree in Commerce, Political Science, Finance or Business, or equivalent combination of experience and training is required
- The CAO must possess a high level of Financial and business acumen, generally gained through a minimum of 10 years of experience in similar roles and similar sized organizations
- The CAO must be well-versed in the Indian Act, and all other applicable Federal, Provincial and Municipal legislation impacting the KFN
- Must have experience working with First Nations
- Must have experience working with, and liaising between, governments
- Must have experience in negotiation
- Must have experience in conflict resolution

Knowledge

- Knowledge of relevant legislation, policies and procedures related to:
 - Programs
 - Human resources
 - Operations, and
 - Finance;
- Excellent knowledge of financial accounting principles and practices;
- Extensive knowledge of best practices with budgets as a management and control tool financial reporting, financial tracking;
- A clear familiarity with the aboriginal frame in Canada;
- Thorough knowledge of all government and independent funding sources;
- Knowledge of effective planning processes; and
- A working knowledge of contract and civil law.

Current Skills and Abilities

- Proven experience and ability to analyze problems systematically, organize information, identify key factors and underlying causes and generate solutions;
- Superior ability to manage First Nation resources including people, material assets and financial resources;

- Work with department managers to maintain an accurate and transparent budgeting process for KFN;
- Manage projects and other time-sensitive activities under tight deadlines;
- Ensure quality service delivery;
- Establish and maintain systems;
- Adapt to technological change;
- Clarify roles and expectations;
- Superior ability to communicate both orally and in writing, including proposal writing;
- Ability to clearly define and communicate vision and direction to both internal and external stakeholders;
- Highly effective listening and communication skills;
- Ability to motivate others, foster teamwork and manage time of self, teams and staff;
- Ability and willingness to lead by example;
- Ability to accomplish results through others, inside and outside the First Nation and Community;
- Superior ability to handle conflict using sound judgment;
- Ability to accept criticism;
- Ability to deal with and accept diversity and adapt to change;
- Ability to reflect on difficult situations to improve future performance;
- Capable of leading and managing complex change; and
- A proven track record with negotiations and conflict resolution

Personal Suitability

- Effective interpersonal relationships;
- Willingness to learn continuously;
- Must be able to show interest in, and support the culture of the KFN, its history, people and future legacy;
- Must be able to engage, interact with, and build positive relationships in and around the community;
- Must be able to display a strong and disciplined work ethic;
- Must be able to work a flexible schedule, and work extra hours if required;
- Must have a valid Class 5 BC Driver's license and access to a reliable vehicle; and
- Must provide a criminal record check as a part of the hiring process

Perks and Benefits

KFN encourages a balanced lifestyle and offers benefits that suit the way our team members work and play! In addition to a competitive salary, our compensation package includes a Registered Pension Plan with an employer match, wellness program initiatives, health and dental benefits, KFN sponsored social events, and professional development assistance.

If you are ready to answer the call of the Kwikwetlem First Nation please provide us with your cover letter and resume via email to diana@kwikwetlem.com.