

# KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



## JOB DESCRIPTION

**Executive Director**

### Purpose

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director will identify, build and manage long-term productive and sustainable relationships with strategic external business partners and the Matawa communities to ensure the ongoing success of KKETS.

### Scope

The Executive Director is responsible for communicating and providing direction on all matters related to KKETS' interests, including developing and executing a comprehensive program strategy for the Employment and Training platform based on the Aboriginal Skills and Employment Training Strategy agreement with Human Resources and Skills Development Canada, to ensure effective and efficient implementation of the overall service delivery.

The Executive Director will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures.

### Reporting to

Board of Directors; Also, responsible to the Chief Executive Officer of Matawa First Nations Management Inc.

### Education

University Degree in either Management or Finance fields

### Professional Designation

None required

### Previous Experience

- 5 or more years of progressive management experience
- Partnership strategy development
- Planning and program implementation

### Knowledge, Skills, and Abilities

- Knowledge of potential employment trends / developments / benefits from the Ring of Fire and other energy / infrastructure developments
- Knowledge of leadership and management principles
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management
- Knowledge of relevant legislation and programming
- Knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management
- Understanding of the Matawa region and the member First Nation communities
- Ability to effectively present to or facilitate small or large groups
- Skill in effective mediating and negotiating
- Knowledge of project planning/implementation
- Ability to evaluate and monitor the national/global job market to aid in the programs direction

## Proficiency in Computer Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet

## Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

## Working Conditions

- The employee may have to travel throughout the region to various communities, during various weather conditions
- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment, or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions

- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects

## Primary Duties and Responsibilities

### **LEADERSHIP**

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile
- Initiate, develop, and maintain working relationships with officials of federal and provincial government departments, non-government organizations, private sector organizations, and internal staff

### **OPERATIONAL PLANNING AND MANAGEMENT**

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, and funder files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials
- Provide specific briefing notes and related documents required by the Chief Executive Officer of Matawa First Nations Management Inc. for his/her information
- Coordinate and monitor required reports, claim forms, upload confirmations and all other information required by funding agencies as per funding agreements

### **PROGRAM PLANNING AND MANAGEMENT**

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission, reflect the priorities of the Board, and are in compliance with funding agreements
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects
- Develop, maintain, and expand strategic alliances and partnerships with private and public sectors businesses in order to increase employment and training opportunities
- Analyze, negotiate, and facilitate new initiatives that support the organization's mission and goals

### **HUMAN RESOURCES PLANNING AND MANAGEMENT**

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission and goals
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

### **FINANCIAL PLANNING AND MANAGEMENT**

- Work with staff and the Board to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Research funding sources and write funding proposals to increase the funds of the organization
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

**COMMUNITY RELATIONS / ADVOCACY**

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Initiates and responds to regional and local requests for information through reports, briefing notes, strategy reports, agenda items, or memoranda to provide communication on operational matters relating to the organization and its funding agreements

**RISK MANAGEMENT**

- Identify and evaluate the risks to the organization's people (clients, staff, management), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

**OTHER**

Perform other duties as required

**Certification**

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

**EMPLOYEE**

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**KKETS MANAGEMENT**

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_