



Chief Administrative Officer, shíshálh Nation



Tracey Keen, Senior Consultant
MNP Executive and Professional Search
Phone : 204.298.2820
Email : tracey.keen@mnp.ca

POSITION PROFILE

Position Title: Chief Administrative Officer
Organization: SHÍSHÁLH NATION
Division: Executive Management
Reports to: Chief and responsible to the Executive Council
Direct Reports: Divisional Managers

The Opportunity

The shíshálh Nation ('Nation') has an exciting opportunity for a Chief Administrative Officer (CAO) to support this well-respected Nation in Sechelt, BC, in continuing to move forward culturally and economically.

Reporting to the Chief and accountable to Council, the CAO provides leadership to a team of professionals and is responsible for implementing Chief and Council's vision and goals for the organization and the Nation. The CAO oversees all aspects of the day-to-day administration of the Nation Government while also leading the management team as a strategic planner. The CAO works with external partners and stakeholders to ensure opportunities for the community are leveraged in a way that secures its growth and sustainability. With major industrial, commercial and residential projects underway, the CAO must balance the need to drive opportunities forward while maintaining a high level of service and support to members.

The shíshálh Nation is a rapidly growing, self-governing nation with responsibilities that include community services, cultural and educational services, natural resource management, land management, economic development, health and social services, municipal governance, title and rights, and all aspects of running a government.

To learn more about the shíshálh Nation, please visit <http://www.shishalh.com/>

Education, Experience, Skills and Abilities

Accountable to Chief and Council, this position requires a community-focused individual who is enthusiastic about the opportunity to shape the shíshálh Nation and lead them towards the future. An experienced and transformational leader, you will have proven abilities to translate strategy to operations, influence and collaborate to inspire a dynamic and evolving work environment.

As the ideal candidate, you will possess a post-secondary education in Business Administration, Public Administration, or a combination of relevant training with 10 years' experience in increasingly responsible



Chief Administrative Officer, shíshálh Nation



Tracey Keen, Senior Consultant
MNP Executive and Professional Search
Phone : 204.298.2820
Email : tracey.keen@mnp.ca

senior leadership roles. You have experience in a high growth, dynamic organization, and are proven at managing change. You are a strategic thinker with natural leadership skills who provides good mentorship and coaching to the team. In addition, you possess strong relationship building qualities and a commitment to delivering exceptional public service and best practices in public administration. You are comfortable managing many different priorities concurrently, and adept at moving agendas forward in a multi-stakeholder environment. You are known for your ability to develop credibility and effective working relationships with elected officials, employees and external stakeholders. Experience community capacity building (First Nation, Metis or Inuit), with the ability to leverage opportunities for the well-being of all members of a community will be a significant asset.

Leveraging your proven experience, you will demonstrate the following skills, knowledge and abilities:

- **Strategic Leadership** — Proven ability to lead the organization to achieve long term success
- **Business Acumen** - Proven fiscal management experience and expertise
- **Change Agility** - The ability to effectively create and manage transformational change
- **Environmental Awareness** - Weighing internal and external perspectives (global, national and provincial), their potential impact on the community, and the ability to develop and implement appropriate strategies
- **Public Sector** – Understand the functions and principles of municipal government administration, operations and relevant legislation
- **Creativity** – The ability to think creatively and make sound and effective decisions
- **Consensus Building** – The ability to build consensus amongst multiple stakeholders
- **Communication and Interpersonal** - The ability to influence and inspire

Key Accountabilities

The CAO directs and supervises department directors and divisional managers to achieve goals and implement programs and policies which have been set by Chief and Council or outlined in plans, budgets and reports which have been approved by Chief and Council.

Responsibilities:

- Achieve annual goals endorsed by Chief and Council
- Direct the preparation of annual Nation and department business plans
- Direct Division Managers and other members of the Senior Management team to develop their skills, knowledge, expertise, and performance
- Develop a strong management team and identify and pursue opportunities for management development and succession planning



Chief Administrative Officer, shíshálh Nation



Tracey Keen, Senior Consultant
MNP Executive and Professional Search
Phone : 204.298.2820
Email : tracey.keen@mnp.ca

- Attend Council and committee meetings as requested
- Report regularly to Council on Nation services, programs, financial health and goal achievement
- Supervise the administration of the Sechelt Indian Government District (SIGD) under the direction of Council
- Research and recommend policies and policy options to Council
- Implement policy directions set by Council
- Keep the Chief and Council informed of major risks facing the Nation
- Retain professional advisors as needed to address significant issues arising from Nation operations and administration
- Develop and promote a service and performance oriented work culture throughout the organization
- Evaluate the performance of senior staff on a regular basis
- Track and resolve complaints and questions from Nation members and staff on a timely basis
- Ensure that the Nation has the human, physical and technological resources to carry out required work effectively and efficiently subject to the availability of funding
- Ensure that Nation complies with all local, Provincial and Federal safety, security, regulatory and financial reporting requirements
- Ensure that proper records and accounts are kept and that financial reports fairly and correctly reflect the position of Nation
- Direct the employment and effective utilization and evaluation of contractors and consultants
- Ensure that Nation maintains adequate and appropriate insurance coverage
- Provide advice to the Nation, Council and its committees and to Nation corporate organizations
- Lead the Nation strategic planning process and execution of strategic framework
- Seek new and continual funding for the Nation from governments, businesses and others who support Nation's vision and goals
- Support ideas for creating own source revenues and for business development
- Maintain strong working relationships with Nation stakeholders and partners
- Direct public relations, ensuring a positive public image for all aspects of Nation administration
- Provide a safe and productive work environment for staff which is free of harassment, bullying and discrimination
- Exercise additional powers and carry out additional duties as directed by the Chief and Council



Chief Administrative Officer, shíshálh Nation



Tracey Keen, Senior Consultant
MNP Executive and Professional Search
Phone : 204.298.2820
Email : tracey.keen@mnp.ca

- Continue development of personal leadership and management skills and abilities

Key Authorities as delegated by Council and/or delegated by Council in memorandums of decisions and policy:

- Approval of contracts and budgeted capital expenditures up to \$100,000
- Employment, direction, coaching and termination of staff
- Employment and direction of contractors and consultants within operations and administration
- Commitment of the Nation to plans and programs approved by Council
- Resolution of administrative legal cases based on counsel's advice
- Decisions relating to the management and administration of the Nation in compliance with approved plans and policies
- Determination of what matters should go to Council for information, direction and/or approval
- Management of service levels and service quality
- Development and maintenance of an Official Community Plan and annual financial plans
- Maintenance of policies, records, files, and reports in accordance with Council requirements and good management practice



This role will appeal to a courageous, tenacious, gracious and politically aware professional leader that can successfully liaise with the Chief and Council, membership, the community, and government officials. You will be a driver that strives to make a difference. You will be a leader that is interested in giving back to the community and contribute to social justice movements and initiatives.

The Location

Located on the Sunshine Coast, North of Vancouver, Sechelt is as laidback as it is scenic. Nestled on a strip of land between Sechelt and the Salish Sea, this municipality on the Sunshine Coast attracts visitors with its blissful mix of water and land activities, suitable for all ages and ability levels.

Go kayaking, fishing, or diving. Enjoy hiking in the Sunshine Coast's regional and provincial parks, or play a round or two of golf. Relax while visiting farmers markets, dining at diverse restaurants, browsing through museums, or checking out local festivals and events.





Chief Administrative Officer, shíshálh Nation



Tracey Keen, Senior Consultant
MNP Executive and Professional Search
Phone : 204.298.2820
Email : tracey.keen@mnp.ca

Sechelt is an ideal home base for exploring. Sechelt Inlet offers sheltered waters for kayaking and boating. Enjoy a swim in Trail Bay, Davis Bay or at Porpoise Bay Park. Fish in Davis Bay, or one of the many lakes north of Sechelt. Or experience our world class scuba diving sites, renowned mountain bike trails, and multiple golf courses.

Accessible only by ferry and air, the Lower Sunshine Coast has an island ambiance. You'll feel the pace slow down as soon as you board the ferry. Let the stress of city life melt away, as you are transported through 40 minutes of the stunning scenery of Howe Sound. With Sechelt so close to home, Vancouver residents can easily "hop over" for the weekend. Yet, there is enough to do to keep you busy for weeks. With over 100 km. of inner and outer coastline, and plenty of mountains, lakes and rivers, the Sunshine Coast is an outdoor lover's paradise.

Shíshálh Nation's Vision:

To achieve self-reliance and independence for the shíshálh Nation we recognized that our collective success depends on knowing our history, understanding our present circumstances and charting a path that leads towards a healthy and prosperous future.

In 1986, the shíshálh Nation became an independent self-governing body; a unique third order of the government of Canada. The Sechelt Indian Government District holds jurisdiction over its lands and exercises the authority to provide services and education for its residents.

The shíshálh territory has always been defined by natural landmarks from the named mountain tops down through their valleys, brooks, streams, rivers and lakes to the coastal shores, inlets and open waters forming the regional watersheds. Those territories include the entire area draining into lilkw' émin (Agamemnon Channel) swiwelát (Princess Louisa Inlet), álhtulich (Sechelt Inlet), stl'ixwim (Narrows Inlet), skúpa (Salmon Inlet), smit (Hotham Sound), and part of sínku (the open waters of Malaspina Strait and Georgia Strait) including the southern half of slháltikan (Texada Island) and chichxwalish (Sabine Channel).

shíshálh Nation Vision Statement:

The shíshálh Nation is committed to innovation in program and service delivery designed to assist our members and community to achieve greater interdependence, wellness and self-sufficiency. Foundational to our shared work is the protection, promotion and practice of shíshálh culture, language and laws within our swiya. We proudly advance the work of those that have gone before us.



Chief Administrative Officer, shíshálh Nation



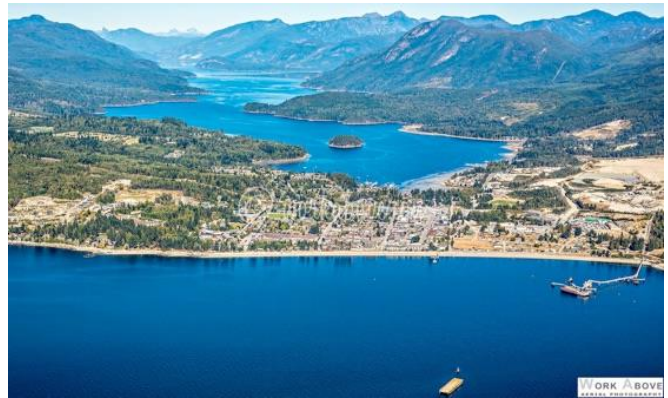
Tracey Keen, Senior Consultant
MNP Executive and Professional Search
Phone : 204.298.2820
Email : tracey.keen@mnp.ca

Interesting Facts:

The name shíshálh, from the language of sháshishálem, refers to the entire population descended from the four sub-groups that officially amalgamated in 1925. They include xénichen (at the head of Jervis Inlet), ts 'únay (at Deserted Bay), téwánkw (in Sechelt, Salmon and Narrow Inlets), and sxixus.

However you travel, you'll know you have arrived when you see the massive sloping roof of the House of héwhíwus (House of Chiefs) complex and the Raven's Cry Theatre. The raven, a mischievous bird in shíshálh folklore, is a gatherer and collector of stories. This storytelling house of the raven features plays, concerts recitals and big screen movies nightly.

Visitors are invited to attend cultural events throughout the year, hosted by our community. The tems swiya museum welcomes you to a journey encompassing the shíshálh land, history and culture. Stop by the Tsain-Ko gift shop and take home a reminder of your visit to Sechelt.



The long house represents a proud return to age-old celebrations and gatherings. The shíshálh t'le enak-awxw (Feast House), a joint project with the shíshálh Nation, the Federal Government and the First People's Cultural Foundation, celebrated its grand opening in October 1996. This celebration also marked the shíshálh Nation's 10th Anniversary of Self Government. A totem pole was raised to represent the people from xénichen (Hunaechin). The other poles raised represent the people from t'sunay (Deserted Bay), téwánkw (in Sechelt, Salmon and Narrows Inlets), and sxixus (Pender Harbour). A fifth and final pole placed in the middle represents the shíshálh as it exists today. It is located in the center of the other four marking the amalgamation of the Band.

To further explore this opportunity, go to <http://www.mnp.ca/en/consulting-site/career-opportunities> and submit your resume in confidence to Tracey.Keen@mnp.ca or call 204.298.2820