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OPPORTUNITY PROFILE **BAND ADMINISTRATOR**

SAUGEEN FIRST NATION



the right people

SAUGEEN FIRST NATION | BAND ADMINISTRATOR

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THE ORGANIZATION

SAUGEEN FIRST NATION

Saugeen First Nation (SFN) is an Ojibway community found on the shores of Lake Huron at the base of the Bruce Peninsula, two miles northeast of Southampton and approximately eighteen miles west of Owen Sound, Ontario. South Sauble Beach Park, renowned for its breathtaking sunsets, is known for its shallow, sandy beach. It provides the backdrop for the healthy active lifestyle of this area—a popular destination for hiking, fishing, and swimming.

SFN's administration team manages twenty-one departments to holistically serve its community and provides both seasonal and year-round employment for 150 staff. SFN has a population of approximately 1,857 members, with 928 living on reserve. They prioritize social development and offer a great amount of training and education opportunities for their members. The Lands, Fisheries, Roads, and Water Departments ensure the environment is managed appropriately and according to community protocols and policies.

SFN is a vibrant and thriving community deeply rooted in culture and tradition. They have fostered exceptional relationships and have made agreements and working relationships with international partners and neighbouring communities. They are leading the way in the energy sector by being successful stewards of their traditional territory.

To enhance their culture and member services, the community is creating new and innovative community infrastructure. SFN is currently upgrading its signature stone masonry amphitheatre, which is situated next to a significant historical site and is visited by thousands of people each year. Once complete, the updated amphitheatre will be a one-of-a-kind, world-class facility. In addition, the administrative headquarters has moved to a brand-new government building on reserve and is fully operational.

To learn more, please visit Saugeen First Nation's [Website](#).



THE OPPORTUNITY BAND ADMINISTRATOR

Reporting directly to the Chief of Council, the Band Administrator (BA) is a vital contributing member of SFN's executive leadership team. As the senior operations leader for the nation, the BA will provide the leadership, strategy and vision necessary to ensure SFN has the required operational controls, administrative/reporting procedures and that the right people and systems are in place for the effective oversight of the organization. To lead the healthy, productive and well-managed operation, the BA will support the Council to develop and implement strategic, operational, and community plans, as needed.

In alignment with the organizational strategy, vision, mission and goals, the BA will provide oversight and guidance to the Director of Infrastructure, Director of Education and Early Years, Director of Community & Social Services, and the Health Director.

Additionally, the BA will foster a positive, communicative, and progressive environment and will engage in a respectful manner with staff to facilitate continuous improvement and innovation, quality control, service excellence and positive financial performance.



Responsibilities

General

- Ensure all operations are conducted in a respectful and responsible way, ensuring that all decisions, actions and financial transactions meet relevant standards, legislation, policies and procedures
- Oversee effective development and implementation of all programs and services
- Work closely with Human Resources to ensure effective employee performance through the development of productive goals and performance measurement tools and standards
- Liaise professionally with and between other government agencies and departments, private industry businesses and any other individuals, groups or agencies operating in the community
- Provide accurate records, reports and documents to Council, partners, funders, relevant governments and agencies, as requested
- Maintain high ethical standards and maintain strict confidentiality in performing the duties of a BA

Operational Leadership

- Manage all current and future operations of the Saugeen First Nation operations and services
- Coordinate development and implementation of policies, procedures and programs
- Ensure filing and record-keeping systems are established and maintained at the highest professional standard

Manage financial operations

- Establish and ensure the implementation of sound internal financial controls
- Be familiar with all budget and funding requirements within generally accepted accounting procedures and within Band financial policies and procedures
- Be familiar with all government financial legislation, policies and procedures
- Coordinate the prepare monthly, quarterly and annual budgets; Manage all financial operations including accounts payable, accounts receivable and payroll



- Prepare and review monthly, quarterly and annual financial statements and reports
- Support the annual audit process
- Monitor purchasing, tendering and other financial transactions

Manage and supervise managers and staff

- Provide leadership, supervision and direction to all staff and program managers and oversee the delivery of Band programs and services
- Evaluate the performance of staff and program managers as well as the overall effectiveness of programs and program delivery
- Coordinate training and development and initiate corrective action when necessary
- Develop proposals for program funding and ensure program funds are expended appropriately
- Establish and maintain program policies, procedures and standards

Coordinate community development activities

- Be familiar with the community development plan and assist in its coordination and implementation
- Evaluate the effectiveness of the community plan, as needed
- Conduct needs assessments, as required
- Research potential funding, programs and projects, as required

Provide Band Council support and administration

- Work with Council to develop, implement and track progress for its strategic plan
- Attend all Band Council and community meetings; In collaboration with Council, develop Council Agendas and prepare agenda items
- Act as liaison between Band Council and Band Members; Facilitate the exchange of information between Band Council and Band Members and convey Council decisions to the public
- Ensure that all Band Council business is conducted within relevant legislation, policies and procedures
- Support the coordination of Band elections

Perform other related duties as required



THE PERSON

The Band Administrator (BA) will be a well-seasoned, service-oriented leader with a strong background in strategic planning, organizational and people leadership, finance and communications. They will be skilled at capacity building and able to see gaps where administrative capacity can be strengthened. Not afraid to take on challenges, the BA will influence lasting change and implement professional standards to benefit the community for generations to come.

Delivering accurate, clear and timely information to Council and to Department Managers, the BA will be comfortable managing large budgets with different funding sources and revenue streams, including public funding and own-sourced revenues. They will have strong experience with annual resource allocation, budgeting and reporting. The Band Administrator will have exceptional communication skills and direct experience managing relationships with diverse stakeholders along with an ability to communicate well to diverse audiences.

Knowledge, Skills, and Abilities

The incumbent must have proficient knowledge in the following areas:

- Financial management and generally accepted accounting principles; Budgeting, tracking and reporting on financial resources
- Human resources management
- Program management and delivery; Program evaluation
- An understanding of relevant legislation, policies, and procedures, including those of Indigenous Services Canada
- An understanding of Human Rights, Ontario Employment Standards, and Occupation Health & Safety Legislation



- Lived experience and an understanding of First Nations cultural, political and operational environments
- An understanding of the roles and responsibilities of Boards, Committees and Corporations

The incumbent must demonstrate the following skills:

- Team leadership and management skills
- Financial management skills
- Supervisory and human resource management skills
- Contract management skills
- Strategic planning skills
- Analytical and problem-solving skills
- Decision-making skills
- Negotiations skills
- Strong communications skills; effective speaking and listening abilities
- Effective written communications skills, including the ability to prepare reports, policies and motions
- Effective public relations and public speaking skills
- Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level
- Research and program development skills
- Stress and time management skills



THE LOCATION

THE BRUCE PENINSULA

The Saugeen First Nation can be found on the shores of the beautiful Lake Huron at the base of the Bruce Peninsula, located 2 miles northeast of Southampton and approximately 18 miles west of Owen Sound on Highway 21. Saugeen First Nation is conveniently located within 2 to 3 hours of major centers such as Toronto, Barrie, Kitchener, London and Sarnia.

The Ojibway heritage is rich in colour and expression. This is evident in dance, works of art and handmade craft creations. The public is invited to sample the Saugeen Ojibway's cultural heritage and experience their gracious hospitality. A visit to the Saugeen Amphitheatre in July or August will allow an opportunity to experience firsthand the Ojibway culture by participating in workshops and other programs. While visiting the community, the visit wouldn't be complete without a stop at the Little Barn Craft Shop, which carries an assortment of native crafts and art from throughout Ontario.

Dancers from across the country participate in the annual Three Fires Confederacy Pow Wow held the second weekend in August in the Saugeen First Nation. Native dance, music, traditional foods, handmade beadwork, quill baskets, black ash baskets and other handcrafted items are featured.

Visitors are welcome to hike on one of the nature trails that offer a unique excursion into the unrefined beauty of the area. Fishing the Saugeen River is a sport for all seasons. Spring sees the influx of rainbow trout making their way upriver to spawn. Summer has catfish, bass, perch and small trout coming in. Fall/Winter has the salmon run usually in late August, followed within a couple of weeks by the rainbow trout. The Saugeen Rivers is known for having some of the best rainbow fishing in Ontario.

While visiting the Saugeen First Nation, you are only a few minutes away from a variety of dining options, golfing, shopping, amusements and accommodations.



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Partner Group Focused – Anticipates and attends to the needs of internal and external stakeholders of the organization; keeps stakeholder interests in the forefront.



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.

FOR INFORMATION PLEASE CONTACT:

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