



Job Description

Title: *Band Administrator – High Bar First Nation*

Reports To: *Chief*

Job Summary

The Band Administrator is responsible for the successful leadership and general management of the organization according to the vision, objectives and strategic direction set by Council. The Band Administrator is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of the organization's objectives. As a skilled administrator who is a positive role model, the Band Administrator works with the community's Council to focus on establishing effective working relationships with community groups, funding agencies, and other external contacts. The Band Administrator ensures the efficient financial management of the organization through economic development, grant applications and fiscal restraint. The Band Administrator leads a multi-faceted team of employees who are tasked with health, natural resources and referrals, land management, education, building maintenance, capital acquisition, housing, and other specialty areas.

Duties and Responsibilities

Leadership:

1. Supervises the efficient and effective day-to-day operations of the organization, including all department and programs such as administration, finance, health, archeology, natural resources, and other departments as they are created and implemented.
2. Oversees human resource/staffing plans and is regularly involved in the recruitment and development of staff
3. Provides leadership to the staff team in establishing program and individual expectations; regularly reviews performance with staff
4. Addresses performance issues and acts as coach and mentor to develop employees; follows progressive disciplinary process as required
5. Identifies, assesses and informs the Council of serious issues (potential terminations, confidentiality breaches, conflict of interest and fraud as examples) as they may arise as well as providing routine updates on activities
6. Conducts needs assessments, identifies gaps, and provides leadership to develop plans and priorities in creating programs to address the developmental requirements of the organization and community
7. Identifies and partners with a variety of organizations to formulate joint special projects which would enhance the delivery of existing programs and services to community members.

Governance:

1. Coordinates the development of a vision and strategic plan with the Council
2. Participates on committees that help further the organizations helping to build capacity and move organizations toward their vision
3. Facilitates the orientation and training of Council, to help them learn that their roles and responsibilities as Councillors, Directors on Boards and potentially as employees of the organization are different and must be kept separate so they are not in a conflict of interest
4. Provides agenda, briefing notes and other preparation for Council meetings
5. Ensures meetings are documented in accurate minutes and clear records of Band Council Resolutions
6. Implements decisions of Council
7. Upon the direction and approval of Council acts as the organization's head spokesperson, making presentations to government, media, affiliated organizations, etc.; develops communication strategy for public awareness of programs and events
8. Raises the profile of the organization by engaging in public relations, networking and advocacy activities

Operations:

1. Develops an operational plan for the organization's strategic direction and communicates this through regular staff communications and by setting goals and monitoring progress at least quarterly
2. Ensures that all business and operational transactions are conducted in a responsible, confidential and ethical manner
3. Considers risk management issues and implements strategies to mitigate risks
4. Develops a solid training plan designed to increase capacity of all employees, leading to the ability to have an internal succession plan
5. Establishes policies and procedures for the organization; regularly reviews and updates to meet legislative and operational changes
6. Manages the planning, implementation and evaluation of the organization's programs and services
7. Ensures legal compliance in all areas of operations; creates a safe and healthy work environment and ensures compliance with all financial and employment legislation
8. Establishes systems and checks to ensure the security of facilities and equipment; works with team to create recovery plans for possible disaster scenarios

Administration:

1. Oversees the general management of the organization's financial affairs ensuring the establishment and review of internal financial controls to ensure effective financial and fiscal management
2. Prepares a comprehensive annual budget with the senior management team to secure adequate funding
3. Ensures budgets are approved and adhered to, in addition to reviewing cash flow and providing regular reports to the Council
4. Provides input to the audit report development and takes action to implement and operationalize recommendations
5. Monitors purchasing, tendering and other financial transactions
6. Ensures regular reporting requirements are met to Council and appropriate agencies by working with Finance to produce appropriate documentation for funding bodies
7. Identifies, researches, writes and pursues economic development funding proposals in partnership with program managers
8. Writes official correspondence on behalf of the Council to involve key stakeholders in various projects, ensuring follow up on action items and documenting issues and progress
9. Oversees and manages the affiliated businesses of High Bar First Nations (i.e. Cougar Point Development Inc., Pelltiq't Energy Group Ltd., and High Bar Resources and Development LLP)

Community Relations:

1. Develops communication strategy for public awareness of programs and events to reach community members wherever they live
2. Ensures that Band members understand the programs, services and opportunities offered through the Band Office
3. Provides opportunities for Band members to share their views or concerns, interact with staff and feel part of the Band organizations
4. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications**Education:**

- Degree in Business Administration, Public Administration or related field

Specialized Knowledge:

- Knowledge of legislation of Canada Labour Code, Occupational Health and Safety, Privacy, Human Rights and Employment Law
- Knowledge of financial and reporting requirements (i.e. INAC requirements)
- Knowledge and experience in human resources and financial management, governance procedures, and the Treaty process

Competencies:

The Band Administrator should demonstrate competence in some or all of the following:

- 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. Recognizes patterns to interpret implications, ascertain solutions and make recommendations
- 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

Skills and Abilities:

- Ability to understand financial data and forecast the impacts of trends and issues
- Ability to work independently and build effective interpersonal relationships
- Ability to make decisions that improve the management of First Nation resources
- Ability to work collaboratively with the leadership team in the establishing of goals, strategy, preparation of budgets and funding proposals
- Ability to see the big picture and think strategically
- 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)
- Ability to self-regulate, meet deadlines, have attention to detail
- Ability to manage conflict and manage change
- Lifestyle consistent with the importance and responsibilities of the position

Experience:

- Five to seven years of progressively responsible program management experience preferably in the community, social service sector, or with First Nations groups
- Experience supervising and managing staff as well as developing and managing budgets
- Proficiency at developing meetings, agendas and chairing meetings
- Proven record of accessing, securing and managing financial resources

Working Conditions:

- Ability to maintain strict confidentiality in performing duties and demonstrates personal attributes of integrity, respect, trust, honesty, compassion and accountability
- Travel to other related organization locations will be required
- May need to respond to after-hours or emergency calls
- Required to work some non-standard hours to attend meetings or events, overtime will be required
- Receives minimal supervision with occasional direction and very few checks of the work performed

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

Directly Supervises:

- Finance Officer, Office Coordinator, Lands & Natural Resources Manager, Economic Development Officer, and other employees as required, as the organization grows

General Category:

- Operates as part of a team and is flexible about the boundaries and functions of the job.
- Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands.
- Ensures that all internal and external deadlines are met.
- Travels as required in the performance of their job.
- Serves on committees as directed by the Band Administrator.
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties.
- Successfully completes all training courses undertaken at the direction of Band Administrator
- Maintains confidentiality of all information see, heard or obtained by virtue of employment
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture.