



Kispiox Band Council

1336 Kispiox Valley Road, Kispiox, BC V0J 1Y4

Phone: 250-842-5248 Fax: 250-842-5604

Band Manager/Executive Director Position

Type of Position: Full-time, Permanent or Term Position

About the Position

The historic and vibrant community of Kispiox, one of the ancient Gitksan communities near the beautiful area of Hazelton, British Columbia, is recruiting a Band Manager. The Band Manager of Kispiox Band is responsible for the oversight, management, and administration of the staff and facilities, as well as the effective and efficient delivery of all programs and services.

The Band Manager is responsible for directing and managing staff to work towards achieving the Council's goals through optimal use of Nation resources and service delivery. The Band Manager must ensure business and programs conducted in the community comply with legislation, policies, and procedures as well as best practice and ethical standards.

The Band Manager is the liaison between other government agencies and departments, private industry business and any other individuals, groups, or agencies operating in or doing business with the community.

The desired start date is July 31, 2023. Accommodation in nearby New Hazelton is immediately available to facilitate successful introduction and integration into the administration and village. Come join this vibrant community neighboring the Kispiox and Skeena Rivers to celebrate their history and contribute to their ongoing success!

Duties and Responsibilities

Strategic and Operational Planning

- As directed by Council, lead the coordination and development of comprehensive plans such as but not limited to a resource plan, strategic plan, comprehensive community plan, land use, capital and infrastructure plan and economic development plan among others.
- Lead implementation of Council's vision and direction through oversight and management of staff, assets, and finances.
- Work collaboratively with management to develop operational plans aligned with Council's vision and direction and
- monitor progress of activities.
- Oversee operations by providing direction and administrative support to ensure efficiency and effectiveness of ongoing operations.
- Develop, implement, and enforce relevant legislation, policies and procedures as directed by Chief and Council.
- Assess risks and develop appropriate management and mitigation plans.

Financial Management

- Oversee and supervise all financial operations of the Nation including budgeting, accounts payable, accounts receivable, end-period reporting, purchasing, and payroll.
- Provide leadership and advice to Chief and Council in the management of Kispiox financial affairs and its entities.
- Maintain up-to-date knowledge of all budget and funding requirements, applicable government financial legislation and policies, as well as all Kispiox financial policies and procedures.
- Be familiar with Generally Accepted Accounting Procedures (GAAP) and Public Sector Accounting Standards, funding system and structures
- Ensure the review of all financial statements and reports are completed in an accurate, complete, and timely manner and present reports to the Council.
- Establish and ensure internal financial controls are in place to mitigate risk.
- Monitor purchasing, tendering and other financial transactions for the Nation.
- Ensure reporting to funding programs is completed and fulfils requirements.
- Ensure program funds are expended appropriately.

Program and Service Delivery

- Oversee program set up and service delivery in consultation with program managers.
- Coordinate and delegate research and requests for potential funding, programs and projects as required.
- Set up and ensure appropriate record-keeping systems are in place to meet requirements.
- Develop needs assessments and evaluation criteria to help identify and measure the effectiveness of programs and program delivery, including community needs assessments as required.
- Establish and maintain program policies, procedures, and standards in collaboration with Program Management.
- Manage agreements, reporting requirements and relationships with internal and external stakeholders.
- Interpret and research policy needs, applicable legislation, regulation, and agreements.

Relationship Management

- Maintain an open, equitable and service-oriented relationship between the community and the Band administration.
- Ensure a robust communication mechanism for Kispiox members to share their views, concerns, and needs relative to new or continuous programs, services, and initiatives of the Nation.
- Act as a liaison between other government agencies and departments, private industry business and any other individuals, groups or agencies operating in the community.
- Work to foster positive relationships between and among the community, staff Council and external stakeholders.

Council Governance

- Prepare materials and reports in support of Council operations.
- Attend all Council meetings including coordinating the preparation of agendas, meeting records, information and resources for Meetings and Council Members.
- Ensure maintenance and circulation of minutes of Council Meetings as well as all Council Resolutions.
- Act as a liaison between Council and Nation Members.
- Ensure that all Council business is conducted within relevant legislation, policies, and procedures.
- Facilitate exchange of information between Council and Nation Members and convey Council decisions to the public, as delegated.
- Represent the Nation at local, regional, provincial, and national meetings as required.
- Perform other duties and responsibilities as necessary in the performance of the position, and as assigned by the Chief and Council.

Human Resources Management

- Oversee staff and directly supervise program managers and other direct reporting staff.
- Recruit, coach, mentor, and coordinate evaluation of staff.
- Oversee and where relevant coordinate training and development activities.
- Promote and provide a positive working environment aligned with the culture and values of Kispiox.
- Possess a thorough understanding of the Human Resource Policies and ensure that all staff understand and abide by the Human Resource Policy Manual.

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the Chief & Council

Knowledge, Skills, and Abilities

- Knowledge of key issues, legislation, policies, and procedures relating to First Nations administration
- Ability to manage multiple department resources, including people, materials, assets, and money
- Strong team leadership, management, and human resources skills
- Good planning and project management skills
- Strong understanding and application of organizational communication principles including use of social media and websites to inform administration as well as community
- Working knowledge financial procedures and Generally Accepted Accounting Principles (GAAP) and Public Service Accounting Standards
- Good understanding of social housing management, rules, and regulations particularly in a First Nations environment
- Ability to establish good working relationships, both internally and with external stakeholders
- Ability to manage conflict using sound judgement

- Effective oral and written communications skills, including the ability to prepare reports, policies, and Band Council documents using software applications such as MS products
- Possess cultural awareness and sensitivity
- Professional appearance
- Follow all Kispiox Band Policies and Procedures and display a commitment to the values and culture of Kispiox Band.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required

Experience and Education Requirements

- A Bachelor (or equivalent) degree in a related field in business, finance, Aboriginal studies, or another related field.
- Certified Aboriginal Financial Manager (CAFM), Certified Aboriginal Professional Administrator (CAPA) or relevant certification are considered an asset.
- A minimum of 5-7 years of related leadership experience, ideally in a management role for a First Nations organization, with responsibility for the following areas: financial management, budgeting, human resources management, program management, delivery and evaluation, policy development and implementation.
- A demonstrated record of successfully building effective relationships with community members and external stakeholders.

Remuneration : market competitive, commensurate with experience, benefits package available.

All interested applicants are encouraged to submit a cover letter and resume outlining how they meet these qualifications to Hiring Committee :

info@kispioxband.ca Please call 250-842-5248 for technical difficulties with submission of your application.

Closing date: Until filled

Applications are assessed as they are received therefore early application is recommended.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.