

BAND MANAGER

Type of Position: Full-time, permanent

Gitsegukla Band is seeking a dynamic individual to join its team as Band Manager and provide leadership in planning and implementation of programs and services to the membership and community.

Reporting to the Chief and Council, the Band Manager oversees all operations of the Nation and ensures accountability and quality across all program areas including health, education, housing, social assistance, and administration. The Band Manager is responsible to help set and implement standards that ensure administrative activities are respectfully and ethically delivered and in accordance with relevant legislation, regulations, policies and procedures. The Band Manager also acts as a liaison between other government agencies and departments, private industry and any other individuals, groups or agencies operating in the community. Per the Nations' commitment to capacity development, the Band Manager helps coordinate and support trainee and succession planning initiatives

Key Responsibilities

Strategic and Operational Band Management

- Provide leadership to develop organizational strategic and operational plans and lead their implementation and subsequent evaluation, inclusive of Risk Management and Fraud Risk Plans.
- Ensure that all Band operations are conducted within relevant legislation, policies, and procedures and ensure appropriate record keeping systems are in place and maintained.
- Manage agreements, reporting requirements and relationships with internal and external stakeholders.

Financial Operations Management

- Oversee and supervise all financial operations of the Band including budgeting, accounts payable, accounts receivable, end-period reporting, purchasing and payroll.
- Provide direction and support to the Financial and Program Management Team to ensure sound management, controls and reporting needs are met.
- Provide leadership and advice to Chief and Council in the management of the Nations' affairs.

Program and Service Delivery Management

- Oversee needs assessment, program delivery and evaluation of all programs and services.
- Develop proposals for program funding and ensure program funds are expended appropriately.
- Leads the development, review and updating of program policies, procedures and standards.

Stakeholder Relations and Management

- Oversee, directly manage and coordinate performance evaluations, recruitment, coaching, training and development for all staff and trainee positions.
- Promote and provide a positive working environment aligned with the culture and values of the Gitsegukla First Nation and all related human resource legislation and regulations.
- Maintain an open, equitable and service oriented relationship with everyone.

Band Council Support and Administration

- Prepare information, materials and reports in support of and attends Band Council meetings.
- Assists in the development, coordination, implementation and evaluation of the comprehensive community plan (CCP).

Skills and Qualifications

Knowledge, Skills and Abilities:

- Knowledge of key issues, legislation, policies, and procedures relating to First Nations administration.
- Demonstrated ability to manage First Nations resources, including people, materials, assets, and money including strong financial and operations management skills including working knowledge of public sector accounting standards (PSAS).
- Strong team leadership and management skills including ability to establish good working relationships, both internally and with external stakeholders, mitigate and manage conflict using sound judgement.
- Effective written communications skills, including the ability to prepare reports, policies, and Band Council documents using software applications such as MS products.
- Possesses cultural awareness and sensitivity.

Experience and Education Requirements:

- Post-secondary education in business, finance, Aboriginal studies, or other related field is preferred.
- Certified Aboriginal Financial Manager (CAFM), Certified Aboriginal Professional Administrator (CAPA) or relevant certification are considered an asset.
- A minimum of 5+ years of related 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

Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o: MNP at applyvia@mnp.ca
Please call 204.789.3088 for technical difficulties with submission of your application.

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.