



Employment Opportunity Director of Governance

Reference No. CT-ADM-DOG-0623

COMPENSATION: Contingent upon experience and qualifications: **\$129,967.11- \$139,235.46 per year.** Cowichan Tribes offers an excellent benefit/pension plan available after successful completion of the probationary period.

OVERVIEW: Governed by a Chief and 12 Councilors, Cowichan Tribes is a First Nations Government Organization that serves 5,355 community members; the largest single First Nations band in British Columbia. Located in the Cowichan Valley region on Vancouver Island, Cowichan Tribes is one of the largest employers in the region with 350+ employees and 16 distinct departments providing delegated responsibilities in variety of member services to the Cowichan community.

PURPOSE: Reporting to the Chief Administrative Officer (CAO), the Director of Governance is responsible for overseeing governance initiatives and providing advice and support to the CAO in the development and implementation of policies, laws, regulations, band council resolutions, memorandums of understandings to ensure legal compliance in accordance with Cowichan Tribes strategic plan and organizational policies and procedures. This is a full time permanent position.

RESPONSIBILITIES:

- Design and implement strategic goals and key performance indicators to support governance initiatives
- Provide administrative support in a variety of areas, including budget development and management to support governance initiatives
- Assist in the establishment of new governance and management procedures as they relate to the Cowichan Tribes
- Build and maintain internal and external partnerships and government relations
- Maintain and provide accurate records and documents that are relevant to the Cowichan Tribes governance initiatives
- Lead and provide direction to governance related programs
- Work collaboratively with a wide range of internal and external stakeholders to develop short and long term governance processes and policies for Cowichan Tribes
- Ensure on-going communication updates to the CAO and committees as directed by the CAO
- Other duties as required and assigned

EDUCATION AND EXPERIENCE: *(Please attach all required documents)*

- Post-Secondary Bachelor's Degree in the field of Public or Business Administration, Political Science or related is required
- Master's Degree is preferred
- 5-years' senior leadership experience in a First Nations organization is required

Direct experience in the following areas preferred:

- Working for a Chief and Council or other governing body
- Demonstrated ability to provide timely and accurate advice on governance issues
- Demonstrated conflict management experience
- Training and/or certification in management or governance-related areas
- Supervising and managing diverse team
- Basic Hul'q'umi'num' language skills

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of BC First Nations Government structures and systems
- Knowledge of Federal Government structures and systems
- Knowledge of political processes, preferably with respect to First Nations self-government political processes
- Advanced critical thinking, organizational and problem-solving skills
- Excellent writing and verbal communication skills
- Ability to work independently and to perform well with minimal supervision
- Ability to interact in a culturally sensitive manner with diplomacy
- Strong relationship building and interpersonal skills with an ability to work collaboratively across diverse groups
- Ability to multi-task and foster a solutions-oriented approach within a fast-paced environment
- Knowledge of Cowichan culture, protocols, teachings, language, and community
- Knowledge of the Cowichan Tribes organization, business, and operations is considered an asset

HOW TO APPLY:

Interested applicants are invited to submit a resume cover letter and three references. Applications must be sent to Human Resources by email before the deadline, with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: Tuesday July 4, 2023 @ 4pm

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry. Only shortlisted candidates will be contacted.