

Selkirk First Nation

A. Position Title: Executive Advisor to Chief & Council

Department: Executive Office

Supervisor: Chief and Council

Job Classification: Level 10 (under review)

Date: September 1, 2015

Status:

Permanent Full-time	X
Term Full-time	
Permanent Part-time	
Casual Full-time	
Casual Part-time	
Auxiliary	

B. Job Summary:

Reporting to Chief and Council, the Executive Advisor to Chief & Council is the most senior management position in the Selkirk First Nation organization and serves as strategic advisor to Chief and Council. The Executive Advisor is responsible for implementing the strategic priorities of Chief and Council and for achieving the goals and objectives of SFN Government. The Executive Advisor provides management oversight and is responsible for the successful delivery of Selkirk First Nation administrative services, operations, programs and services to SFN citizens.

C. Main Duties:

1. Serves as strategic advisor to Chief and Council by:

- Attending all meetings of the Council, reviewing and approving all Council Agendas and materials prior to meetings and ensuring that Chief and Council are provided with thorough briefings in order to make informed decisions.
- Working closely with Chief and Council in identifying long-term and short-term goals, objectives and strategic priorities and in developing SFN Government's multi-year strategic plan(s) and annual implementation plans.
- Work collaboratively with the Director Governance on governance-related strategic objectives of Chief and Council.
- Provides verbal and formal written updates on strategic planning activities to Chief and Council as requested or as scheduled, including implementation assessments and performance measurements.
- Communicating effectively with Chief and Council, Committees of the Council, community members/citizens, SFN staff / employees, First Nations organizations, funding agencies, Federal and Yukon Government representatives in a timely, responsible and professional manner.
- Serving on the Financial Management Committee, overseeing the financial planning and management of SFN's financial resources, budgets, investments and ensures that resources are appropriately allocated and properly used as authorized and intended, designing and adjusting budgets to meet Chief and Council goals, objectives and strategic priorities.
- Overseeing the development of SFN legislation, regulations, policies and procedures by the Director Governance by directing and monitoring the development of drafts; recommending final approvals; and directing implementation and compliance / enforcement.

- Serving as the main point of communication between Chief and Council and the organization.
- Serving on Committees, as determined by Chief and Council.

2. Manages the administration, operations, delivery of programs and services of SFN by :

- Supervising, directing and working collaboratively with the Senior Director of Operations, and the Director Governance, particularly with respect to the inclusion and implementation of Chief and Council strategic priorities in Departmental work-plans across the SFN organization.
- Ensuring that systems and processes are in place to be kept abreast and informed of all SFN programs and services, community needs and legal / regulatory issues.
- Ensuring that the Senior Director of Operations, the Director Operations and Department Directors are keep up to date on emerging decisions and direction from Chief and Council.
- Serving as chair of the Executive Committee, which consists of the Executive Advisor, Senior Director of Operations, and the Director of Governance (with participation of Director Finance and Director Human Resources as required).
- Participating in meetings of the Senior Management Team, attended by all SFN Department Directors.
- Reviewing regular Strategic Plan Reports and Strategic Management Performance measurements to evaluate the implementation progress with regards to strategic priorities and identifying problems, issues or concerns.
- Making organizational decisions based on the strategic direction of the SFN Government.
- Ensuring that SFN is appropriately organized and staffed and to better meet the needs of Citizens
- Identifying risks and potential risks to SFN and ensuring that these are monitored, managed, mitigated or resolved.
- Ensuring that SFN has appropriate systems in place to enable it to conduct its activities both lawfully and ethically.
- Directing the implementation of special strategic initiatives as directed by Chief and Council, examples of which may include; new or modified programs and services, comprehensive community plans / updates, community profile, department or organizational review, community capacity development plan, economic development initiatives, community development Initiatives and / or inter-governmental projects and initiatives.
- Developing external strategic partnerships as required or beneficial to SFN.
- Participating in communications activities and speaking on behalf of the First Nation, to community members, the media, the public and other government and non-government organizations.
- Performs other related duties as required.

D. Key Contacts and Nature of Contacts:

Contact	Nature of Contact
Chief and Council	Supervision, receive direction, exchange information, provide updates, briefings, options, advice and recommendations, strategic planning and financial planning.
Senior Director of Operations	Supervise, provide direction and support, updates on administration, operations, programs and services, implement strategic priorities into work-plans, budget planning, discuss and resolve issues / problems.
SFN Director of Governance	Supervise, provide direction and support, exchange of information on matters of governance, the SGA's, FTA, and PSTA

		discussions / negotiations, strategic planning.
	Financial Management Committee (FMC)	Serves on and make recommendations to the FMC, oversees SFN financial planning and management, ensures budgets reflect Chief and Council goals and strategic priorities, executive oversight and monitoring of budget.
	Executive Committee	Serves as chair, includes senior level management and members of Council to conduct organizational / strategic planning.
	SFN Senior Management Team	Chaired by Sr Director of Operations. Attends meetings, information exchange, receives updates on Dept programs and services, progress reports on strategic plan implementation, discuss / resolve issues.
	SFN Membership / citizens / public	Liaison, enquiries, information, updates, referrals, complaints and concerns.
	General Assembly	Administrative oversight, reporting on SFN programs and services, budgets / finances, strategic plans, questions and answers, citizen concerns.
	Representatives of the Federal and Yukon Governments	Inter-governmental relations, discussions, negotiations, MOU's, accords, funding proposal opportunities, joint initiatives, legislation and regulatory processes.
	Other First Nations / Organizations	Information-sharing, networking, advocacy and mutual support.

E. Direction/Decision Making:

The Executive Advisor, as SFN's most senior manager and strategic advisor to Chief and Council, exercises organization-wide independent judgment, problem-solving and decision-making authority, subject to decisions and direction of Chief and Council and regulatory frameworks.

F. Impact and Accountability:

The Executive Advisor, as SFN's most senior manager and advisor to Chief and Council, directly impacts the organization's ability to achieve its goals, objectives and strategic priorities. This position also directly impacts the strategic direction of the organization, the efficiency and effectiveness of administrative services, the prudent deployment of resources and the quality of programs and services provided to SFN citizens.

G. Positions Supervised:

The Executive Advisor is the most senior management position in the SFN organization and exercises direct supervisory responsibilities over the Senior Director of Operations.

H. Working Conditions:

- Normal office setting.
- Regular scheduled hours, but expected to be on-call for emergencies
- Bi-weekly to monthly travel within Yukon and occasionally outside of Yukon
- Deals with emotional and/or angry clientele on a regular basis

- Multiple evolving demands and shifting priorities with frequent critical deadlines.
- High degree of mental concentration on a regular basis.
- Receives direction from Chief & Council as a body and from individual Council members depending on issue.

I. Conditions of Employment:

- Security Clearance / Criminal Records Check.
- Valid Class 5 Yukon Drivers License.
- Willing to work irregular hours and be on-call as required, which may include weekends or evenings.
- Willing to travel outside the community.

J. Position Approval and Acknowledgements:

I approve this position description as being representative of the work to be performed and that the levels of responsibility and authority identified herein have been delegated to this position.

JD Approval Name Chief and Council	Date
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I have reviewed the duties and responsibilities assigned to the position.

Supervisor Name Chief and Council	Date
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I have reviewed the position description and understand that it is a general description of the duties assigned to the position occupied by me. I also understand that I am required to perform other related duties as requested or directed by my supervisor(s).

Employee Name Executive Advisor	Date
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