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## CHIEF ADMINISTRATIVE OFFICER

**Type of Position: Full-time, permanent**

**Closing Date: December 8, 2023**

### **About the Position:**

Xat'sull First Nation, a vibrant and forward-thinking Indigenous community, is nestled within the stunning landscape of British Columbia, near the city of Williams Lake. We take pride in our heritage, culture, and natural surroundings, and our commitment to community development is at the heart of our endeavors. With a population of 125 band members residing on-reserve and 300 off-reserve, our Nation continues to grow and flourish.

Xat'sull First Nation is seeking a dedicated and experienced Chief Administrative Officer (CAO) to lead the administration and management of our Nation's operations. Reporting directly to the Chief and Council, the CAO will play a pivotal role in ensuring efficient program and service delivery, sound financial stewardship, and strategic planning for our community.

### **Key Responsibilities**

#### ***Strategic and Operational Planning***

- As directed by Council, lead the coordination and development of comprehensive plans such as a resource plan, strategic plan, comprehensive community plan, land use and economic development plan, among others.
- Lead implementation of Council's vision and direction through oversight and management of staff, assets, and finances.
- Oversee operations by providing direction and administrative support to ensure efficiency and effectiveness of ongoing operations.
- Develop, implement, and enforce relevant legislation, policies and procedures as directed by Chief and Council.
- Manage agreements, reporting requirements and relationships with internal and external stakeholders.
- Assess risks and develop appropriate management and mitigation plans.

### ***Financial Management***

- Oversee and supervise all financial operations of the Nation including budgeting, accounts payable, accounts receivable, end-period reporting, purchasing, and payroll.
- Provide leadership and advice to Chief and Council in the management of financial affairs of Xat'sull First Nation and its entities.
- Maintain up-to-date knowledge of all budget and funding requirements, applicable government financial legislation and policies, as well as all Band financial policies and procedures.
- Establish and ensure internal financial controls are in place.
- Ensure reporting to funding programs is completed and fulfills requirements.
- Ensure program funds are expended appropriately.

### ***Program and Service Delivery***

- Oversee program set up and service delivery.
- Establish, maintain, and update program policies, procedures, and standards.
- Set up and ensure appropriate record-keeping systems are in place to meet requirements.
- Develop needs assessments and evaluation criteria to help identify and measure the effectiveness of programs and program delivery, including community needs assessments as required.

### ***Relationship Management***

- Maintain an open, equitable and service-oriented relationship between the community and the Band administration.
- Ensure that Xat'sull First Nation members can share their views, concerns, and needs relative to new or continuous programs, services, and initiatives of the Nation.
- Act as a liaison between other government agencies and departments, private industry business and any other individuals, groups or agencies operating in the community.

### ***Council Governance and Administration***

- Attend all Band Council meetings including coordinating the preparation of agendas, meeting records, information and resources for Meetings and Council Members.
- Facilitate exchange of information between Council and Band Members and convey Council decisions to the public.
- Represent the Nation at local, regional, provincial, and national meetings as required.

### ***Human Resource Management***

- Oversee staff and directly supervise program managers and other direct reporting staff.
- Recruit, coach, mentor, and coordinate evaluation of staff.
- Promote and provide a positive working environment aligned with the culture and values of the Xat'sull First Nation.
- Possess a thorough understanding of the Band Human Resource Policies and ensure that all staff understand and abide by the Human Resource Policy Manual.

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.

## Skills and Qualifications

### Knowledge, Skills, and Abilities:

- Knowledge of key issues, legislation, policies, and procedures relating to First Nations administration.
- Ability to manage First Nations resources, including people, materials, assets, and money.
- Strong team leadership, management, and Human Resources skills.
- Working knowledge of financial procedures and Generally Accepted Accounting Principles (GAAP) and Public Service Accounting Standards.
- Ability to establish good working relationships, both internally and with external stakeholders.
- Ability to manage conflict using sound judgement.
- Effective oral and written communications skills, including the ability to prepare reports, policies, and Band Council documents using software applications such as MS products.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.
- Demonstrate a dedication to the role and to the Xat'sull First Nation community.

### Experience and Education Requirements:

- A Bachelor's Degree (or equivalent) in a related field in Business, Finance, Aboriginal Studies, or related field.
- Certified Aboriginal Financial Manager (CAFM), Certified Aboriginal Professional Administrator (CAPA) or relevant certification are considered an asset.
- A minimum of 5+ years of related leadership experience, ideally in a management role for a First Nations organization, with responsibility for the following areas: financial management, budgeting, human resources management, program management, delivery and evaluation, policy development and implementation.
- A demonstrated record of successfully building effective relationships with community members and external stakeholders.

### Other Requirements:

- Ability to undergo an appropriate credit check, criminal records review and vulnerable sector criminal record check successfully and periodically is required.

**All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to the c/o: MNP at [applyvia@mnp.ca](mailto:applyvia@mnp.ca).** Please call 204.789.3088 regarding technical difficulties with submission of your application.

**Closing Date: Open until December 8, 2023.**

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.