

Selkirk First Nation

A. Position Title: Senior Director, Operations

Department: Government Services

Supervisor: Executive Advisor to Chief & Council

Job Classification: (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 the Executive Advisor, the Senior Director of Operations is responsible leading and managing the operations and delivery of programs and services for SFN citizens by: managing and supervising SFN corporate services (finance, administration, human resources, information technology/systems); coordinating the strategic planning process for the Operations Division; providing advice and recommendations to the Executive Advisor and Chief and Council; serving on the Senior Management Team and the Financial Management Committee; supervising and providing direction and support to subordinate Department Directors. The Senior Director Operations is responsible for achieving the administrative and operational goals, objectives and strategic priorities of Chief and Council in an effective, efficient and timely manner.

C. Main Duties:

- 1) Leads and manages the operations and delivery of programs and services (finance, administration, human resources, information technology/systems) for SFN citizens by:
 - Reporting to and liaises closely with the Executive Advisor on matters pertaining to SFN administration, finance, operations and the delivery of SFN programs and services.
 - Participating and contributing to the multi-year Strategic Plan of SFN Government by providing information, options, advice and recommendations.
 - Overseeing administrative services, operations and delivery of SFN programs and services and performing quality assurance reviews to identify gaps and areas for improvement.
 - Supervising and providing direction and support to SFN Operations Branch Directors, and the IT Technician.
 - Ensuring that the strategic priorities and decisions of SFN Government are incorporated into Department strategic plans and annual work-plans and are effectively implemented and successfully managed.
 - Attending meetings of Chief and Council to provide updates on SFN administration, operations and programs and services as requested.
 - Ensuring issues of serious, urgent or otherwise important nature relating to the SFN organization, the community / membership or involving SFN programs and services are brought to the immediate attention of the Executive Advisor (or Chief & Council in their absence).

- Serving as chair of the Senior Management Team and schedules regular and special meetings to; enhance teamwork unity; review strategic priorities; receiving progress updates on Department programs and services; identifying and addressing organizational and community issues and concerns; and providing direction and expectations to Department Directors.
- Serving on the Financial Management Committee, leads in the annual budget cycle and ensures that annual Department budgets are effectively planned, developed, managed and accurately reported on in a timely manner.
- Liaising with the Director of Governance, on matters of organizational governance, the Self-Government Agreements, PSTA exploratory discussions / negotiations, and regarding assessments on development proposals and projects within SFN settlement lands / traditional territory.
- In conjunction with the Director of Governance and relevant Departments, overseeing the development of SFN legislation, regulations, policies and procedures in the Operations Division.
- Ensuring that Personnel Policies and Procedures and Safety (OH&S) Policies and Procedures are developed, implemented and enforced.
- Liaising with the Director of Human Resources on serious personnel complaints / issues, organizational capacity development and organizational design / structure.
- Ensuring that mandatory reports are completed in a timely fashion, including; Department Reports and Work-Plans, Annual Reports, General Assembly Reports, updates for SFN Quarterly Newsletters and Final Reports related to Contribution Agreements.
- Overseeing the development, implementation and maintenance of organizational and departmental Records Management Systems.
- Exercising conflict-resolution and mediation techniques to promptly deal with internal and external complaints. Conducts or arranges independent investigations where necessary.
- Attending meetings with or on behalf of the Executive Advisor or Chief and Council.
- Ensuring that SFN Departments are taking full advantage of funding proposal opportunities to enhance programming, services, capacity and infrastructure.
- Approving or recommends SFN contracts-for-service, as applicable.
- Representing SFN during liaisons with other First Nations / Organizations, Federal and Yukon Government Departments / Officials, NGO's and Agencies, Boards and Committees and the private / corporate sectors.
- Performs other related duties as required.

D. Key Contacts and Nature of Contacts:

<u>Contact</u>	<u>Nature of Contact</u>
Executive Advisor	Receive direction, exchange information, provide updates, briefings, options, advice and recommendations.
Chief and Council	As requested, provide status updates, briefings, reports, options, advice, recommendations and respond to enquiries.
Directors / Department Heads (except Governance which has a direct report to Chief and Council), IT Technician/IT Services	Supervise, provide direction and support, information exchange, review work-plans and budgets, discuss and resolve issues / problems.
Executive Assistant	Supervise, provide direction and support, update and exchange information, discuss scheduling and coordination of work activities.
SFN Director of Governance	Liaise on matters of governance, the SGA's, FTA, and PSTA discussions / negotiations.
Financial Management Committee	Participate as member, budget planning, provide options, advice and recommendations on financial matters and requested / proposed

		expenditures.
	SFN Senior Management Team	Schedule and chair meetings, set agendas, provide leadership, updates, problem-solving, united approach to address the needs of SFN.
	SFN Membership / citizens / public	Liaison, information exchange, receive and deal with enquiries, information requests, referrals, complaints and concerns.
	Representatives of the Federal and Yukon Governments	Liaison, exchange information, funding proposals/initiatives, joint local area projects, PSTA exploratory discussions, regulatory processes.
	Other First Nations / Organizations	Information-sharing, net-working and mutual support.

E. Direction/Decision Making:

The overall goals and objectives of this position are determined by Chief and Council in collaboration with the Executive Advisor to Chief & Council. The Senior Director of Operations actively participates in the Strategic Planning process, oversees SFN administration, operations and the delivery of SFN programs and services, providing direction to SFN Department Directors. The Senior Director of Operations exercises significant independent judgment when providing advice and options to Chief & Council, where issues fall outside of regulatory frameworks, and in resolving problems, ranging from day-to-day issues to long term organizational and community needs and challenges.

F. Impact and Accountability:

This senior management position carries a significant impact on the Organization's ability to; achieve its goal and objectives of meeting strategic priorities of SFN Government and delivering quality programs and services to the community. This position impacts the financial resources of SFN, organizational and community wellness, the social, capacity development, infrastructure of the community and the management of SFN lands, natural, heritage and cultural resources.

G. Positions Supervised:

The Senior Director of Operations is responsible for providing direction and supervision to the following positions:

Management Level:

- Director Assessments.
- Director Capital.
- Director Citizen Development.
- Director Finance.
- Director Health and Social Programs.
- Director Human Resources.
- Director Lands, Resources and Heritage.
- Other Directors / Departments as determined by SFN.

Non-Management Level:

- IT Technician.
- Contractors and Consultants as required.

H. Working Conditions:

- Normal office setting.
- Regular scheduled hours, but expected to work as otherwise required to meet critical deadlines and deal with unexpected organizational or community issues.
- On-call for emergencies.
- Overnight travel away from the community a minimum of 15 times a year.
- Frequently must deal complaints, concerns and/or with emotional and upset people.
- Multiple evolving demands and shifting priorities with frequent critical deadlines.
- High degree of mental concentration on a regular basis.

I. Conditions of Employment:

- Security Clearance / Criminal Records Check.
- Valid Class 5 Yukon Drivers License.
- Willing to work extra hours and be on-call for emergencies.

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	Date
Executive Advisor	

I have reviewed the duties and responsibilities assigned to the position.

_____	_____
Supervisor Name	Date
Executive Advisor	

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	Date
Senior Director of Operations	