



DIRECTOR OF OPERATIONS

PURPOSE OF THE POSITION

The Director of Operations is the senior executive responsible for the day-to-day operations of the First Nation including advising Chief and Council with strategic planning and policy development; implementing the strategic vision, work plans and ensuring the effective administration of Bingwi Neyaashi Anishinaabek's programs and services, including human, financial, and capital/infrastructure management. S/he further ensures that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, codes, agreements, policies, procedures and strategic vision set by the Chief and Council.

SCOPE

Reporting to the Chief and Council, the Director of Operations oversees the day-to-day operations, programs, services and employees of the First Nation.

RESPONSIBILITIES

The Director of Operations is responsible for the overall efficiency of all programs and departments, setting goals and measuring the achievement of the organization's objectives.

MAIN ACTIVITIES

1. Facilitate effective and transparent First Nation governance through its elected Chief and Council.
 - a. Set the agenda for and attend Chief and Council and committee meetings;
 - b. Review the agenda with the Chief prior to Council meetings;
 - c. Ensure Council has information necessary to make informed decisions;
 - d. Faithfully implement Council policies, decisions, bylaws/regulations and strategic initiatives;
 - e. Make recommendations on matters before Council;
 - f. Ensure decisions are recorded and communicated appropriately;
 - g. Keep Chief and Council informed on initiatives and issues affecting the First Nation;
2. Manage all operations for Bingwi Neyaashi Anishinaabek's Band and Satellite Offices.
 - a. Supervise all staff and programs to ensure the daily operations of programs and services run smoothly and efficiently;
 - b. Interpret and implement applicable legislation, regulations and agreements;
 - c. Apply existing Council-approved policies and ensure compliance with them;
 - d. Research, recommend, develop, implement, enforce, review and revise operating policies as needed;
 - e. Ensure efficient systems in place and maintained for: Records and archives; Work planning and service delivery; Performance Measurement; Health and Safety; Studies and plans; Financial and Human Resource Management;
 - f. Ensure the proper maintenance, use and occupancy of all Band buildings and other assets.
3. Provide direction and oversee Lands, Capital, Economic & Infrastructure development in accordance with the Community Development Plans and Policies set by Chief and Council.



JOB DESCRIPTION

- a. Oversee the coordination of funding for capital projects and related contract management;
 - b. Monitor service contracts such as fire protection, waste disposal and general maintenance of community infrastructure;
 - c. Address outstanding lands issues and oversee management of all First Nation properties, leases and land use agreements;
 - d. Oversee the housing program and ensure Band member requests for construction, repairs and rentals are managed in accordance with the Housing Policy; and
 - e. Provide direction and oversight to community planning and development processes.
4. Manage and oversee staff/human resources needs for programs, services and special projects:
- a. Supervise and direct staff; conduct performance management reviews for senior staff positions and assist with other employee performance reviews when requested;
 - b. Ensure adequate staffing. Oversee recruitment processes and training needs including the development of job descriptions and employment contracts;
 - c. Develop and implement succession planning for all senior positions;
 - d. Initiate corrective action when necessary in accordance with personnel and other applicable policies, and;
 - e. Ensure all governmental, legal, health, safety and related labour standards are met.
5. Oversee the First Nations' Financial Operations through development and monitoring of annual and multi-year budgets, service delivery (work) plans and performance reports.
- a. Facilitate program and service development including secure additional funding;
 - b. Ensure reporting obligations are met;
 - c. Ensure the financial, budgetary and planning needs of the Nation through the development of a long range financial plan;
 - d. Monitor purchasing, tendering and other financial transactions; and
 - e. Facilitate audit processes and report thereon to Council and the Membership.
6. In consultation with Chief and Council, manage communications and public relations:
- a. Develop and maintain working relationships with other governments, industry, business, surrounding communities and stakeholders;
 - b. Facilitate staff meetings;
 - c. Oversee media communications, in consultation with the Chief;
 - d. Attend national, provincial and regional meetings or consultation sessions, as needed;
 - e. Oversee organization of Community meetings (set-up, agenda, materials and so on).

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications and Professional Certifications The Director of Operations would normally attain the required knowledge, skills and attributes through completion of a degree/diploma in business administration or a significant operational area (eg. Public works/Infrastructure, Health/social services, Housing, Construction, Project Management, Finance/HR) in conjunction with at least 10 years related work experience of which a minimum of 5 years must be management experience at a senior level in a First Nation, Municipal or non-profit organization. A valid driver's license is also required.

Knowledge The Director of Operations must have proficient knowledge in the following areas:



JOB DESCRIPTION

- Extensive understanding of the legislative and Treaty environment in which BNA operates
- Good governance and best practices for managing complex local government enterprises
- Practical understanding effective work planning, financial reporting, contracts/agreements and operational matters that impact the First Nation.
- An understanding of BNA's Members and its socio-economic, cultural and political environment

Skills The Director of Operations must demonstrate the following managerial skills:

- Outstanding organizational skills and ability to lead and work with a team
- Excellent analytical and problem solving skills with demonstrated ability to make sound decisions, delegate tasks and meet established/critical deadlines
- Effective communication skills including preparation of meeting notes, reports, decision documents and political correspondence
- Confident public speaking in a variety of forums
- Ability to clearly define and communicate vision and direction to staff and stakeholders
- Ability to understand and interpret legislation, policies, reports, agreements and contracts

Personal Attributes The Director of Operations must also demonstrate the following personal attributes:

- be honest, tactful, trustworthy and respectful
- be pro-active, hardworking and direct
- possess cultural awareness and sensitivity
- maintain strict confidentiality

WORKING CONDITIONS

Physical Demands

The Director of Operations will spend long hours sitting in meetings and at a desk using office equipment which can cause fatigue and muscle strain.

Environmental Conditions

The Director of Operations manages a number of people and tasks at one time and may be interrupted frequently to meet the needs and requests of elected officials, community members and staff. The environment can be busy/noisy and s/he will need excellent organizational, time and stress management skills to plan, delegate and complete the required tasks.

Sensory Demands

Sensory demands include use of the computer and cell phone, which may cause eyestrain and occasional headaches. The office and meetings may be noisy and busy making it difficult to concentrate.

Mental Demands

The Director of Operations works in a stressful environment and must multi-task and prioritize tasks while at times dealing with difficult people and/or situations.

The above statements are intended to describe the general nature and level of work being performed by the Director of Operations. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.