

ASSOCIATE BAND MANAGER

Type of Position: Full-time, permanent

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

The Associate Band Manager is directly responsible for management of finance, human resources, information technology and the community services of public works and housing for the Nation. The Associate Band Manager provides support to and coverage for the Band Manager during absences and plays a key role in planning for and supporting administrative projects or initiatives.

Duties and Responsibilities

Strategic and Operational Planning

- Support the coordination and development of comprehensive plans including but not limited to a strategic plan, comprehensive community plan, land use and economic development plan to meet organizational objectives.
- Lead planning initiatives for projects or initiatives under the direction of the Band Manager including the set up of project management practices to support and report on progress.
- Provide leadership to Department Managers to facilitate the implementation of strategic plans at the department/staff levels.
- Support the development of operational plans aligned with Council's vision and direction and monitor progress of activities.
- Administer and monitor the overall strategies and procedures for the organization's data and cybersecurity protection.
- In collaboration with information technology subject matter experts, coordinate the set up and maintenance of effective security controls and security awareness programs.
- Lead human resources planning in collaboration with the human resources department to assess workforce needs.

Financial Operations Management

- Monitor all financial operations of the Band including budgeting, accounts payable, accounts receivable, end-period reporting, purchasing, and payroll.
- Provide oversight and work collaboratively with departments to manage the Nations' finance and financial performance.

- Maintain up-to-date knowledge of all budget and funding requirements, applicable government financial legislation and policies, as well as all Band financial policies and procedures.
- Ensure the review of all financial statements and reports are completed in an accurate, complete, and timely manner and support presentation of reports to the Council.
- Establish and ensure internal financial controls are in place.
- Monitor purchasing, tendering and other financial transactions for the Band.
- Ensure reporting to funding programs is completed and fulfils requirements.
- Ensure program funds are expended appropriately.

Program and Service Delivery

- Supervise program set up and service delivery of information technology, human resources, finance, public works, and housing departments.
- Research and coordinate requests for potential funding, programs and projects as required.
- Collectively with management, establish, maintain, and update program policies, procedures, and standards to ensure compliant with legislation and regulation.
- Interpret and research policy needs, applicable legislation, regulation, and agreements.
- Provide best practice project management guidance and support to projects and initiatives, ensuring robust activity tracking and reporting.
- Set up and coordinate communication from Council and the Band Manager to administrative staff and the community through appropriate maintenance and updates to the website, use of memos or other communication mediums.
- Develop and coordinate needs assessments and evaluation criteria to help identify and measure the effectiveness of programs and program delivery, including community needs assessments as required.
- Lead the development and implementation of safe work practices and promote a culture of teamwork and safety to mitigate workplace accidents within public works and housing.
- Develop a plan for and implement robust inspections and audits to proactively identify deficiencies and mitigate major issues within public works and housing.
- Oversee the management, development, and maintenance of an on-reserve housing assets inventory.
- Oversee the project management of new housing construction and renovation projects, including the coordination of applications, cost estimates, permits, reporting and other related documentation.

Relationship Management

- Ensure that Long Lake #58 members can share their views, concerns and needs relative to new or continuous programs, services, and initiatives of the Nation.
- Act as a liaison between other government agencies and departments, private industry business and any other individuals, groups or agencies operating in the community.

Band Council Administration

- Attend Band Council meetings as requested and support the preparation of agendas, meeting records, information and resources for Band Meetings and Band Council Members.
- Facilitate exchange of information between Band Council and Band Members and convey Council decisions to the public.

- Represent the Band at local, regional, provincial, and national meetings as delegated.

Human Resource Management

- Oversee staff and directly supervise program managers and other direct reporting staff.
- Recruit, coach, mentor, and coordinate evaluation of staff in collaboration with departmental management.
- Support coordination of training and development activities.

Knowledge, Skills, and Abilities

- Knowledge of key issues, legislation, policies, and procedures relating to First Nations administration.
- Ability to manage multiple department resources, including people, materials, assets, and money.
- Strong team leadership, management, and human resources skills.
- Good planning and project management skills.
- Strong understanding and application of organizational communication principles including use of social media and websites to inform administration as well as community.
- Working knowledge financial procedures and Generally Accepted Accounting Principles (GAAP) and Public Service Accounting Standards.
- Good understanding of social housing management, rules, and regulations particularly in a First Nations environment.
- Ability to establish good working relationships, both internally and with external stakeholders.
- Ability to manage conflict using sound judgement.
- Effective oral and written communications skills, including the ability to prepare reports, policies, and Band Council documents using software applications such as MS products.
- Possess cultural awareness and sensitivity.
- Demonstrate a dedication to the role and to the Long Lake #58 community,

Experience and Education Requirements

- A Bachelor (or equivalent) degree in a related field in business, finance, Aboriginal studies, or other related field.
- Certified Aboriginal Financial Manager (CAFM), Certified Aboriginal Professional Administrator (CAPA) or relevant certification are considered an asset.
- A minimum of 4-5 years of related leadership experience, ideally in a management role for a First Nations organization, with growing responsibility for financial management, human resources management, program management, delivery and evaluation, policy development and implementation.
- Working knowledge of IT strategy and information technology infrastructure, security administration and information technology governance is an asset.
- A demonstrated record of successfully building effective relationships with community members and external stakeholders.

Other Requirements

- Professional appearance
- Must review and follow all Long Lake #58 First Nation Policies and Procedures, and be able to provide direction to staff on policy interpretation
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required

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All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to the c/o: MNP at applyvia@mnpc.ca. Please call 204.789.3088 for technical difficulties with submission of your application.

Closing date: Until filled

Applications are assessed as they are received therefore early application is recommended.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.