

**Position Title: Chief Administrative Officer**

**Division: Administration**

**Supervisor: Chief and Council**



**NUXALK  
NATION**  
Uts'i s-tihilh Nuxalkmcih

## **Job Summary:**

The Chief Administrative Officer (CAO) is responsible for the successful leadership and general management of Nuxalk First Nation according to the vision, mission, values, and strategic direction set by Chief and Council. The CAO is also guided by all Nuxalk First Nation's Policies and Procedures. The professional, efficient, and culturally appropriate management of all programs and departments, managing the operational plan, setting goals, and measuring the overall achievements of Nuxalk First Nation's programs and services is a core responsibility of the Chief Administrative Officer. As a seasoned administrator who serves as a positive role model, the CAO reports to Council and establishes professional; respectful, responsive, and effective working relationships with Council, staff, staff, contractors, members, funding agencies, other First Nations and Tribal Councils, all levels of government and other external contacts.

The CAO is a leader who has responsibility for all aspects of human resources for Nuxalk First Nation staff including hiring, orienting, coaching/mentoring, evaluating and sometimes terminating staff. The CAO also is responsible for overseeing the process that ensures all performance plans are linked to Nuxalk First Nation's Strategic Plan and Operational Plans. Acting as an efficient financial manager, the CAO ensures the oversight of all aspects of financial management including budgets, financial reporting including variance reporting, grant applications, and grants and contributions.

The CAO acts with culturally appropriate behavior and nurtures principles of community wellness in Council, staff, and community

members and in their own professional and personal approaches to their life.

### **Specific Accountabilities/Deliverables:**

#### ***Leadership***

- 1) Supervises the day-to-day operations of Nuxalk First Nation including all departments and programs
- 2) Oversees all human resources functions including recruitment and development, orientation, establishment of program/individual expectations and regularly reviewing all staff's performance.
- 3) Addresses performance issues and acts as a coach/mentor to develop employees and follows progressive disciplinary processes as required.
- 4) Identifies, assesses, and informs the Council of serious concerns (i.e. conflict of interest, breach of confidentiality, abandonment of position, allegations of a criminal or civil offense etc.) and provides regular, routine updates to Council.
- 5) Thinks holistically and conducts gap assessments (i.e. programs, structures, funds, skills etc.) and provides Council with well developed plans to address these priorities of the programs and services to Nuxalk members.
- 6) Identifies opportunities for projects and programs to move all strategic plans and frameworks forward to enhance the delivery of existing programs and services
- 7) Ensures all policies and procedures are up to date and understood by Council and staff and reviewed annually

#### ***Governance***

- 1) Coordinates the development of a strategic plan with Council and senior staff. Manages the strategic plan's implementation and

oversees the linkages to each department's operational plans and performance plans for all staff.

- 2) Oversees and/or participates on internal and external committees that furthers Nuxalk First Nation achieve its strategic plan and operational plans and fulfill all terms and conditions within all funding agreements.
- 3) Facilitates as required the election process and provides orientation and training to Council of their roles and responsibilities.
- 4) Liaises with, as directed by the shareholder, with Nuxalk First Nation's economic development entities on programs and services under the CAO's responsibility
- 5) Oversees the development of agendas, briefing notes, spreadsheets, and other preparations for Council meetings.
- 6) Ensure meetings are documented in accurate and timely minutes and clearly records Band Council Resolutions. Ensures appropriate storage of minute binders and storage of electronic Council files in a manner which complies with the Council approved Records Management Policy and Procedures.
- 7) Oversees the implementation of all Council decisions to ensure they are timely and cost effective.
- 8) Serve as Nuxalk First Nation's spokesperson, as directed by Council (i.e. presentation and enquiries from media, government agencies, other First Nations etc.)
- 9) Always acts professionally and appropriately.

### ***Operations***

- 1) Manages the planning, implementation, risk management and evaluation of Nuxalk First Nation's programs and services.
- 2) Ensures legal compliance in all operational areas. Ensure compliance with all Employment and Financial legislation.

- 3) Creates a safe, healthy, and culturally appropriate work environment
- 4) Establishes systems (i.e. asset management and maintenance controls) to ensure the security and safe operations of all facilities and equipment.
- 5) Oversees and implements Business Continuity Plans, Pandemic Response Plans, Emergency Operation Center Plans and Community Safety Plans.
- 6) Establishes, implements, and amends, as legal requirements require, all legislative, regulatory, and operational changes as required.
- 7) Integrates risk assessments and implements risk management strategies to minimize, manage and/or eliminate risk.
- 8) Provides coaching and mentorship for all employees and takes corrective action as required. Develops comprehensive training plans to increase employees' capacity. Develops internal succession plans for senior management and other positions.
- 9) Ensures all operational transactions are conducted in a responsible, confidential, ethical, and culturally appropriate manner.
- 10) Oversees and implements operational plans that maximize progress on Nuxalk First Nation's strategic plan and provides mentorship to the management team on linking their staff's performance plans to operational plans.
  - Ensures managers provide quarterly updates on the implementation of their strategic and operational plan responsibilities and provide to Council.
  - Leads staff in any program changes to meet strategic and operational plans.

## ***Administration***

- 1) Oversees the management of Nuxalk First Nation's financial functions ensuring the establishment, implementation, and regular review of internal financial controls to fulfill superior financial management practices and procedures.
- 2) Prepares annual budget with Departmental leads/managers to secure sufficient funding for continuing programs and special projects.
- 3) Ensure budgets are approved, followed and actions taken, as necessary. Review regularly cashflows and develop variance reports. Report to Council monthly.
- 4) Oversees audit process (i.e., preparation, on-site audit, receiving and preparing response to audit report, creation of Request for Proposals (RFP) for auditor selection, evaluation of auditor submissions and preparation of recommendation on auditor selection for Council decision etc.) Leads and operationalizes audit recommendations.
- 5) Ensures compliance with Contract Management and Procurement Policy (i.e., monitoring, purchasing, tendering, reconciling and other financial transactions)
- 6) Ensures compliance with reporting as per government agency's Terms and Conditions by working with Finance to develop timely and comprehensive reports to meet all reporting requirements. Provides Council with these reports.
- 7) Identifies, researches, and writes funding proposals in partnership with Department Managers, as necessary.
- 8) Writes correspondence on behalf of Council on projects, projects and other matters and ensures follow up actions are documented, and issues are resolved in a timely, cost effective and culturally appropriate way.

- 9) Provides oversight to ensure files are stored securely and privacy and confidentiality is maintained.

### ***Community Relationships***

- 1) Develops, maintains and nurtures active, respectful, professional, and culturally appropriate communication channels on programs and events to all community members.
- 2) Ensures members have access to information and opportunities are provided to ask questions on all programs, services, and projects available through the community's offices.
- 3) Ensures opportunities for members to express their views or concerns. Enables timely, fair, equitable and culturally appropriate conflict resolution processes are used and understood by Council, staff, and members.

### **Financial Responsibility**

The Band Manager oversees the core budget for the Nuxalk First Nation and has responsibility for a special projects budget for initiatives approved by Chief and Council.

### **Direct Supervision**

The Chief Administrative Officer supervises the head of all Departments and conveys direction provided by Chief and Council to department heads and staff as required in order to maintain the effective overall operation of the Nuxalk First Nation.

### **Special Requirements**

The incumbent must have a drivers' license.

### **Working Conditions**

The position will be primarily based in a fixed office location within a standard work week, but the incumbent may be required to travel to meetings and events in alternate locations and/or outside normal

working hours to accommodate meeting participation and represent Nuxalk First Nation effectively. The position must be willing to sit for extended periods of time and engage in repetitive actions (i.e., keyboarding work).

### **Staffing Qualifications:**

- University degree in a related field and/or 10 years of equivalent cumulative experience
- Knowledge and practice of sound leadership and management principles
- Knowledge and demonstrated experience of conflict management systems
- Knowledge of financial management systems
- Understanding of BC First Nations, their funding agreements and transfer payments
- Understanding of the history of First Nations, the UN Declaration on the Rights of Indigenous Peoples (UNDRIP), the Declaration Act, and the Truth and Reconciliation Commission Calls to Action
- Understanding of First Nations Health Authority and its relationship to BC First Nations
- Understanding and awareness of housing and infrastructure needs of First Nations.
- Demonstrated experience working with various levels of government
- Experience working with Council
- Experience working with a multi-talented and diverse staff
- Experience working with accounting software
- Demonstrated senior human resource management skills
- Demonstrated superior communications skills (verbal and written)

Please apply to [katrina.elliott@4cmc.ca](mailto:katrina.elliott@4cmc.ca) by January 24, 2023 by 4 pm PST. An attractive salary starting at \$90,000 +, benefits, and relocation costs is available for the right candidate.