BAND MANAGER

DOIG RIVER, BC

(Annual Base Salary $140,000-$160,000)

(On-Site Required | Relocation Assistance Available)

ABOUT DOIG RIVER FIRST NATION

Doig River First Nation (DRFN) is Tsáá? ché ne dane, Dane-zaa people indigenous to the upper Peace River region of BC and Alberta. Our traditional base extends in all directions from Gat Tah Kwą̂, now called the city of Fort St. John. Today, our 335 members living on and off reserve participate in the modern economy while practicing our unique language, culture and traditions. Please visit Tsáá? Ché Ne Dane Culture section to learn about our creation story, our long line of Dreamers, our cultural practices and our identity as hunters and gatherers which ground us in our Peace River landscape.

DRFN's vision statement captures what our community members value about their nation and the shared dream they want Doig River First Nation to become. **"We, the Tsáá? ché ne dane, dream of a future where our community is healthy, strong and prosperous. As original people, we will continue to practice our treaty rights and protect the land while using our Dane-zaa language, stories and cultural traditions to prepare our future generations for their pathways in a modern world."**

DRFN is a growing and progressive First Nation with a focus on community wellbeing, culture, economic development and investment. Doig continues to operate with a mindset of abundance and a vision of growth.

ABOUT THE ROLE

The Band Manager is a key member of the executive leadership team and is responsible for the successful leadership and general management of the organization according to the vision, objectives and strategic direction set by Council and community. The Band Manager is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of the organization's objectives. As a skilled executive level manager who is a positive role model, the Band Manager works with the Council to focus on establishing effective working relationships with industrial proponents, governments and community groups. The Band Manager works with the Senior Finance Officer to ensure the effective financial management of the Nation through economic development, grant applications and fiscal prudence. The Band Manager leads a multi-faceted team of employees who are tasked with health, social development, lands management, education, public works, economic and community development, housing, and other specialty areas.

KEY RESPONSIBILITIES

Leadership

- Supervise the efficient and effective day-to-day operations of the organization, including all department and programs such as administration, finance, health, lands management, and other departments as they are created and implemented.
- Oversee human resource/staffing plans and is involved in the recruitment and development of staff.
- Provide leadership to the management team in establishing program and individual expectations; regularly review performance with staff.
- Address performance issues and act as coach and mentor to develop employees; follow progressive disciplinary processes as required.
- Identify, assess and inform the Council of serious issues (potential terminations, confidentiality breaches, conflict of interest and fraud as examples) as well as provide routine updates on activities.
- Conduct needs assessments, identify gaps, and provide leadership to develop plans and priorities in creating programs to address the developmental requirements of the organization and community.
- Identify and partner with a variety of organizations to formulate joint special projects which would enhance the delivery of existing programs and services to community members.

Governance

- Coordinate the development of Council's strategic plan.
- Participate in committees and meetings that facilitate band member involvement in community governance.
- Facilitate the orientation and training of Council, to help them learn their roles and responsibilities as Councilors, and Directors on Boards to be compliant with DRFN's Governance Code.
- Provide agendas, briefing notes and other materials for Council meetings.
- Ensure meetings are documented in accurate minutes and clear records of Band Council Resolutions.
- Implement decisions of Council.
- Upon the direction and approval of Council, acts as the organization's head spokesperson, making presentations to government, media, affiliated organizations, etc.; develops or delegates a communication strategy for public awareness of programs and events.
- Raises the profile of the organization by engaging in public relations, networking and advocacy activities.

Operations

- Assist in the development of department operational plans with managers that are aligned with DRFN's strategic direction and communicate this through regular staff communications and monitor progress at least quarterly.
- Ensure that all business and operational transactions are conducted in a responsible, confidential, and ethical manner.
- Consider risk management issues and implement strategies to mitigate risks
- Support managers and human resources in developing training plans designed to increase the capacity of all employees, leading to the ability to have an internal succession plan.
- Establish policies and procedures for the organization; regularly review and update to meet legislative and operational changes.
- Manage the planning, implementation and evaluation of the organization's programs and services.

- Ensure legal compliance in all areas of operations; create a safe and healthy work environment and ensure compliance with all financial and employment legislation.
- Support Public Works in establishing systems and checks to ensure the security of facilities and equipment; work with the Emergency Management team to create recovery plans for possible disaster scenarios. Review and update the DRFN Business Continuity Plan as needed.

Administration

- Oversee the general management of the organization's financial affairs by implementing the Nation's Financial Administration Law and Finance Policies with the Senior Finance Officer to ensure effective financial and fiscal management.
- Prepare a comprehensive annual budget with the senior management team.
- Ensure budgets are approved and adhered to, in addition to reviewing cash flow and providing regular reports to the Council.
- Provide input to the audit report development and takes action to implement and operationalize recommendations.
- Monitor purchasing, tendering and other financial transactions.
- Ensure regular reporting requirements are met to the Council and appropriate agencies by working with Finance to produce appropriate documentation for funding bodies.
- Identify, research, write, and pursue funding opportunities in partnership with program managers.
- Write official correspondence on behalf of the Council to involve key stakeholders in various projects, ensuring follow up on action items and documenting issues and progress.

Community Relations

- Develop communication strategy for public awareness of programs and events to reach community members wherever they reside.
- Ensure DRFN members understand the programs, services and opportunities offered through Administration.
- Provide opportunities for Band members to share their views or concerns, interact with staff and feel part of the Nation's operations.
- Other duties as assigned or required.

COMPETENCIES

The Band Administrator should demonstrate competence in some or all the following:

Conflict Resolution: Bring conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships.

Relationship Building: Develop strong, cooperative relationships with internal and external partners, customers, clients, and colleagues to build long-term relationships that foster collaboration and partnership.

Leadership and Teambuilding: Set an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coach for employee development and provide purposeful feedback for improved performance.

Strategic Performance: Contribute 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 to this direction.

Financial Impact: Deliver on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns, and synthesizing financial data into meaningful terms.

Innovation: Try to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement.

Analytical Thinking: Observe, identify, and organize information to detect underlying issues. Recognize patterns to interpret implications, ascertain solutions and make recommendations.

Business Acumen: Demonstrate 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.

SKILLS AND QUALIFICATIONS

- Ability to understand financial data and forecast the impact of trends and issues.
- Ability to work independently and build effective interpersonal relationships.
- Ability to make decisions that improve the management of First Nation resources.
- Ability to work collaboratively with the leadership team in establishing goals, strategy, preparation of budgets and funding proposals.
- Ability to see the big picture and think strategically.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email, and the internet, at an intermediate to advanced level (confident using many programs and functions).
- Ability to self-regulate, meet deadlines, and have attention to detail.
- Ability to manage conflict and manage change.
- Degree in Public Administration and/or Business Management.
- Knowledge of legislation of Canada Labour Code, Occupational Health and Safety, Privacy, Human Rights and Employment Law.
- Knowledge of financial and reporting requirements (i.e. ISC requirements).
- Knowledge and experience in human resources, financial management, and governance procedures.

Please submit your application through MNP's official process and avoid making speculative approaches to Doig River First Nation or its staff members, as such approaches will not support your application. You may also email your resume directly to Daniela.SanPedro@mnp.ca with DRFN Band Manager in the subject line.