



Employment Opportunity

DIRECTOR OF ADMINISTRATION

Reference No. CT-ADM-ACAO-0821

Overview: Governed by a Chief and 12 Councillors, Cowichan Tribes is a First Nations Government Organization that serves 5,221 community members, the largest single First Nations band in British Columbia. With 350+ employees and 16 distinct departments providing delegated responsibilities in variety of member services including Children and Families, Education, Health, Housing, Membership and Social Development, Cowichan Tribes is one of the largest employers in the region.

Purpose: Reporting to the Chief Administrative Officer (CAO), the Director of Administration is responsible for providing support to the CAO with developing and implementing strategic management and operational assignments that ensure the overall administration of Cowichan Tribes departments and its employees are managed in an effective and efficient manner. The Director of Administration is also actively involved with keeping the CAO up to date and ensuring that the day-to-day operations of Cowichan Tribes are carried out in compliance within established policies and procedures including the Cowichan Tribes Human Resources Policy, Financial Administration Law, Chief & Council Directives and applicable legislation, while valuing respect to Cowichan culture, language and traditions.

RESPONSIBILITIES:

Strategic Management Duties:

- Oversee the Cowichan Tribes' Communications Strategy; communication with community, stakeholders, and partners
- Support in leading various initiatives under Cowichan Tribes Strategic and Operational Plans as well as assigned projects and programs
- Analyse, research and provide support and input to the development and implementation of organizational initiatives and processes that support the strategic and operational needs of Cowichan Tribes
- Make recommendations in regards to programs, activities, directions and priorities to the CAO that will assist Cowichan Tribes in achieving its organizational and departmental goals and objectives

Operational Duties:

- Provide daily supervision and leadership to 7-9 Department Managers, including: completing evaluations, performance management, coaching & guiding on complex HR issues, employee requests, and training & development
- Support the CAO in setting the overall direction of OLT and provide consultation to OLT regarding department functions and organizational development issues
- Responsible for communication needs of Cowichan Tribes and oversight of a communications plan for media engagement/relations, community information sharing, and press releases etc.
- Provide financial management support to the CAO regarding managing budgets and completing budget revisions, while remaining current with financial and departmental processes, directives and changes
- Make and present recommendations to the CAO, Chief and Council and/or committees as directed
- Report at Annual General Meetings and Annual Audit Meetings with community as required
- Assume the duties of the CAO as directed
- Other duties as directed

REQUIRED EDUCATION AND EXPERIENCE: *(please attach all corresponding documents)*

- Minimum 5-years' progressively more responsible administrative and general business management experience in a complex First Nations band or other similar organization is required
- Post-Secondary Bachelor's Degree in the field of Business Administration or Leadership is required; Master's Degree preferred
- Significant experience working for a political body and demonstrated ability to provide timely and accurate advice on a wide variety of issues
- Experience overseeing senior management, and managing the implementation of initiatives, program and projects

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Competency in working with an interdisciplinary senior management team
- Knowledge of self-governance and ability to demonstrate cultural sensitivity
- Knowledge of conflict management and appeals processes and ability to respond to conflicts in culturally sensitive manner
- Knowledge of the Indian Act, related legislation, policy development, and implementation processes
- Demonstrated supervisory/management skills and implementation of policy
- Demonstrated ability to operate a PC and related software programs including MS Office Suite programs, Publisher etc.
- Excellent oral, written, communication, and problem solving skills
- Excellent knowledge of business management, analysis techniques, practices, and methods
- Develop and foster good working relationships with Cowichan community members, general public, and other stakeholders
- Knowledge and understanding of Cowichan Tribes culture, Hul'q'umi'num' language and traditions

This position has a competitive salary that will be contingent upon experience and qualifications. Cowichan Tribes offers an excellent benefit/pension plan available after successful completion of probationary period.

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed 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.

Reference No. CT-ADM-ACAO-0821

Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

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

Deadline: 4:00 p.m. on Monday, September 27, 2021