

## **Posting for Hupacasath Chief Executive Officer Position**

This is an amazing opportunity to work with a progressive, innovative First Nation community with a record of success and advancement in management, administration, and business. Nestled on Central Vancouver Island in the Alberni Valley, the Hupacasath First Nation will provide challenge and the opportunity, for they rights person to assist in growing the Nation's administration while implementing its goals and objectives.

### **SUMMARY:**

The Hupacasath First Nation Chief Executive Officer is responsible for the management, administration, and delivery of the Nation's programs and services; meeting the needs of Band Members and the community. As the Chief Executive Officer, you are accountable for ensuring all deliverables are met in a reasonable, effective, and efficient manner. You will report to the Chief and Council and work closely with the Chief Financial Officer to ensure prudent management operations. The Hupacasath First Nation is not a treaty nation, and as a result, the Chief Executive Officer position is a key in working with the executive team, in building and supporting administrative capacity to advance the Nation's goal of transitioning to self-government.

### **Primary Duties and Responsibilities:**

The Nation's Chief Executive Officer performs a wide range of duties including the following:

- Managing all administrative operations and services including in the areas of finance, administration, communications, housing, public works and infrastructure, health, wellness, social development, Indigenous Services Canada programs and all band programs and initiatives necessary to ensure the health, safety, and advancement of all Band Members.
- Engaging in performance management, project management, coaching, supervision, change management, quality management.
- Developing budgets, developing standards, fostering teamwork, providing feedback, ensuring all band operations are conducted within relevant legislative and regulatory frameworks, best practices, and procedures.
- Coordinating the development and implementations of policies, procedures, and programs.
- Supervising and ensure the protection of all Nation assets, equipment, and facilities, including use and maintenance.  
Managing the delivery of all Band programs and services to community members.
- Providing support and advice to Chief and Council and attend all meetings where necessary.
- Writing funding proposals, business plans, feasibility studies, and draft policy and advisory and briefing papers.

### **Additional Duties:**

- Participating in staff recruitment, orientation, and training, and maintaining a safe, secure, and work environment that conforms with legislative and regulatory requirements, while fostering personal growth opportunities for staff.
- Developing strong business relationships and a wide range of professional contacts to leverage for the benefits of the Nation.

- Facilitating staff performance by communicating job expectations, planning, monitoring, and evaluating job results, coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, best practices, policies, procedures, and productivity standards.
- Establishing strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends, options, choosing a course of action, and defining objectives and evaluating outcomes.
- Accomplishing financial objectives by forecasting requirements, preparing an annual budget with the Chief Financial Officer and managers, scheduling expenditures, analyzing variances, initiating corrective actions.
- Maintaining quality service in the Nation's programs and business by ensuring quality and customer service standards, analyzing, and resolving quality and Membership problems, and recommending system improvements.  
Coordinating and assisting with the negotiation of the Nation's interests with stakeholders, governments, and partnerships.
- Working with the management team to meet measurable goals and objectives.
- Connecting with the Nation's community in order to understand and address concerns, conflicts, and needs.

## SKILLS & QUALIFICATIONS

### **Must have:**

- A University/College Degree in Business Management, Commerce, or an Accounting Designation or a combination of similar experience.
- A minimum of five years experience in a management role and a strong business and professional relationships.
- A minimum of seven years relevant experience working in the business sector.
- Knowledge of First Nations culture and values, and experience working with First Nations entities.
- An ability to connect with community and respond to diverse and sometimes conflicting perspectives.
- An understanding of ISC, as well as connections within First Nations communities, and business communities.
- Proficiency in the use of computer programs for accounting, word processing, spreadsheets, databases, email, internet, and online platforms such as Zoom.  
The ability to work independently.
- Strong presentation skills and the ability to communicate with a broad range of diverse audiences.

**Working Conditions:**

Work takes place primarily in an office environment. Flexibility needed for work hours which will include evening and weekend work, and flexibility for travel.

The position will remain open until successful applicant is chosen. Salary is based on experience and qualifications. An offer of employment is subject to the provision of an up to date Criminal Record check. An Oath of Confidentiality must be signed prior to commencing employment.

Only applicants selected for interview will be contacted.

**Resumes may be sent to:**

[hr@hupacasath.ca](mailto:hr@hupacasath.ca)