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OPPORTUNITY PROFILE CHIEF ADMINISTRATIVE OFFICER



LOCATION: FORT ST. JOHN, BC

the right people

BLUEBERRY RIVER FIRST NATIONS | CHIEF ADMINISTRATIVE OFFICER

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THE COMMUNITY AND ORGANIZATION

BLUEBERRY RIVER FIRST NATIONS

Blueberry River First Nations is a signatory of Treaty 8 with a traditional territory that extends over 3.8 million hectares of the Peace River region in northeastern British Columbia, north of Fort St. John. With new leadership and a strong commitment to change and progress, the Nation is dedicated to collaborating with industries, partners, and governments to create a land management approach that balances responsible development with the protection and practice of its Treaty Rights. Guided by cultural and traditional values, the Nation is working to enhance the quality of life for current and future generations.

Culture and intergenerational knowledge are central to BRFN's community development. The Nation emphasizes its Elders as keepers of culture, traditions and language, while youth are viewed as important future leaders. BRFN describes its vision as building a sustainable, self-reliant and vibrant community based on traditional and forward-looking values. Its stated mission includes strengthening governance institutions, economic development and accountability while protecting the interests of current and future generations.

BRFN has 540 members and employs about 50 people in the community and its operations in Fort St. John. On the horizon, there are several exciting infrastructure projects that include road paving, water systems, and potentially a new school and/or recreation centre. There are several parcels of land that have been designated reserve lands and may be developed in the future. The community is in a strong financial position and looking to rebuild its operations and teams to deliver the key services needed by members of the community.

To learn more, please visit Blueberry River First Nations' [website](#).

THE OPPORTUNITY

CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) is the senior administrative executive of Blueberry River First Nations (BRFN) and is responsible for the effective management, coordination and delivery of the Nation's administration, programs, services, finances, human resources and organizational operations.

Working under the direction of Chief and Council, the CAO translates Council-approved priorities and decisions into effective administrative action. The CAO provides leadership to BRFN's Directors, Managers and employees and establishes the organizational systems, accountability structures and management practices necessary to deliver high-quality services to BRFN members.

The CAO is responsible for the day-to-day administration of the Nation and for ensuring that BRFN operates in an accountable, financially responsible, professional and culturally respectful manner.

The position works collaboratively with the Governance Administrator while maintaining a clear distinction between governance and administration. The Governance Administrator supports Chief and Council in governance, policy, bylaw, Council and related strategic governance matters, while the CAO is responsible for the administration and operational implementation of Council-approved direction.



Key Responsibilities

Executive Administration and Organizational Leadership

- Provide overall executive leadership and direction for the administration and operations of Blueberry River First Nations;
- Translate the strategic priorities and decisions established by Chief and Council into operational plans, departmental objectives, budgets, work plans and measurable deliverables;



- Ensure that Council decisions requiring administrative action are assigned, implemented, monitored and reported upon;
- Establish clear lines of administrative authority, responsibility and accountability throughout the organization;
- Coordinate the activities of BRFN departments to ensure services and projects are delivered efficiently and departments work collaboratively toward common organizational priorities;
- Identify organizational issues requiring administrative action and implement appropriate solutions within the authority delegated to the CAO;
- Develop and maintain effective management systems, procedures and internal controls;
- Provide Chief and Council with regular administrative reports concerning organizational performance, finances, programs, staffing, projects, risks and operational matters;
- Ensure that matters requiring a governance decision are appropriately referred to Chief and Council.

Financial Management and Accountability

- Provide executive oversight of BRFN's financial administration in collaboration with the Director of Finance/CFO and other responsible financial personnel;
- Oversee the preparation of annual operating and capital budgets for presentation to and approval by Chief and Council;
- Ensure expenditures remain within approved budgets and delegated authorities;
- Monitor BRFN's overall financial position and ensure significant financial risks, variances and emerging issues are identified and addressed;
- Ensure appropriate financial controls, procurement practices, signing authorities and expenditure controls are maintained;
- Oversee compliance with funding agreements and financial reporting requirements;
- Ensure BRFN's financial administration complies with the Nation's Financial Administration Law, Finance Policy and other applicable requirements;



- Support the annual audit process and ensure management responds appropriately to audit findings and recommendations;
- Ensure Directors and Managers understand and are accountable for their departmental budgets;
- Work with departments to identify funding requirements and ensure funding opportunities related to operational programs and services are appropriately pursued.

Human Resources and Organizational Development

- Provide executive oversight of BRFN's human resources functions;
- Supervise, support and evaluate Directors, Managers and other positions reporting directly to the CAO;
- Ensure appropriate organizational structures, job descriptions, reporting relationships and staffing levels are maintained;
- Oversee recruitment, onboarding, performance management, employee development, succession planning and, where necessary, corrective or disciplinary processes;
- Ensure BRFN's Human Resources policies are consistently and fairly administered;
- Promote a respectful, professional, culturally safe and accountable workplace;
- Ensure employees have clearly established responsibilities, performance expectations and appropriate supervision;
- Support professional development, training and capacity-building opportunities for BRFN employees;
- Address significant workplace and organizational issues in consultation with Human Resources and professional advisors where appropriate;
- Promote opportunities for BRFN members to develop the skills and experience necessary to assume positions throughout the organization.

Program and Service Delivery

- Provide executive oversight of BRFN programs, departments and administrative services;



- Ensure departments establish annual work plans, objectives, budgets and measurable performance expectations;
- Monitor departmental performance and require regular reporting from Directors and Managers;
- Ensure programs and services are delivered in accordance with approved budgets, funding agreements, legislation, policies and Council-approved priorities;
- Identify service gaps, operational challenges and opportunities to improve programs and services;
- Promote coordination between departments and reduce duplication or administrative inefficiencies;
- Ensure programs and services remain responsive to the needs of BRFN members;
- Establish appropriate performance measures to evaluate program effectiveness and organizational results.

Capital Projects, Assets and Infrastructure

- Provide executive oversight of BRFN capital projects, infrastructure and organizational assets;
- Ensure major projects have appropriate project plans, budgets, schedules, procurement processes and accountability mechanisms;
- Monitor significant capital projects and ensure Chief and Council receive appropriate progress and financial reporting;
- Ensure BRFN property, equipment, vehicles, facilities and other organizational assets are appropriately managed, maintained and safeguarded;
- Ensure appropriate administrative processes exist for contracts, consultants, contractors and major procurement activities;
- Coordinate departments involved in infrastructure, housing, property, capital development and other major organizational initiatives.



Policy Implementation and Administrative Procedures

- Ensure policies approved by Chief and Council are effectively implemented throughout the organization;
- Develop and maintain administrative procedures, processes and management systems necessary to implement Council-approved policies;
- Ensure employees understand and comply with BRFN policies applicable to their responsibilities;
- Identify operational policies or administrative procedures requiring development or amendment and bring appropriate recommendations forward;
- Work collaboratively with the Governance Administrator where an administrative matter requires the development or amendment of a governance policy, law or bylaw;
- Maintain the distinction between Council's governance and policy-making authority and the CAO's responsibility for administration and implementation.

Risk Management, Compliance and Organizational Integrity

- Establish and maintain appropriate organizational risk-management practices;
- Identify financial, operational, human-resource, contractual, safety and organizational risks and ensure appropriate mitigation measures are implemented;
- Ensure BRFN administration complies with applicable laws, regulations, funding agreements, policies and contractual obligations;
- Ensure appropriate insurance coverage, internal controls, records management and administrative safeguards are maintained;
- Coordinate responses to significant operational emergencies and organizational crises within the CAO's administrative authority;
- Engage legal counsel, auditors, consultants and other professional advisors where authorized and necessary;
- Protect the confidentiality, integrity and security of BRFN information and organizational records.



Management of Directors and Departments

- Provide leadership, direction and support to BRFN Directors and Managers;
- Conduct regular management meetings to coordinate organizational activities and priorities;
- Establish performance expectations and hold senior staff accountable for departmental results;
- Review departmental reports, budgets, work plans and operational requirements;
- Resolve cross-departmental issues and establish responsibility where initiatives involve multiple departments;
- Ensure Directors and Managers appropriately exercise their delegated authorities;
- Promote collaborative leadership and effective communication throughout BRFN administration.

Chief and Council Reporting and Administrative Support

- Maintain an effective administrative reporting relationship with Chief and Council;
- Prepare and present administrative, operational, financial and departmental information required by Council to make informed decisions;
- Provide implementation information and administrative analysis regarding matters being considered by Council;
- Ensure Council receives timely notice of significant administrative, financial or organizational risks;
- Receive Council-approved direction and ensure that direction is appropriately communicated to responsible employees and departments;
- Track administrative implementation of Council decisions and report progress and completion;



- Work collaboratively with the Governance Administrator to ensure appropriate coordination between Council's governance responsibilities and BRFN administration;
- The CAO does not replace the Governance Administrator's responsibility for providing dedicated governance advice and support to Chief and Council.

Community Service and Organizational Accountability

- Ensure BRFN administration maintains a service-oriented approach toward Nation members;
- Promote respectful, timely and professional interactions between BRFN employees and community members;
- Establish administrative processes for receiving, directing and responding to member inquiries and concerns;
- Ensure significant concerns regarding program or service delivery are appropriately investigated and addressed;
- Support administrative participation in community meetings and information sessions where departmental or operational information is required;
- Ensure information concerning BRFN programs, services and administrative initiatives is communicated accurately and appropriately.

External Administrative Relationships

- Maintain effective working relationships with funding agencies, service providers, professional advisors, contractors and organizations necessary for BRFN operations;



- Represent BRFN administration in operational and administrative discussions with external organizations when authorized;
- Negotiate and administer operational agreements and contracts within delegated authority;
- Ensure external commitments affecting BRFN administration are documented, communicated and implemented;
- Coordinate with the Governance Administrator where external matters involve government-to-government relations, Aboriginal rights, title, claims, laws, bylaws or matters requiring direct governance involvement by Chief and Council.

Governance and Administration Distinction

- The CAO and Governance Administrator are senior positions with distinct but complementary responsibilities;
- The Governance Administrator is responsible for supporting Chief and Council in governance matters, including governance advice, Council-directed strategic matters, policy and bylaw development, position papers, government and stakeholder matters related to governance, interpretation of legislation and agreements in a governance context, and governance records and archives;
- The Chief Administrative Officer is responsible for the administration and operations of BRFN, including financial administration, employees, departments, programs, services, organizational systems, operational risk, assets, capital projects and implementation of Council-approved direction;
- Where responsibilities overlap, the CAO and Governance Administrator are expected to work collaboratively while respecting the authority of Chief and Council and the distinction between governance and administration.



THE PERSON

Education and Experience

The successful candidate should possess a combination of education, professional experience and demonstrated executive leadership appropriate to the responsibilities of the position.

Preferred qualifications include:

- A degree in Business Administration, Public Administration, Management, Finance, Human Resources, Project Management or a related discipline, or an equivalent combination of education and significant senior leadership experience;
- Several years of progressively responsible senior management or executive leadership experience;
- Significant experience managing a complex organization with multiple departments, programs and funding sources;
- Demonstrated experience in financial management, budgeting and organizational accountability;
- Demonstrated experience supervising senior managers and leading multidisciplinary teams;
- Experience working with a First Nation government or Indigenous organization is strongly preferred;
- Experience administering federally funded programs and contribution agreements is an asset;
- Knowledge of the Canada Labour Code and legislation applicable to First Nation employers is an asset;
- Knowledge of First Nations financial administration, governance structures and funding environments is an asset;
- Professional designations or advanced education in management, finance, human resources, project management or Indigenous administration are considered assets.

All qualified candidates are encouraged to apply. However, given the nature of this organization, BFRN will give priority to Indigenous candidates.



Knowledge, Skills, and Abilities

The CAO must demonstrate:

- Strong executive leadership and organizational management skills;
- Excellent financial and administrative management capabilities;
- Ability to translate strategic direction into practical operational results;
- Strong supervisory, coaching and performance-management skills;
- Excellent written and verbal communication skills;
- Strong analytical, problem-solving and decision-making abilities;
- Ability to manage multiple priorities in a complex and changing environment;
- Strong project-management and organizational skills;
- Ability to establish effective systems of accountability;
- Sound judgment and discretion when dealing with confidential and sensitive matters;
- Ability to work effectively with Chief and Council while respecting the distinction between governance and administration;
- Ability to build productive working relationships with employees, community members, professional advisors, funding agencies and external organizations;
- Understanding of and respect for Blueberry River First Nations' culture, values, traditions and community priorities.



Community Expectations and Responsibilities

The Chief Administrative Officer occupies a senior position of trust within Blueberry River First Nations and is expected to:

- Be present a majority of time in the community;
- Conduct themselves with integrity, professionalism, fairness and respect;
- Lead by example and promote accountability throughout the organization;
- Respect and support the culture, traditions, values and governance of Blueberry River First Nations;
- Protect confidential and sensitive information;
- Maintain appropriate professional boundaries and avoid actual or perceived conflicts of interest;
- Demonstrate commitment to the long-term organizational capacity of BRFN;
- Be accessible and responsive to the operational needs of the Nation;
- Work flexible hours and travel when required by the responsibilities of the position;
- Maintain a valid driver's license and meet BRFN requirements applicable to senior employees;
- Perform other administrative and operational duties reasonably assigned by Chief and Council that are consistent with the role of Chief Administrative Officer.



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 partner 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 partner groups of the organization; keeps partner interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive target base salary between \$150K and \$175K and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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