



DZAWADA'ENUXW FIRST NATION

About the Dzawada'enuxw First Nation (“DFN”):

The Dzawada'enuxw First Nation continue to live in their ancestral village of Ukwanalis; located along the glacial fed Kingcome River and surrounded by majestic snow-capped mountains on the mainland across from the northern tip of Vancouver Island. Travel in and out of the village is by seaplane or boat only. (www.kingcome.ca)

The Village has an on reserve population of about 80 members with the population rising in the summer months due to the older students and members returning home for the summer months. There is a band administration office, Health Center, Lilawagila School (Headstart to grade 8), church (built in 1937), a soccer field, new Bighouse, 100 + year old Bighouse, and ancient totem poles.

The Dzawada'enuxw are a strong, resilient nation with a rich history and a strong commitment to protect the environment for now and future generations. At the heart of the Village you will find the new gukwdzi (Bighouse) called Himanis. which in the Kwak'wala language means “standing forever”.

What Dzawada'enuxw Can Offer:

Working for the Dzawada'enuxw First Nation you can expect:

- competitive salary;
- medical and dental benefits;
- company pension plan;
- training, professional development and possible tuition reimbursement; and
- housing (3 bedroom, 1 bathroom Duplex).

The Dzawada'enuxw Council believes in being flexible and innovative in the work environment is open to exploring new ways of doing business and negotiating a fair and generous settlement.

Position Summary:

The Band Administrator is the senior management position responsible for the management, administration and delivery of all DFN programs and services. The Band Administration employs about 20 full-time and 6 to 10 part-time and casual employees in the various departments: Finance, Health, Education, Operations & Maintenance, Housing, Economic Development, Stewardship and Governance.

Scope:

The Band Administrator oversees and is responsible for all the departments operations and reports to the DFN Council.

Key to this position is understanding and ensuring that goals and objectives, established by DFN Council, on behalf of the nation, are implemented and reported on according to the Strategic Planning process.

The Band Administrator is also the main administrative contact for government agencies and departments, private industry and any other individuals or groups operating in Dzawada'enuxw traditional territory.

The Band Administrator ensures that all reporting and contractual requirements are met in all operating and administrative areas; this is integral to ensure ongoing required funding.

The Band Administrator ensures that all business and operations are conducted in a respectful, responsible, confidential and ethical manner.

Core Responsibilities:

1. Financial Management and Strategic Planning:

- Oversee the annual DFN Administration Office and its department's budgets.
- Submit finalized budgets to the Finance Committee for presentation to DFN Council.
- Ensure monthly financial statements are prepared and available for review by DFN Administrators and DFN Council.
- Ensure that all budget adjustments and recommendations are vetted through the Finance Committee.
- Ensure The DFN audit is completed in a timely and efficient manner.
- Work with the Finance Administrator and department to ensure financial controls, efficiencies and systems are in place.
- Manage, oversee and pursue funding management and development opportunities.
- Prepare and manage funding applications and proposals as required.
- Ensure all reporting requirements and deadlines are met regarding funding requirements.
- Assist Department Administrators in preparing funding applications and proposals.
- Participate in economic development initiatives to ensure community is aware of opportunities.
- Work with community members to assist them in successfully engaging in economic projects and initiatives.
- Ensures that all contracts and financial transactions are conducted according to DFN policy.
- Advises DFN Council on financial matters and provides the Council with detailed monthly financial statements as directed in the *Financial Administration Manual*, and interprets financial information upon request.
- Oversees that DFN financials are in accordance with accounting procedures as stated in the *DFN Financial Administration Policy Manual*.
- Ensure that the DFN policies are current with laws, regulations and related policies; understand the full context of external laws, regulations and policies so that they are properly considered.

2. Human Resources Management:

- Supervision of DFN staff and programs ensuring that the daily operation of DFN's departments and services run smoothly and efficiently.
- Meeting weekly with DFN Program Administrator's to review program activities, progress, priorities, budgets, and any other item of concern.
- Ensure that Human Resources Policies and Procedures are followed.
- Ensure that Health and Safety guidelines and policies are followed.
- Ensure DFN has an environment free of harassment and violence.
- Manages human resources, in accordance with DFN's policies and procedures, and recommends and carries out action with respect to staffing, leave and attendance, performance management, performance evaluation, training and professional development, progressive discipline and termination, and monitors sub-delegated human resource responsibilities carried out by departmental supervisors, (e.g. performance appraisals for own staff).

3. Council Support:

- Oversee and ensure Administrators are working with DFN Council Committees.
- Attends DFN Council meetings; attends committee meetings as requested.
- Provides DFN Council with monthly reports on programs and operations. Provides Council with detailed monthly financial statements.
- Recommends to DFN Council changes and/or improvements to DFN facilities, services, programs and policies.
- Ensures DFN Council meetings are held on a regular basis.
- Prepares agenda for DFN Council or committee meetings in cooperation with Chief or committee chairperson.
- Act as a liaison between DFN council and the DFN community.
- Act as the liaison and public relations officer for the DFN council in matters of the administration.

4. Administration Management:

- Communicates on behalf of the DFN with: other First Nation's; organizations; agencies; and federal, provincial, or municipal officials or departments.
- Publishes DFN Council programs and policies. Advises and counsels individual DFN members on programs and policies.
- Prepares and submits to DFN Council statements, information and reports related to these duties as required.
- Ensures that administrative systems and records management systems are up to date
- Ensure the DFN's Policy and Procedures Manuals are up to date.
- Ensure all correspondence, reports and other pertinent documents are handled professionally and efficient manner.
- Ensure the DFN membership is kept current on all legislation, directives, policies, regulations and procedures. This may be accomplished through communications with government agencies, tribal councils, meetings, workshops, seminars and other mediums.

5. Operations and Management:

- Develops and maintains effective working relationships with external partners and stakeholders including governments, regional health authorities, and Aboriginal organizations, for the purpose of advancing the best interests of DFN.
- Responsible for management of the system of internal controls which exists to safeguard all assets of the organization. Errors and omissions may result in the loss or misuse of organizational resources.
- Ensuring the proper maintenance, use, repairs and occupancy of DFN buildings, equipment and assets.
- Ensure capital projects are funded adequately and work is performed within budget, standards and deadlines.
- Ensure DFN bylaws are adhered to.
- Handling of crisis matters which arise on a day-to-day basis, and pass on relevant information to the appropriate DFN staff or DFN Council member.
- Upon authorization, negotiates agreements on behalf of the Chief and DFN Council, with final approval provided by Chief and Council.
- Ensure the use of outside contractors and services are within budget and are planned and managed.
- Act as the Emergency Operations Centre Director in the event of an emergency for DFN.

Knowledge and Abilities Required:

Skills:

- Degree, Diploma or Certification in Business Administration and/or an equivalent education and experience.
- A minimum of 5 years practical experience in band administration.
- Management, leadership, motivation and team building principles and approaches to contribute to Management Team organizational and staff initiatives, establish, maintain effective relations and to manage departmental teams.
- Governance, financial and human resources management theories, principles and practices, to effectively contribute to the management of DFN and ensure departmental compliance with policies, standards and requirements.
- Writing and editing skills to develop reports, presentation and briefing materials, and correspondence for a variety of audiences, Council, Administrators and funding agencies.
- Verbal, presentation and public speaking skills and the ability to provide often complex information in a straight-forward and clear manner.
- Reading skills and the ability to interpret the underlying intent and/or slant of written materials to analyse policy, program, financial and HR information and understand the key issues.
- Excellent up to date user of workplace technology, i.e. computer and business applications and software. Advanced knowledge of tools like Google calendars, document sharing, conference and video applications for effective communication internally and externally off reserve.

Qualities:

- Management, leadership, motivation and team player
- Conflict resolution and mediation
- Ability to work independently

- Effectiveness and interpersonal skills
- Honesty and trustworthiness
- Ability to maintain confidentiality
- Commitment to a healthy lifestyle

Other:

Key Relationships:

- DFN Council
- Work with DFN Department Heads
- Liaise and work with high level government official's on behalf of the DFN Administration and Management
- Liaise and work with outside agencies and vendors that pertain to the DFN Administration and Management

Working Conditions:

- Adaptable to schedule changes
- Smoke and scent free environment
- Harassment and violence free environment
- Work is performed in an office environment with occasional travel requirements
- Depending on present pandemic, work from home may be required.

To learn more about DFN and get a glimpse of our community go to www.kingcome.ca

To apply to join our team, please submit a cover letter, resume and references to: council.chair@kingcome.ca and cc: council.lindseymwillie@kingcome.ca

Gilaskasla! Please note that only short listed candidates will be contacted.