



**Join Our Team!**

**LAKE BABINE NATION**

**Posted: October 21, 2020; Deadline: November 13, 2020**

# CHIEF OPERATIONS OFFICER

*The Chief Operations Officer is responsible for directing and overseeing the daily operations of Lake Babine Nation (“LBN”). They must provide leadership and direction for staff members that continuously promote First Nations' philosophy and LBN's mission and values. They would serve as a member of the management staff and participate in the overall LBN decision making and the achievement of the company's strategic goals. This individual serves as a bridge between Lake Babine Nation department heads and Chief & Council. The incumbent must be technologically adept and must make every effort to achieve maximum levels of operating efficiency and accuracy.*

## RESPONSIBILITIES

- Directs and establishes policies, procedures, and programs for LBN from creation to implementation.
- Recommends and attains LBN's strategic goals in conjunction with the management team.
- Responsible for the financial management of LBN and preparing the annual budget.
- Schedules meetings and monitors the progress of LBN with regards to its financial objectives.
- Must maintain relationships with department heads and executives, ensuring effective communication skills such as active listening is utilized.
- Must time manage to prioritize any emergency situations that may arise.
- Must implement, maintain, and manage a system of controls for key performance indicators to facilitate evaluation.
- Participates in setting staffing requirements; and ensuring that performance reviews and career planning activities are completed, and the records properly retained.
- Must ensure that any tasks delegated to others are completed and have a performance management system established to track the employees and the completion of their job duties.
- Provides guidance and leadership whenever needed for other employees.
- Presents to the Chief & Council and/or Finance Administration Committee any challenges and/or successes attained.
- Must establish processes to monitor travel expenses and office expenses.
- Must spearhead the development, communication and implementation of growth strategies and processes.
- Must be knowledgeable concerning the different departments within LBN to ascertain budgetary requirements.
- May be required to liaise with government officials, agencies, and other regulatory bodies.
- Must ensure that the culture of the organization, and within their department, remains true to the mission and values of the First Nations.
- Negotiates and relationship builds when needed for the company and any outside stakeholders.
- Evaluates, develops, and recommends technical advancements in procedures, processes, and equipment.
- Coordinates departmental programs, such as meetings, seminars, workshops, special projects, and events.
- Is always interested in furthering their own education and ensuring to stay relevant within the community.
- Negotiates contracts and service level agreements for third party suppliers and/or service providers.
- Verifies that financial operations are compliant with all applicable legislation.
- Must ensure that all subordinates receive the appropriate safety training and orientation prior to performing their duties.
- Must ensure that they are aware of any changes in legislation and/or technology that may impact their department.
- Any other responsibilities, as necessary.

## QUALIFICATIONS

- Completion of a recognized accounting designation or through completion of a post-secondary program specializing in Business Administration or an acceptable combination of education, training, and experience
- Minimum 5 years of related First Nation administration experience at a senior level
- An understanding of the role and responsibilities of Council
- Accounting knowledge and financial principles required
- Experience working with First Nations would be an asset
- An understanding of relevant legislation, policies, and procedures
- Knowledge of Human Resource standards and best practices
- Experience with sourcing funding and ability to write effective proposals
- Ability to handle confidential and sensitive information with discretion
- Intermediate knowledge of Excel & proficient use of other office productivity software from the (Microsoft Office suite of products).
- Excellent analytical skills and high level of accuracy
- Excellent ability to communicate both orally and in writing
- Criminal Records Check
- Understand and obey all laws and regulations
- Understanding of the northern cultural and political environment.

**APPLY NOW!**

Beatrice MacDonald, *Human Resources Manager*

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Successful candidates of short-listing will be contacted