



# Alexander First Nation

## EMPLOYMENT OPPORTUNITY Tribal Administrator

### POSITION OVERVIEW

The Tribal Administrator oversees the day to day operations of the Alexander First Nation (AFN). The Tribal Administrator reports directly to the AFN Chief and Council (C&C). Under guidance of the AFN C&C, the Administrator is responsible for the effective and efficient administration of overall Nation operations, serves as the principal operating executive for implementation of the Nation's policies and legislative directives, including the direct oversight of the AFN management employees. Directs and oversees the development of all AFN programs, plans, and budgets. The Administrator will provide supervisory duties and leadership to the AFN management staff in the performance of their assignments as well as issue directives designed to accomplish the goals and objectives as set by C&C. Provides initiative in identifying the need for action by the AFN Chief and Council to develop or revise policies and procedures. The Administrator is accountable for achieving Chief and Council goals and objectives of resolutions and laws, and for compliance with policy directions.

**Location:** Alexander 134 Reserve, near Morinville, Alberta, Canada

**Website:** <https://alexanderfn.com/>

**Direct Reports:**

AFN Chief and Council

### ***How to Apply***

If you are interested in this role and meet the criteria, **please send your resume directly to Jay Borchert, Managing Director at RPI Executive Search at [jay.borchert@rpinc.ca](mailto:jay.borchert@rpinc.ca) or call 587-393-6684, by March 14, 2022.**

You may also apply directly through the Recruitment Partners website by visiting the following link: [tinyurl.com/ymj6sp6m](https://tinyurl.com/ymj6sp6m)

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## ALEXANDER FIRST NATION PROFILE

**Alexander First Nation – Kipohtakaw** (AFN) is a First Nations band government, located 17 kilometres west of Morinville, Alberta. AFN is a member of the Yellowhead Tribal Council, and is party to Treaty 6. The band controls three Indian reserves: Alexander 134 – 40km NW of Edmonton, Alexander 134A – 25km SE of Fox Creek, and Alexander 134B – 36km NW of Barrhead. AFN has approximately 2378 members, 1200 of whom reside on the Nation. Many of the programs provided to members encompass the areas of health services, social services, education and youth services, housing, and employment services.

### KEY RESPONSIBILITIES

Representative responsibilities include but are not limited to:

#### **Leadership:**

- Under guidance of Chief and Council, oversee the efficient and effective day-to-day operations of the organization, including all departments and programs who are tasked with health, natural resources and referrals, land management, education, building maintenance, capital acquisition, housing, Community and External Relations, business corporations, and other specialty areas and departments as they are created and implemented.
- Directly supervise all Program and Department Directors and other employees as required.
- Oversee human resources and workforce planning, and be regularly involved in the recruitment and development of staff. Provide leadership to the staff team in establishing program and individual expectations; regularly review performance with staff.
- Conduct needs assessments, identify gaps, and provide leadership in planning and prioritizing the creation of programs to address the training and development requirements of the organization and community. Develop a solid training program to increase capacity of all employees, leading to the ability to have an internal succession plan.
- Identify and partner with a variety of external organizations to formulate joint special projects which would enhance the delivery of existing programs and services to community members.

#### **Governance:**

- Coordinate the development and/or implementation of a vision and strategic plan with the Council.
- Participate on committees that help further the organizations helping to build capacity and move organizations toward their vision.
- Provide agenda, briefing notes and other information for Council meetings. Ensure meetings are documented in accurate minutes and clear records of Band Council Resolutions.
- Implement decisions of Council.
- As directed by Council, serve as the organization's spokesperson, making presentations to government, media, affiliated organizations, etc.; develop communication strategy for public awareness of programs and events.
- Elevate the profile of the organization by engaging in public relations, networking, and advocacy activities.

### **Operations:**

- Develop an operational plan for the organization's strategic direction and communicate this regularly to staff, setting goals and monitoring progress at least quarterly. Manage the planning, implementation and evaluation of the organization's programs and services.
- Ensure that all business and operational transactions are conducted in a responsible, confidential and ethical manner.
- Establish policies and procedures for the organization; regularly review and update to meet legislative and operational changes.
- Consider potential risks to the organization; develop a plan and implement strategies to mitigate risks. Establish systems and checks to ensure the security of facilities and equipment; work with team to create recovery plans for possible disaster scenarios.
- Ensure legal compliance in all areas of operations; create a safe and healthy work environment and ensure compliance with all financial and employment legislation.

### **Administration:**

- Oversee the general management of the organization's financial affairs; implement, update, and review internal financial controls to ensure effective financial and fiscal management.
- Prepare a comprehensive annual budget with the senior management team to secure adequate funding. Ensure budgets are approved and adhered to, in addition to reviewing cash flow and providing regular reports to the Council.
- Provide input to the development of the audit report and take action to implement and operationalize recommendations.
- Monitor purchasing, tendering and other financial transactions.
- Ensure regular reporting requirements to Council and appropriate agencies are met by working with Finance to produce appropriate documentation for funding bodies.
- Identify, research, write, and pursue economic development funding proposals in partnership with program managers.
- Write official correspondence on behalf of the Council to involve key stakeholders in various projects, ensuring follow up on action items, documenting all issues and progress.
- Oversee and manage the affiliated businesses of Alexander First Nations (i.e. ACER, ABC, etc.).

### **Community Relations:**

- Develop a communications strategy to enhance public awareness of programs and events, with the goal of reaching community members wherever they live.
- Ensure that Band members understand the programs, services and opportunities offered through the Band Office.
- Provide opportunities for Band members to share their views or concerns, interact with staff and feel part of the Band organizations.

## CANDIDATE EXPERIENCE

While no individual will embody every quality, the successful candidate will bring many of the following professional qualifications and personal competencies, and be able to perform essential responsibilities in a satisfactory manner:

### **Education, Experience, Knowledge, and Functional Competencies:**

- Degree in Business Administration, Public Administration, or a related field, complemented by a minimum of seven years progressively responsible program management experience, preferably in the community, social service sector, or with First Nations groups.
- Proven experience in First Nations Administration and management. Understand the program, policy, administrative, and operational areas of importance to the Nation, such as health services, social services programs, education, housing and infrastructure, or employment.
- Strong understanding of, and ability to adhere to protocols of First Nations governance and the Treaty process. Proficiency in developing meetings, agendas and chairing meetings.
- Knowledge of financial and reporting requirements, with the ability to understand financial data, forecasting the impacts of trends and issues. Ability to work collaboratively with the leadership team in the establishing of goals, strategy, preparation of budgets and funding proposals. Must have a demonstrated record of accessing, securing and managing financial resources.
- Experience leading human resources, with knowledge of legislation relative to Canada labour code, occupational health and safety, privacy, human rights, and employment law.
- A minimum intermediate level proficiency in the use of computer software applications such as word processing, databases, spreadsheets, email and the internet. Must demonstrate broad capability in maximizing the functionality of the common business software applications.
- Knowledge of INAC requirements.
- Spoken and written Cree is an asset.
- Ability to work independently and build effective interpersonal relationships, see the big picture, and think strategically. Have the drive to make decisions that improve the management of First Nation resources.
- Ability to maintain confidentiality with respect to all information seen, heard, or obtained by virtue of the role and responsibilities. Recognize and respect all cultural diversity and reflect an understanding of First Nations culture.

### **Behavioral Competencies and Personal Attributes:**

The Tribal Administrator should demonstrate competence in the following:

**Conflict Resolution** - Bring conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships.

**Relationship Building** - Develop strong, cooperative relationships with internal and external partners, customers, clients and colleagues to build long term relationships that foster collaboration and partnership.

**Leadership & Teambuilding** - Set an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coach for employee development and provide purposeful feedback for improved performance.

**Strategic Performance** - Contribute to the organization's strategic performance by linking long-range vision and mission to the daily work, developing individual and/or group goals, aligning goals with organization objectives and building commitment of staff to this direction.

**Financial Impact** - Deliver on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns and synthesizing financial data into meaningful terms.

**Innovation** - Make an effort to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement.

**Analytical Thinking** – Observe, identify and organize information to detect underlying issues. Recognize patterns to interpret implications, ascertain solutions and make recommendations.

**Business Acumen** - Demonstrate an understanding of industry trends, business concepts, economic development as well as the constraints and limits of the environment in which the service is provided while increasing the value of products and services.