



# **WEI WAI KUM FIRST NATION**

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## **Employment Opportunity – Internal/External Posting – Operations Manager**

Located within the beautiful waterfront City of Campbell River, the Wei Wai Kum First Nation (WWKFN) is a progressive and innovative Band and has become one of the fastest growing First Nations communities in BC with many exciting economic and capital projects on the go.

The WWKFN is seeking a highly skilled individual to fill the role of Operations Manager.

If you have strong interpersonal, organizational and communication skills that would assist achieving the goals of the organization and you want to be part of an enthusiastic team, please consider this opportunity to join us as an Operations Manager.

The Operations Manager will report to Chief and Council and work closely with the CFO and Executive Assistant to Chief and Council.

Hours of operation are Monday through Friday 8:00am – 4:30pm. Salary commensurate with experience. This is a salaried position with no overtime.

### **Closing date:**

**Friday: March 12<sup>th</sup>, 2021 at 4pm.**

### **Job Summary:**

The Operations Manager is the person designated by the Band Council to serve the Wei Wai Kum Membership and is responsible for the effective management and administration of the Band Office, staff and all Band programs and services. The Operations Manager is responsible for developing, implementing and monitoring the Nation's human resource strategy, ensuring all the necessary structures, systems and supports are in place to complete Council's annual goals and objectives.

### **Duties/Responsibilities:**

- Ensures development of, recommends, monitors and controls operational plans and budgets (annual and multi-year) by understanding and implementing Council's strategic plan direction and all goals and objectives set by Council;
- Ensures timely monthly Administrative reporting to Council that includes updates for all departments and consolidated financial reporting (e.g. budget, YTD and variances);
- Researches and secures additional funding that support Council's strategic objectives and goals;
- With assistance of the Chief Financial Officer, forecasts financial, budgetary and planning needs;
- In conjunction with Council and Membership, implements the Comprehensive Community Plan;
- Provides advice and information to Council and Members when required;
- Implements Council decisions in a prompt and effective manner;
- Completes reporting requirements to other government departments and agencies;
- Develops and maintains working relationships with other government agencies;
- Develops and maintains working relationships with community members;

- Develops and maintains working relationships with affiliated Indigenous organizations and other stakeholders;
- Develops and maintains a records and archive system;
- As needed, recommends to Council revisions to policies and procedures for approval;
- Supervises, directs, coaches, supports and evaluates staff according to approved Wei Wai Kum policies and all applicable labour laws;
- Hires, disciplines and terminates staff in accordance with approved Wei Wai Kum policies and procedures and applicable labour laws;
- Provides staff orientation, training and development;
- Performs other duties as required, such as:
  - Dispute resolution,
  - Crisis management,
  - Advocacy,
  - Systems maintenance, and
  - On call response.

### **Confidentiality**

- Perform to earn Chief & Council's full confidence
- Assure discreet handling of all business

### **Qualifications/Requirements:**

#### **Education and Skills:**

- Post-secondary education related to organizational administration and management.
- Minimum of 10 years of management experience, supervising a minimum of 5 employees.
- Familiarity with general financial principles; budgeting.
- Knowledge and experience with Human resources management.
- Knowledge and experience with program management and delivery; knowledge of the programs, regulations and procedures of ISC related to Band funding arrangements.
- Understanding of relevant legislation, policies and procedures including the Indian Act.
- Understanding of the roles and responsibilities of governing bodies (Councils, Boards, etc.)
- Experience in sourcing funding and ability to write effective proposals.
- Superior interpersonal and communication skills, both verbal and written; good social skills to be able to maintain good relations with Band members and other stakeholders.
- Team leadership and management skills; strategic planning skills.
- Analytical, problem solving, decision-making, and negotiating skills.
- Effective public relations and public speaking skills.
- Computer skills in MS Office and Excel, and preferably some experience with computer business systems and applications.
- Decisive and willing to take an unpopular position when necessary.
- Time and stress management skills; flexibility.
- Ability to maintain standards of conduct, sound work ethics, and demonstrate respect, consistency, and fairness.
- Possess cultural awareness and sensitivity.
- Commitment to the position and the Band community.

#### **Abilities:**

- Ability to analyze problems systematically, organize information, identify key factors and underlying causes and generate appropriate solutions.
- Superior ability to manage First Nation resources including people, material assets and funds.

- Ability to manage projects and other time sensitive activities.
- Ability to ensure quality service delivery to Wei Wai Kum Members and Council.
- Ability to establish and maintain effective administrative systems.
- Ability to adapt technological change.
- Ability to clarify staff roles and expectations.
- Superior ability to communicate both orally and in writing, including proposal writing.
- Ability to clearly define and communicate vision and direction to Council, community and staff.
- Ability to accurately listen and understand and then respond appropriately taking into consideration cultural nuances.
- Ability to motivate others, foster teamwork and manage time of self, teams and staff.
- Ability and willingness to lead by example.
- Ability to accomplish results through others, inside and outside of the Nation and community.
- Superior ability to handle conflict using sound judgement with the goal of win/win outcomes whenever possible.
- Ability to accept criticism.
- Ability to deal with and accept diversity and adapt to change.
- Ability to reflect on difficult situations to improve future performance.
- Ability to foster effective, professional interpersonal relationships.
- Ability to participate in continuous learning.

**Working Conditions:**

- Public administration – fast-paced, multidisciplinary environment
- Busy office setting
- Constant time pressures to organize and meet deadlines
- High volume of communication demands (telephone calls, emails, fax)
- Manual dexterity required to use desktop and peripherals
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding
- Exposure to stress related time pressure, multiple demands,
- Occasional travel as required
- Overtime may be required

The WWKFN offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career as an Executive Assistant send a resume and covering letter by 4:00 pm on Friday, March 12, 2021 to the attention of:

**Chris Roberts, Chief Councillor, Wei Wai Kum First Nation**

**Email: [careers@Weiwaikum.ca](mailto:careers@Weiwaikum.ca)**

The WWKFN provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Wei Wai Kum culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others.

We thank all those who apply; however, only those candidates selected for interview will be contacted.