



OPPORTUNITY PROFILE

Chief Executive Officer



ABOUT TAKLA FIRST NATION

Our Territory

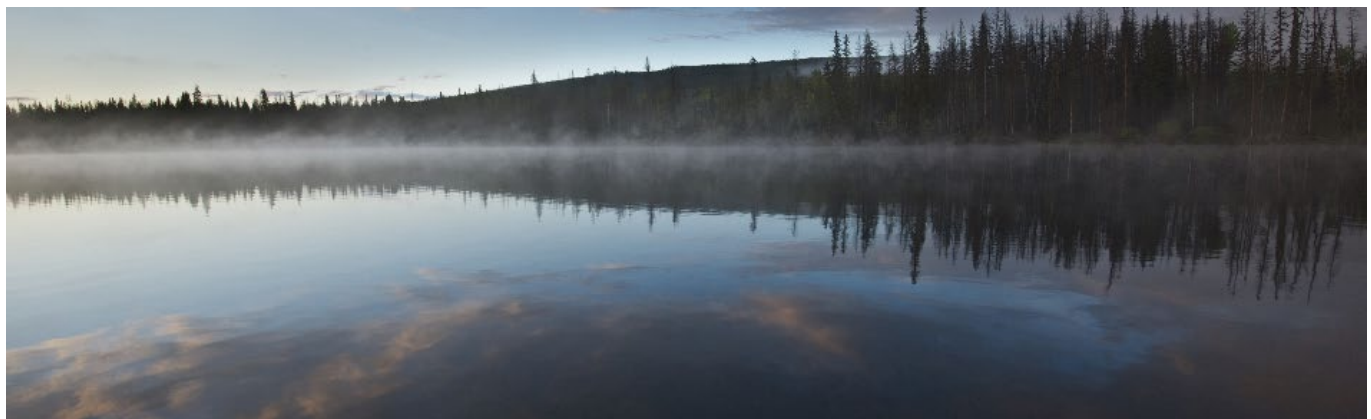
The traditional territory of the Takla First Nation is located in north central British Columbia and totals approximately 27,250 square kilometers. The territory is a rich environment of lakes, rivers, forests, and mountains, bordered on the west by the Skeena Mountains and on the east by the Rocky Mountains.

Our Nation is an amalgamation of the North Takla Band and the Fort Connelly Band, a union which occurred in 1959. Our traditional lands are the geographic area occupied by our ancestors for the community, social, economic and spiritual purposes. Carrier and Sekani place names exist for every physical feature and place that we occupy. Each name reflects the significance of the feature or site and today provides us with historical information to the rich history and extensive knowledge of our land and our resources.

We are proud of our people, our community and our history. We share our story through this video, Takla Reviving a Nation: www.taklafn.ca/about/

Mission

We, the Takla First Nation, will work together towards creating a sustainable, healthy, and prosperous community that is grounded in our cultural heritage and respectful of our traditional lands.



THE OPPORTUNITY

The Chief Executive Officer (CEO) is responsible for leadership, innovation, and general management of Takla Nation's government operations. Reporting to the Chief of Takla Nation, as a key strategic advisor, the CEO works hand-in-hand with Chief and Council building close and trusted relationships. With the overall accountability to build and implement effective programs, the CEO seeks opportunities to continuously implement operational efficiencies to ensure Takla continues to grow and thrive. This requires a natural people leader who cares about the development and growth of Takla's employees and how they contribute to the betterment of the Nation particularly when the Nation transforms towards both self-determination and professional services. The CEO fosters a high-performing culture by setting goals and measuring achievements in alignment with the organization's strategy and objectives. Chief and Council shall remain wholly responsible for politically related activities of the Nation and for Council-member relations.

Takla Nation uses a values-based approach in building its government and governance structures. Integration of Takla culture into the work of government and governance is important to the Nation, as Takla Nation is re-established and the people of Takla become self-governing.

The CEO is fully supported by the following senior management team:

- Director of Administration and Governance
- Director of Finance
- Director of Lands & Stewardship
- Director of Human Resources
- Director of Capital and Housing
- Director of Health

Additionally, the following corporate services team reports directly to the CEO:

- Communications
- Special Projects
- Council and Committee Support

Takla Nation has approximately 140 employees between the Takla Landing and Prince George offices. The Nation's revenues are derived from federal government commitments and also from the stewardship and management of the Traditional Territory, achieved through negotiation with industry and other governments. The CEO plays a critical role with the Chief and Council in identifying opportunities and recommending the distribution of own-source revenues to support the Nation's priorities.

KEY ROLES & RESPONSIBILITIES

- Based on the strategic objectives established by the Chief and Council, is accountable for the effective delivery of all programs, services and business operations;
- Actively engages in contributing to and accomplishing the vision, mission, and goals of the Nation;
- Promote a positive work atmosphere and communicate in a professional manner that demonstrates mutual respect;
- With the senior leadership team, supports Council in strategic operational planning and advises Council on the status of both strategic and operational objectives;
- With Council, colleagues and Nation members, identifies and establishes ways to balance elected and traditional ways of governing and administering the Nation's business;
- Provides direction, control, leadership and coordination to staff and staff functions, excluding negotiations;

- Ensures performance management objectives are established, adhered to and reported on;
- Ensures fairness and consistency in the delivery of all operational services and programs;
- Responsible for the implementation, maintenance and ongoing management of effective and efficient administrative policies and procedures;
- Supported by the Finance Department, serves as principal financial advisor to Chief and Council;
- Maintains knowledge of current funding sources, assists with negotiation of funding agreements, and ensures contract accountability across all departments;
- Develops annual budget in conjunction and consultation with the Director of Finance, Finance Committee and Chief and Council; supports Chief and Council in the budget approval process;
- Responsible for the overall budget and financial management of the organization:
 - Ensures Chief and Council have the financial information they require to make informed decisions;
 - Ensures an understanding within the Nation, with employees and with external groups that Takla Nation's own-source revenues are derived from the use and management of the Traditional Territory, and through negotiations with governments and industry and that Takla Nation is becoming a self-determining government based on rights, title and interest negotiations;
 - Ensures the federal government maintains appropriate funding of core operations of the Nation;
- Supports liaison with Chief and Council on behalf of Takla Nation members;
- Ensures Chief, Council and Nation members are advised and/or informed on up-to-date activities and issues;
- Develops and maintains positive working relationships with Sasuchan Development Corporation and Sus'tut GP Corp, other governments, the community and other stakeholders;
- In collaboration with the Chief and Director of Administration and Governance, sets the agenda for Chief and Council and committee meetings; ensures Council has information necessary to make informed decisions; makes recommendations on matters before Council; ensures decisions are recorded and communicated appropriately;
- Works closely with the Director of Administration and Governance interpreting applicable legislation, regulations and agreements applying existing policies and ensuring compliance;
- Ensures capital projects and facility leases are planned and managed appropriately;
- Ensures comprehensive community and Nation planning is current and involves members as well as Chief and Council;
- Conducts performance management reviews for senior management positions; collaboratively develops and implements succession planning for all senior positions;
- Ensures all governmental, legal, health and safety and related labour standards are supported and adhered to;
- Oversees Nation communication department and supports messaging by Chief and Council;
- Strategically and collaboratively builds an inclusive culture ensuring team members thrive and Nation goals are met.

THE PERSON

QUALIFICATIONS & EDUCATION REQUIREMENTS

The CEO is a complex and multi-faceted role, fostering collaboration, problem-solving, creativity, and consistency in behaviours and decision-making. Ideally, the CEO will have:

- Master's degree in a relevant discipline, a relevant professional designation, and extensive experience in a progressively complex organization in an executive management, senior administrator and/or business owner. Equivalent combination of education and experience may be considered;
- Knowledge of First Nations culture and traditions, and of the systemic issues faced by First Nations people, of the political and administrative/self-government structures of First Nations, awareness of First Nation trends and issues;
- Emotionally intelligent; has a keen sense of personal strengths and areas for improvement;
- Confident and poised communication and interpersonal skills;
- A personal commitment to ongoing learning and engagement with the Takla Nation members;
- Demonstrated positive experience with judgement, planning, negotiating, decision-making, and problem-solving;
- Transparent approach to overall management, organizational change, and the processes used;
- An innovator at heart with entrepreneurial spirit to explore opportunities best for the Nation;
- Demonstrated time management skills with the ability to prioritize workloads effectively using delegation appropriately;
- Effective decision-maker using facts/metrics to support timely decision making with proven results;
- Strong financial management skills, both public sector and business. Able to work easily with complex budgets and multiple revenue sources;
- Proven ability to gather, analyze, integrate and summarize complex and a variety of resources to extract information/data accurately and effectively, often on short notice;
- Demonstrated initiative and commitment in building and leading positive and high performing teams;
- Demonstrated critical thinking and analysis/feedback skills;
- Strong problem-solving abilities to propose and implement solutions;
- Excellent understanding of the political realities of elected leadership;
- Excellent presentation and written communication skills;
- Proven ability to develop and maintain positive working relationships internally and externally;
- Demonstrated ability to maintain confidentiality and handle sensitive issues with care and diplomacy;
- Ability to work positively in a busy, demanding environment;
- Valid driver's licence required;
- It is necessary to have the ability and willingness to work outside of regular office hours, including weekends;
- Ability and willingness to work in both Prince George and Takla Landing, BC as required.

KNOWLEDGE, SKILLS & ATTRIBUTES

Leadership – Ability to look at the “big picture” while still attending to details; proven success in strategic thinking and planning; has strong administrative, finance and information management skills and the ability to translate operational priorities into action; able to coach direct reports; leads by example.

Communication Skills – Has strong written and verbal communication skills; has an open and straightforward communication style with all audiences and an ability to effectively communicate with all stakeholders; candid and respectful with everyone.

Organizational Skills - Has well-developed project management skills—can plan, manage, facilitate, and participate in numerous projects at once; meets deadlines and is able to prioritize a diverse workload; is proactive and responsive; approaches responsibilities with a high degree of energy and passion.

Problem Solving & Judgment – Demonstrated skills in problem-solving; has the ability to assess and identify contract compliance and potential issues in the field; can assess options and implications to identify problems and solutions; can make decisions and provide direction on complex and emerging issues.

Relationship Building – Ability to establish credibility, respect, and build strong working relationships with internal and external stakeholders; works in a collaborative and solutions-focused manner to achieve outcomes that align best with the needs of the organization; works with tact and diplomacy.

Resourceful - Develops new ideas to create efficiencies and streamline processes; utilizes all available resources to get the job done including appropriate technological resources.

Team Player – Positively affects morale; facilitates and builds understanding, acceptance, and support for the organization’s operations and initiatives; talks openly with others; establishes expectations; holds self and others accountable and supports group decisions; builds enthusiasm for goals; resolves conflict appropriately.

Professional - Has a high degree of integrity both personally and professionally; is honest, sincere, dependable, and trustworthy; is self-motivated and self-directed; able to deal with stress effectively.

Openness and Compassion – Possesses a high level of emotional intelligence and recognizes the importance of genuine caring. A willingness to embrace a journey of culture and opportunity to assist the future of a progressive First Nation community.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

TO APPLY

For more details or to further explore this important strategic leadership opportunity, please contact:

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