



Chief Administrative Officer, shishálh Nation

Employment Opportunity – Full Time

THE POSITION

The shishálh Nation ('Nation') has an exciting opportunity for a Chief Administrative Officer to support this well-respected Nation in Sechelt, BC, in continuing to move forward culturally and economically.

Accountable to the Chief and Council (Council), the Chief Administrative Officer (CAO) is responsible for working directly with Council to develop the Nation's strategic plan and ensure that strategic plan goals and objectives are implemented efficiently and effectively. The incumbent provides leadership to a team of professionals and is responsible for implementing Council's vision and goals for the Nation as a whole.

You will have the strategic responsibility of the Nation's programs and ensure the Division Managers fully execute all aspects of the day-to-day administration of the Nation governance. You will work with external partners and stakeholders to ensure opportunities for the community are leveraged in a way that secures its growth and sustainability. With major capital and residential projects underway, you will balance the need to drive opportunities forward while maintaining a high level of service and support to members.

To learn more about the shishálh Nation, please visit <http://www.shishalh.com/>

THE CANDIDATE

Leadership

- Provide overall leadership to manage the Nation in the best interests of Council and the Members;
- Provide leadership, in conjunction with the Division Managers, in establishing the Nation's strategic plan, annual business plans and budgets;
- Communicate regularly with Council and the Division Managers to ensure that the Managers are provided with timely and relevant information necessary to discharge their statutory duties and responsibilities.

Governance

- Represent shishálh Nation in negotiating and managing bi-lateral agreements with the Territorial and other First Nations governments;
- Interpret and implement the Nation's core governance frameworks or documents including but not limited to the Sechelt Indian Band Self-Governance Act, the SIGD Enabling Act, the SIB Constitution, Laws, Policies and the Housing Trust Declaration;
- Oversee and assist with the negotiation and management of Financial Transfer and Programs and Services Transfer Agreements on behalf of the Nation and ensure all annual reporting requirements are met;
- Negotiate Memorandums of Agreement with other governments;
- Represent shishálh Nation interests with a variety of groups and agencies, including but not limited to, the Lands Claims Agreements Coalition, Assembly of First Nations, and Self-Government Secretariat;
- Liaise with Land Claims Agreements Coalition, other First Nations, Federal and Territorial Governments on behalf of shishálh Nation.

Strategic Planning

- Work with Division Managers to develop business cases for proposed investments and business ventures, to be presented to Council for approval;
- Liaise with funders to maintain effective working relationships and the flow of information and funding to support the Nation's projects and services.



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Corporate Social Responsibility

- Provide overall leadership to management in support of the Nation's commitment to corporate social responsibility;
- Set the ethical tone for the Nation and its management.

Chief and Council Liaison

- Ensure decisions made by the Council are implemented efficiently and expeditiously;
- Work with the Council to develop the Nation's strategic plan for community growth and development;
- Establish appropriate administrative policies and procedures to carry out Council decisions via Division Managers.

Business and Organizational Management

- Ensure the development of an annual business plan and budget that supports the strategic plan and recommend the plan and budget to the Council for consideration;
- Plan and make recommendations to Council on organizational and management structures;
- Hold Division Managers accountable in managing the Nation's day-to-day business and affairs in accordance with the annual business plan and the budget approved by the Nation.

Perform all other tasks within the scope of the position and as assigned.

EDUCATION, EXPERIENCE, SKILLS AND ABILITIES

- Master's Degree in Business and/or Public Administration or an equivalent combination of education and experience.
- Minimum ten (10) years experience at the executive management level working with a First Nations organization, including a working knowledge of First Nations governance.
- Minimum seven (7) years' financial management experience with the full accounting cycle, including budget, reporting and audit.
- Demonstrated experience and skills in negotiating and conflict resolution.
- Working knowledge of governance policies and practices and the roles and responsibilities of Council and Councillors.
- Knowledge and experience of First Nations political, governance, and community structures and complex funding arrangements pertaining to programs and services.
- Knowledge of management principles and procedures.
- Knowledge of basic accounting and budget preparation; knowledge of Administrative Law.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues, demonstrating tact, initiative and flexibility.
- Ability to work independently and expeditiously under tight timeframes and competing priorities.
- Superior level of computer literacy, especially word processing, spreadsheets, presentation software, and research engines and tools.
- Excellent verbal and written communication skills with an ability to communicate complex information and capability for drafting and editing a variety of written reports and materials.
- Strong interpersonal skills and the ability to work effectively with a wide range of individuals in the organization, communities and federal and provincial representatives.
- Excellent relationship building and conflict resolution skills with an ability to interact and work effectively with senior individuals.

Preference will be given to qualified shíshálh members, community members, and other First Nation's members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.

To further explore this opportunity, please submit your resume and a detailed cover letter about yourself and why you think this could be the right opportunity at this point in your career to services@nexgenhr.ca.