



Splatsin

PO Box 460 Enderby BC V0E 1V0
5775 Old Vernon Road

Tel: (250) 838-6496
www.splatsin.ca

Job Posting

Position Title: Band Administrator

Reports to: Chief and Council

Status: Full-Time, Permanent

Salary: \$115,000-\$145,000

Benefits: Pension plan, disability insurance, employee assistance program, extended health and dental care, life insurance, on-site parking, paid vacation, and movement grant.

Job Location: On-site at Splatsin Administration Offices, 5775 Old Vernon Rd., Enderby, BC, V0E 1V3

Deadline for Applications: December 13, 2024

Job Summary

In support of the Splatsin Chief and Council, the Band Administrator is responsible for supporting the vision and goals of Splatsin through the effective leadership of its staff and the efficient management of its operations, administration, finances, human resources, communications, infrastructure, and logistics. The Band Administrator is responsible for the overall management and delivery of all Band programs and services. Guided by Splatsin's laws, policies, procedures, and governance, the Band Administrator is responsible to ensure its community's needs are met in a reasonable, cost-effective, and timely manner.

Core Competencies

The Band Administrator will embody the following skill sets:

- Strategic Thinking
- Planning and Organizing
- Analytical Thinking
- Time Management
- Critical Thinking
- Problem-Solving
- Ethics and Integrity
- Accountable/Dependable
- Managing Organizational Change
- Communication
- Approachable
- Financial Management
- Conflict Resolution Skills
- Decision-Making Abilities
- Enforcing Policies, Laws & Regulations
- Government relations
- Team Oriented
- Leadership
- Financial management
- Performance Management

Job Duties and Responsibilities:

- Develop, recommend, monitor, and have oversight and control of financial plans, budgets, and audits by interpreting and advising on the strategic plans, goals, and objectives that are established by the Council.
- Supervise Splitsin directors and managers and have oversight of all program services.
- Conduct job duties in accordance with Splitsin law, policies, procedures and governance, and in doing so, always maintaining a high degree of confidentiality.
- Access and secure additional funding, as available.
- In conjunction with the Chief and Council, lead, organize, and participate in on-going community planning, which includes community development, strategic community planning, improving operations and program delivery, land-use planning, social and education development, public works, and emergency services.
- Work with department directors and leads to foster the development of band member staff, including, when needed, the improving of recruitment and retention strategies.
- Advise, inform, and liaise with the Chief and Council, and implement their decisions.
- Report to other government departments and agencies, as required, regarding all program-funded areas, including social services, education, and capital.
- Develop and maintain working relationships with all stakeholders, including the local community and other levels of government.
- Lead in the Development and maintenance of a system of records and archives.
- As needed, research, recommend, develop, implement, enforce, review, and revise upon Band policies and procedures documents.
- Interpret and apply applicable legislation, regulations, and agreements that impact Splitsin activities.
- Foster a positive, safe, and secure working culture, inclusive of all persons, by ensuring employment policies, procedures, and practices are current, upheld, and clearly communicated.
- Participates in community events, as requested.
- Perform other reasonable duties, as required.
- On advice from the Manager, Emergency Management Office, be prepared to lead the staff in assisting with any natural disaster or emergency that affects Splitsin.

Desired Education & Experience:

- Concerning the candidate's education and experience, be capable of fulfilling one of three pathways:
 - A master's degree in business administration with three (3) years of experience in a senior leadership role within an First Nations organization.
 - A master's degree in leadership, management, arts, science, administration, or public services with:

According to section 16 of the Canadian Human Rights Act, preference may be given to applicants of aboriginal ancestry.

- Five (5), or more, years of experience in managing the finances of an organization with a similar breath and scope; and
- Ten (10), or more, years of experience in a First Nations organization.
- A bachelor's degree in business administration, leadership, management, arts, science, administration, or public services with:
 - Five (5), or more, years of experience in managing the finances of an organization with a similar breath and scope; and
 - Ten (10), or more, years of experience in a senior leadership role within a First Nations organization.
- Knowledge of all ISC programs, funding, Health Canada, CMHC, and federal and provincial employment and occupational health and safety legislation.

Successful candidates must be able to pass a Criminal Record Check. Only applicants, who are selected for an interview, will be contacted.

Please email your resume and cover letter to humanresources@splatsin.ca.

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