



# GWA'SALA - 'NAKWAXDA'XW NATIONS

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • V0N 2P0  
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: [WWW.GWANAKNATIONS.CA](http://WWW.GWANAKNATIONS.CA)

## Director of Operations Job Profile

Position Title: Director of Operations

Department/Program: Administration

Supervisor (s): CAO

Employment Status: Full-time, Permanent

Wage: \$70,000-\$90,000/yr depending on experience and education.

### Position Summary

The Director of Operations (DOO) is a leadership position that provides administrative and leadership support to the Chief Administrative Officer (CAO). The DOO provides information and strategic advice to the CAO and ensures its implementation. The DOO provides forward thinking leadership, and technical and managerial expertise to guide the management, administration and delivery of all GNN programs and services within established policies and in accordance with the Gwa'sala-'Nakwaxda'xw Nations Financial Administration Law (FAL). The work is performed with a wide latitude for independent judgment and action under the overall direction of the CAO. This position may at times be designated to act as the CAO in the CAO's absence or as otherwise designated by the CAO.

Reports to: Chief Administrative Officer

### Duties and Responsibilities

#### *Administration*

- Support the HR Department to manage, analyze, and recommend revisions to operational policies and procedures;
- Work with other leaders in the organization on the implementation and maintenance of an asset management system, development of long-term capital plans and capital budgets;
- Be knowledgeable on and comply with all policies and directives of Council, and all relevant legislation and regulations, including the FAL;
- Participate in leading organizational development and services;
- Work with Finance and relevant staff in project management of ongoing and future capital projects;
- Model and foster cooperative working relationships among GNN departments, Council, community members, other governments, inter-governmental agencies, and service providers;
- Ensure responsible use of resources by applying sound management practices and following the FAL and other administrative guidelines;
- Ensure understanding of the roles and responsibilities of the CAO and act as CAO in their absence or as otherwise designated by CAO;
- Coordinate the drafting of Band Council Resolutions, Memorandums, and Motions as needed.
- Perform such other duties as CAO may assign.

#### *Human Resources Management*

- In consultation with GNN's Sr. Human Resources Manager, review and recommend revisions on employee policies;
- Assist where needed in employee and labour relations;
- ensure organizational compliance with Canada Labour Code, WorkSafe BC, GNN Personnel Policy and Procedures.
- Collaborate with leadership team on GNN strategic plan and budget;
- Provide information on employee programs and training;
- Support Sr. HR and department managers in employee management.

#### *Budgeting and Financial*

- Apply sound budgeting and planning practices;
- Support department managers in developing and adhering to budgets, where needed.



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## *Knowledge, Abilities and Skills*

- Experience in working in Indigenous governments and organizations;
- Demonstrates cultural awareness and sensitivity;
- Strong knowledge of GNN policies and operations;
- Project management knowledge and experience;
- Ability to supervise the work of staff, consultants, contractors, and service providers;
- Excellent interpersonal and communication skills;
- Strong ability to organize and prioritize work to meet strict deadlines;
- Ability to lead and model excellent service and relationship competence;
- Tact, initiative, responsible and professional aptitude;
- Strong conflict resolution skills;
- Strong analytical and critical thinking skills.
- Computer and software skills in Word, Internet Research, Email, Text.
- Able to produce various reports, memos, minutes, motions, BCRs.

## **Qualifications**

- University degree or other qualification in public administration or related field;
- Minimum of three years administrative leadership experience;
- Strategic or business planning and policy development experience;
- Must have a valid driver's license and own access to a vehicle.

Please submit your resume and cover letter to [communications@gwanaknations.ca](mailto:communications@gwanaknations.ca) or call us at 250-949-8343 for more details.