

NSTC/NSTS Job Description

Title: Chief Administrator Officer (CAO)
Reports To: Chair, Board of Directors

Job Summary

The Chief Executive Officer (CAO) is responsible for the successful leadership and general management of three organizations according to the vision, objectives, and strategic direction set in conjunction with the governing body. Accountability for all programs and departments, setting goals and measuring the achievement of the organization's objectives. Being a leader who is a positive role model, working with the governing body to focus on establishing effective working relationships with community groups, funding agencies, and other external contacts. Ensures the efficient management of the organization through Treaty negotiations, applications for grant funding investing and exercising fiscal restraint as appropriate. Leading a multi-faceted team of employees who are tasked with Treaty negotiation, finances, victim services, administration, fisheries and resource management, information technology, skills development, and other specialties. Plays a strong role in increasing the capacity of all associated organizations, providing advice, guidance, and resources to support their operations.

Duties and

Responsibilities A:

Leadership:

1. Provides leadership to achieve the efficient and effective day-to-day operations of three organizations (NSTC, Treaty Society and INDC), including all department heads and programs.
2. Accountable for the development of human resource/staffing plans and the recruitment and development of staff.
3. Provides leadership to the department heads in establishing program and individual expectations; regularly reviews performance with staff.
4. Leadership which enhances employee and organization performance. Provides coaching, mentoring, education, and training to develop employees. Accountable for the proper and equitable management of the progressive disciplinary process.
5. Identifies, assesses, and informs the governing body of items necessary to fulfill their governance and fiduciary responsibilities.
6. Provides advice, guidance, and resources, playing a strong role in the development of skills and increasing capacity of all NSTQ associated organizations.
7. Conducts organizational needs assessments, identifies gaps, and provides leadership to develop plans and priorities in creating programs to address the developmental requirements of the three organizations, affiliated communities, and governing bodies.
8. Identifies and partners with a variety of organizations to formulate joint special projects which would enhance the delivery of existing programs and services to member communities.
9. Develops a communication strategy for public awareness of programs and events.
10. Raise the profile of the organization by engaging in public relations, networking, and advocacy activities.
11. Takes the Lead role in management of partnership agreements with university and colleges.
12. Takes a lead role in the development and management of partnerships that assist the NSTQ in achieving their vision of Self – determination.
13. Accountable for the purchase development and the implementation of systems necessary to support the organization services and employee productivity.

B: Governance:

1. Leadership for the development of the vision, mission, and strategic plan in partnership with the governing body.
2. Ensures the Board Chair is aware of material HR, Financial and other issues in a timely manner.
3. Develops and participates in committees that help further the organizations (e.g., Senior Administrators Network) capacities and moves our organizations toward the vision of self-government.
4. Facilitates the orientation and training of the Board of Directors, to help them learn their roles and responsibilities as, Board members or Band Councilors or employees of their organization, their decision-making rights & responsibilities.
5. Acts as the organization's spokesperson, accountable for communication with government, media, and affiliated organizations.
6. Provides leadership for the development of a communication strategy for public awareness of programs and events.
7. Raise the profile of the organization by engaging in public relations, networking, and advocacy activities.

C: Operations:

1. Develop an operational plan for the organization's strategic direction, communicate this through regular staff communications and by setting goals and monitoring progress with each department.
2. Accountable for the development and implementation of professional development plans, educational and training designed to increase the capacity of all employees, leading to the ability to have an internal succession plan.
3. Establishes policies and procedures for the three organizations; regularly reviews and updates these to meet legislative and operational requirements.
4. Manages the planning, implementation and evaluation of the organization's programs and services.
5. Ensures legal compliance in all areas of operations, creates a safe and healthy work environment and ensures compliance with all legislation governing the workplace.
6. Ensures systems and checks exist for the security of facilities and equipment and Information Technology; collaborates with appropriate staff to create recovery plans for disaster scenarios.
7. Ensures and participates in the orientation of new employees to ensure they are made aware of the Vision, Mission, and guiding principles of the organization the organizational culture and our relationship to member First Nations

D: Administration:

1. Oversee the general management of all 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. Ensure budgets are approved and adhered to, in addition to reviewing cash flow and providing regular reports to the governing body.
4. Provides input for the audit process and takes action to implement recommendations into the organization operations.
5. Ensures systems are in place to monitor purchasing, tendering and other financial transactions.
6. Ensures regular reporting requirements are met with governing bodies and appropriate agencies by providing oversight to Finance and department heads.
7. Identifies, research, writes, and pursues funding proposals.
8. Provides communication on behalf of the governing body as required.
9. Acts as a signing officer in the absence of Board signers.
10. Provides oversight for approval of all expenditures.
11. Provides support to the governing body, scheduling meetings, preparing reports, and ensuring

- action items are completed.
12. Other duties as assigned or required.

The duties outlined above are articulated to increase understanding. The CAO needs to demonstrate the flexibility required to lead in these rapidly changing times.

E Qualifications

Education:

- Bachelor`s Degree in Business Administration or related field or relevant job experience

F Experience:

- Five to seven years of progressively responsible program management experience, preferably with a First Nation group, in the nonprofit sector or the social service sector supplemented by business/management experience.

G Specialized Knowledge:

- Knowledge of legislation i.e. Labour Code, Occupational Health and Safety, Privacy, Human Rights, and Employment Law.
- Knowledge of financial and reporting requirements for Federal, Provincial, and other funding agencies.
- Knowledge and experience in human resources and fiscal management, governance procedures, and the BCTC treaty process.
- Understanding and working knowledge of the impacts of colonization on the Shuswap people.
- Knowledge of Aboriginal Rights and Title (ART) and precedent law cases related to ART.

H. Competencies:

The Executive Director must demonstrate competence all 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, the Boards of Directors for the three organizations and colleagues to build long term relationships that foster collaboration and partnership.
- Leadership & Teambuilding - Sets an example and direction for others by acting as a role model and by having a positive attitude toward work, motivating others toward vision and goal achievement. Coaches` direct reports for employee development and provide purposeful feedback for improved job 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 toward this direction.
- Financial Impact - Delivers financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns, and synthesizing financial data into meaningful terms.
- Innovation – works 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.

I. Skills and Abilities:

- Ability to demonstrate initiative.
- Ability to build effective interpersonal relationships from the community level to senior government levels.
- The ability to work collaboratively with the leadership team in the establishing of goals, and preparation of budgets and funding proposals.
- Ability to think strategically.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email, and the internet, to the intermediate level (i.e., capable of using the applicable functions of software to support their job duties.)
- Ability to provide leadership for change and manage conflict.
- Ability to self-regulate, meet deadlines, and pay attention to detail.
- Understanding of First Nations values, culture, history, communities, and traditional territories
- Strong knowledge of governance.
- Ability to build capacity for staff, governing body, and affiliated organizations.

J. Working Conditions

- Travel to other related organization locations will be required.
- May need to respond to after-hours or emergency calls.
- Required to work non-standard hours to attend meetings or events, overtime is required.
- Receives minimal supervision with occasional direction and few checks of the work performed.

K. Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check to level four.
- Must have a valid class five BC Driver's License.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

L. Directly Supervises

- All department heads, administrative assistants, Consultants, Lawyers. Manages and oversees relationships with Auditors, Insurance Provider, Benefits Broker and Banking Representatives and all others doing business with the Organization. Contractors and other staff that may be added to meet the organization's needs.

M. General Category:

1. Operates as part of a team and is flexible about the boundaries and functions of the job.
2. Maintains open and professional communications with co-workers, board members and all others who do business with the Organizations or member bands.
3. Ensure that all internal and external deadlines are met.
4. Travels as required in the performance of their job.
5. Serves on committees as directed by the Chair of the Board.
6. Responsible for personal Professional Development.
7. Maintains confidentiality of all information seen, heard, or obtained by virtue of employment.
8. Recognizes and respects all cultural diversity.

Position Classification:

Manager Salary Grid Level: Pay Grade 3 CAO

Security Level: Eyes Only

<p>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.</p>	<p>Employees Signature: _____ Name: _____</p>	<p>Date: _____</p>
<p>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</p>	<p>Supervisor Signature: _____ Name:</p>	<p>Date:</p>