

DIRECTOR OF OPERATIONS

Mission

To oversee the administrative and fiduciary responsibilities that ensure the programs and services that result from the Council's by-laws and policy decisions are exceptionally managed and executed.

Who Are You?

The Director of Operations is the most senior unelected official with officer status as per the delegation table. You will plan, coordinate, direct, and manage staff and financial resources through policy and process implementation and enforcement.

What Will You Do?

Reporting to the Chief and Council, the Director of Operations will oversee Finance, Utilities and Public Works, Lands Management, Housing and Social Development, Health, Education, and Territorial Operations.

The Director of Operations oversees the following internal policies: Governance, Information Management, and Technology Policy. They must be familiar and knowledgeable of the following policies: Social Housing, The Shuswap Band Land Code, and the Human Resources Management Policy.

As well as fiduciary responsibilities, the Director of Operations has executive limits of authority in their discharge of duties for the Shuswap Indian Band and all corporate entities owned and operated by the Band.

Responsibilities as per Financial Administrative Law.

Annual Planning and Budgeting

- Arrange budget planning sessions with Council and other key stakeholders.
- Arrange and staff planning sessions for the development of key planning documents.
- Ensure that the budget calendar is met.
- Review draft budgets in consultation with the Finance and Audit Committee.
- Review other draft planning documents in consultation with the Finance and Audit Committee.
- Communicate the approved budget to management and line staff.
- Conduct regular financial monitoring to compare actual income and expenses to those budgeted.

Financial and Operational Reporting

- Preparing and update the Financial Reports List.
- Review the financial statements and reports and make recommendations to the Finance and Audit Committee.
- Identify, assess, monitor, and report on Financial Reporting Risks to the Finance and Audit Committee.
- Monitor and report on the effectiveness of mitigating controls for the Financial Reporting Risks and Financial Fraud Risks, taking into consideration the cost of implementing these controls.
- Ensure that Financial Reporting Risk assessment and management practices have been performed in relation to quarterly and annual financial statements.
- Periodically review these policies in consultation with the Senior Financial Officer and other staff as appropriate and recommend any updates to the Finance and Audit Committee.

Financial Institution Account and Cash Management

- Ensure guidelines within Financial Administration Law are followed.

Procurement on Reserve

- Ensure the procurement process is fair, open, and demonstrates accountability to obtain the best value for time and money.
- Communicate the policies and procedures to all parties who are affected.

Expenditures

- Provide pre-approvals for planned expenditures that have not been specifically addressed in policy but met the intent of the policy and are permitted in the Financial Administration Law.
- Approve expenditures for emergency purposes that are not anticipated in the budget if the expenditure is not prohibited by or under the Financial Administration Law or another Shuswap Indian Band law.
- Adhere to Financial Policies regarding expenditures.

Long-Term Debt

- Review any long-term debt financing proposal reports prepared by the Senior Financial Officer and recommend a course of action to the Finance and Audit Committee.
- Prepare any long-term debt financing proposal reports for each proposed financing and present it to the Senior Manager for review and comment.
- Ongoing monitoring and management of all long-term debt obligations, including timely payments, maintain sufficient documentation, and perform regular reconciliations of debt transactions.
- Report and disclose the long-term debt obligations in the financial statements in accordance with the Public Standards Accounting Board, the Financial Administration Law, and any agreements under which the long-term debt obligations were incurred.

Loans Receivable, Guarantees, and Indemnities

- Approve employee payroll and employee expense advances according to our Financial Policy.
- Ensure the lending, Loan Guarantee, and Indemnity process is transparent by providing Shuswap Indian Band members access to the requirements, standard terms, and conditions.
- Ensure the publication of the terms and conditions of any Council approved program of lending to members, providing access to the published program by all members, and administering the program.

Investments

- Monitor the performance of all parties to whom duties have been delegated.
- Report any significant changes to the investment portfolio to Council.
- Liaise with the Finance and Audit Committee, Investment Manager, Senior Financial Officer, and Investment Consultants as required.
- Provide the Finance and Audit Committee with recommendations in relation to preliminary risk assessment of funds, selection / de-selection of the investment manager(s) and custodian, funds to be invested, monitoring performance, rebalancing portfolios, and the redemption of invested funds.

Risk Management

- Manage the annual risk assessment process and prepare the Risk Management Plan.
- Identify and assess risks associated with specific material business activities, loans, guarantees, indemnities, investments, general operations, financial reporting, and Fraud Risks.

- Prepare risks associated with proposed for-profit business activity, steps taken to limit the risks, approvals required to undertake for-profit activity, and monitoring of any approved for-profit activity.
- Review and update the Risk Management Plan and Fraud Risk assessment regularly.
- Immediately report any significant changes to the Risk Management Plan and Fraud Risk assessment to the Finance and Audit Committee.
- Prepare documentation that assesses the qualifications of individuals engaged in control activities in the Shuswap Indian Band's financial management systems.
- Obtain a written confirmation from the persons engaged in the Shuswap Indian Band's financial management system that they understand their responsibilities.

Business Continuity Emergencies

- Create an emergency planning committee.
- Ensure that an emergency response plan is prepared and approved.
- Ensure that the emergency response plan is communicated to the affected Shuswap Indian Band staff and members as part of its implementation along with any necessary training.
- Update the emergency response plan on an annual basis.
- The emergency planning committee members are responsible for: Preparing the emergency plan.

Financial Management System Improvement

The Financial Management System Assessment is led by the Senior Manager and assist the Senior Finance Officer and finance committee to:

- Plan, schedule, and conduct Internal Assessments.
- Ensure issues or concerns identified through the Internal Assessment process are resolved.
- Holding an annual meeting to review the financial management system for the previous fiscal year.
- Perform self-assessments of the Shuswap Indian Band's financial management systems and practices against the best practices, audit management letters, and reporting requirements to monitor and ensure that any gaps or areas of non-compliance are rectified as soon as possible.
- Reporting to Council, the Finance and Audit Committee, and the internal/external auditors on the results of their reviews.

HR Responsibilities

- Supervise senior staff. Conduct performance management reviews and assist with other employee performance reviews when requested.
- Ensure adequate staffing. Oversee recruitment processes and training needs including the development of job descriptions and employment contracts.
- Develop and implement succession plans for all senior positions. Provide mentorship for senior management team by developing a working plan for mentorship and meeting at established intervals to discuss expectations, goals, and strategies.
- Initiate corrective action, when necessary, in accordance with the HR policy and with the assistance of the relevant senior manager.
- Overall staff oversight and other HR responsibilities as required.

Chief & Council Meeting Facilitation

Facilitate effective and transparent governance with elected Chief and Council by:

- Setting the agenda for and attend Chief and Council meetings.
- Review the agenda with the Chief and Council prior to Council meetings.
- Ensure Council has the information necessary to make informed decisions.
- Faithfully implement Council policies, decisions, bylaws/regulations, and strategic initiatives.
- Make recommendations on matters before Council.
- Ensure decisions are recorded and communicated appropriately.
- Keep Chief and Council informed on initiatives and issues affecting the Band.



Qualifications

- A bachelor's or master's degree in business administration or related field.
- Able to demonstrate a working knowledge of government regulations for businesses and communities.
- 10+ years experience and in-depth knowledge of fiscal planning, budgeting, and reporting.
- 10+ years managing director level teams and conducting HR related functions.
- 7+ years experience in operations management with a solid understanding of business functions (HR, finance, risk management, land management).
- Proven ability to implement process and drive policy.
- Demonstrated success in applying continuous improvement initiatives that assess and enhance financial management systems.
- Experience working and collaborating with Indigenous community members and community partners.
- Background and experience in economic development is ideal.
- Proficient in all Microsoft Office applications.

Personal Attributes

- Ability to build a collaborative environment with cross-functional teams and community partners.
- Passion for driving process and policy while building capacity, trust, and transparency with all team members.
- Exceptional facilitation and governance skills.
- Outstanding verbal, written, and presentation skills. You are a clear, concise communicator.
- Highly organized. Solid time management and project management skills.
- Ability to take decisive action and to seek out information when not available.
- Agile and able to drive change in collaboration with key stakeholders and community partners.
- Calm, cool, and collected with an amazing ability to master peace and presence when challenged.
- Maintaining trust and confidentiality is at the forefront of all relationships.
- An understanding of the history of First Nations in British Columbia, and an interest to learn more about the history, culture, practices, socioeconomic conditions, rights, and future vision of Indigenous peoples.

Schedule and Compensation

This is a full-time, year-round opportunity. Compensation ranges from \$90,000 - \$120,000/year pending experience.



How to Apply

We value diversity and welcome all qualified candidates to apply. If interested, please submit an application to evolve.shift@gmail.com by Aug 30, 2021. Only qualified candidates will be contacted.