EMPLOYMENT OPPORTUNITY

Job Title: Tribe Administrator

Location: Administration Office, Penelakut Island

Hours: Monday – Thursday 7:30-4:30 (on call, evenings and weekends as required)

Duration: Full-time, permanent

Salary: Commensurate with experience

Process: Email resume, cover letter (including salary expectations) to Lori Fitzgerald, CPHR at hrgbc1704@gmail.com

Deadline for Applications: 4:00PM on Friday, January 20, 2023

POSITION SUMMARY

Penelakut Tribe is recruiting a **Tribe Administrator** to lead the overall day-to-day management, administration and delivery of Penelakut Tribe (PT) programs and services, within approved budgets, in order to ensure the needs of the members are met in a responsible and efficient manner.

The **Tribe Administrator** operates under the direct supervision of the Chief and provides direction and supervision to department Managers (this includes Directors and the Store Manager) to ensure all planned programs and services of Administration are delivered in accordance to the Council's policies and regulations and the decisions of the Chief and Council and mandatory government laws, regulations and policies are implemented.

DUTIES AND RESPONSIBILITIES

- Builds and maintains relationships with staff in all departments, Chief and Council, Nation members and with Federal, Provincial and municipal governments and key stakeholders;
- Communicates and responds to routine requests or inquiries from staff, PT members and external stakeholders;
- Develops a 5 Year Strategic Plan and work plans in consultation with Chief and Council and other resource people as required and develops the Annual Operational Workplan that aligns with the Five-Year Strategic Plan;
- Facilitates and directs Managers to develop, implement and monitor their Department's strategic and work plans and budgets;
- Assisting in the development and implementation of program workplans, annual objectives and organizational effectiveness strategies for Penelakut Tribe's programs;
- Prepares and submits a draft annual budget and a draft multi-year financial plan for the next fiscal year to the Finance and Audit Committee for review;
- Facilitates and submits the PT Business Plans and budgets to the Chief and Council each fiscal year and makes adjustments based on approved fiscal year budget approval as per the FAL requirements.
- Reviews monthly and annual financial reports and statements to assure that the statements accurately reflect the operations of Department Managers;
- Coordinates and presents activity and financial documents for the annual audit process and requests from the Chief and Council. Reviews the annual audit and reports to the Chief and Council and membership. Submits other reports to update the Chief and Council on a regular and scheduled basis;
- Identifies projects as noted in planning documents and other sources and seeking appropriate funding, including writing proposals, connecting with funders, and seeking partnerships as appropriate;
- Develops and maintains an inventory of alternate funding sources and applying or arranging for applications for additional funding, as may be required from time to time;
- Liaises with PT departments, Council and other relevant programs and agencies for opportunities that support enhanced programming, facilities and infrastructure, capacity building, and employment;
- Monitors and evaluates the effectiveness of current and finance policies and procedures in conjunction with the CFO and Managers;
- Assists in the determination of staffing requirements for management and program delivery;
- Oversees the implementation of the human resources policies, procedures and practices;
- Establishes a positive, healthy and safe work environment.
- Develops and maintains a sound, effective organization structure for the Penelakut Tribe Administration;

- Executes human resource related initiatives including effective employee relations, recruitment, and compensation strategies; prioritizing work, ensuring proper training, completing annual performance reviews and plans, encouraging employee professional development, discipline, and resolution of labour relations issues, and succession planning of Department Managers;
- Establishes performance management and productivity standards for all management staff. Communicates performance expectations to Managers annually or more frequently if required;
- Ensures that manager's productivity and performance standards are met. Continuously strives to improve operational efficiencies and workflows;
- Reviews and approves contracts/spending from Manager exceeding their spending authority;
- Negotiates contracts with workers or consultants hired to assist the work of PT;
- Facilitates dispute resolution and problem-solving processes to effectively deal with staff, client and funders issues and disputes;
- Ensures effective communications and appropriate relationships are maintained with the Chief and Council and all departments. Provides timely and relevant information and updates for inclusion in newsletters, social media and other information dissemination routes. Provides information and updates at community meetings, as useful and required;
- Represents PT as the Administrator on relevant Boards and Committees related to the PT programs, services and activities and related interests;
- Informs the Chief and Council on all aspects of the PT operations and all matters of significant relevance to the PT, including but not limited to external items originating from governments and regulators on issues such as fiscal and monetary policies, and legislation;
- Supports the Chief and Council in their preparation and negotiation with private sector companies and governments;
- Assists the Chief and Council in conducting the necessary research, drafting policies, motions, letters, memos and serves in a public relations role;
- Supports Chief and Council by investigating, analyzing and researching possible economic development opportunities;
- Maintains strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues; Presents a professional, positive and helpful attitude at all times;
- Carries out other duties essential to the position as directed by the Chief.

FINANCIAL RESPONSIBILITY

- The Tribe Administrator oversees and is ultimately responsible for approved capital project budgets and for the approved annual budgets of all departments;
- The Tribe Administrator has signing/spending authority as per the Penelakut Tribe Governance Policy and Procedures.

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma in Business Administration, Operations Management or other related field including Certified Aboriginal Professional Administrator (CAPA) designation or Certified Aboriginal Financial Manager (CAFM) designation; and
- Minimum of 5 years' experience in the administration of First Nations services and in the provision of operations management; or
- An equivalent combination of education, training and experience;
- Minimum of 3 years' experience in a leadership role, including management and development of programs, managing, directing and leading employees; and liaising with various regulatory agencies;
- Experience developing a variety of written reports, proposals, policy and procedures, presentations and other documentation in accordance with organization directives and/or regulatory guidelines;
- Experience in the management and control of operating budgets;
- Valid standard first aid and CPR certificate may be required;
- Valid class 5 BC driver's license;
- Clean criminal record check.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of Penelakut Tribe's history and culture;
- Advanced administrative, financial, facilitation, planning, negotiation, and mediation skills;
- Superior leadership skills, including the ability to motivate Managers and staff and the ability to inspire confidence in Councillors, staff, and community members;
- Advanced critical thinking, organizational and problem-solving skills;
- Advanced written and verbal communication skills and the ability to discuss issues in a language suitable to the audience;

- Professional attitude to understand and deal with problems in a positive manner and be well motivated;
- Ability to lead by example, demonstrating leadership, client service attitudes, integrity, creativity and enthusiasm in achieving results directly and through staff work teams;
- Ability to establish and maintain respectful, cooperative and productive relationships; and collaborate effectively with internal and external stakeholders to develop, manage and evaluate programs/services considering client needs, service delivery interrelationships and service potential;
- Ability to handle sensitive and confidential information and situations with a high level of integrity, professionalism, judgment, discretion and trust;
- Ability to delegate responsibility and authority as appropriate;
- Ability to provide, obtain or follow clear, concise and accurate information orally and in writing;
- Ability to deal effectively and efficiently with occasionally aggressive or demanding individuals to provide or obtain information to clarify or resolve issues;

Please submit a resume and cover letter (including salary expectations) to Lori Fitzgerald, CPHR at hrgbc1704@gmail.com no later than 4:00PM on Friday, January 13, 2023.

Thank you for your interest in this position, only those short listed will be contacted further.