



OCHAPOWACE
N A T I O N

O P P O R T U N I T Y P R O F I L E

**EXECUTIVE DIRECTOR,
ADMINISTRATION,
OCHAPOWACE NATION**



THE OCHAPOWACE NATION

Chief Kakisheway's (Loud Voice) prominence among the Cree of southern Saskatchewan preceded the negotiations that resulted in the execution of Treaty 4. He succeeded his father, Short Legs, as the Chief of the eastern Calling River Plains Cree, who hunted along the Qu'Appelle as far west as its source under what is now the water of Lake Diefenbaker.

This Plains Cree band under Kakisheway (Loud Voice) signed Treaty 4 on September 15, 1874. A reserve was surveyed for them on the north side of Round Lake and the Qu'Appelle River in 1876 (reserves for Chacachas and Kahkewistahaw were surveyed on the south side). As Kakisheway had requested to be relocated, in 1881 Surveyor John Nelson and Agent McDonald decided to place both Kakisheway and Chacachas on the same reserve, enlarging it to include members of both bands. Many members were away hunting when this occurred, and were upset when they returned to Crooked Lakes in 1882 to find they no longer had their own lands but were now joined as Ochapowace.

In 1884 Kakisheway's son Ochapowace succeeded him and became Chief of the bands. Today Chacachas reserve has been purchased through entitlement claims and set aside for their benefit.

As well, in January 2020 the federal government ruled after a lengthy court process that they had wrongfully joined the two nations Kakisiwew and Chacachas. The Nation currently holds 137,000 acres of land including fee-simple lands. The population of the Nation is over 1900, with 600 under the age of 18, and about 600 living on the Nation. Ochapowace has several economic investments which are governed by Atoskewin, a chartered business established to oversee the Nation's investments.

Following the recent 2020 election, Ochapowace Council is continuing its move towards their Nation's vision "*We are a unified, proud, and prosperous sovereign nation*"; and have embarked on an overall governance review. This review will further enable the Council and Administration to achieve this vision through improved structures, clearer governance, stronger communications, and enhanced citizen engagement. It is also fully aligned with the Nation's mission: "We are a team that provides our peoples of Ochapowace Nation with:

- **high quality services**
- **a profitable economic base**
- **protection of our inherent rights and way of life**
- **guidance and fulfillment of our treaties**

To learn more, visit: www.ochapowace.com



THE OPPORTUNITY

This position will be of special interest to those wishing to be on the front end of a major transformation opportunity. The Executive Director role will be a key building block in the nation's restructuring, and will be the lead position overseeing all administration on behalf of the Nation.

Reporting to the Council of Ochapowace Nation, The Executive Director is responsible for the successful leadership and general management of the Nation's administration according to the Laws, mission, vision, values, objectives, and strategic direction set in conjunction with Council. The Executive Director is responsible for the efficient management of all programs and departments, setting goals, and measuring the achievement of the Nation's objectives, by leading the Nation's programs and services as a skilled administrator and as a positive role model. This role focuses on:

- establishing effective working relationships with staff, program coordinators, funding agencies, other external contacts, citizens, and community groups;
- the efficient financial management of the organizations; and
- execution of the Nation's strategic plan as delegated by Council
- the supervision and development of the Nation's staff
- other improvements for the organization.

DUTIES AND RESPONSIBILITIES

LEADERSHIP

- As a strategic and visionary leader, the Executive Director works with the Council to establish and achieve the strategic direction and related business plans for the organization; monitors and reports outcomes; shares information and updates with employees and ensures alignment.
- Supervises the efficient and effective day-to-day operations of the organization, including all program coordinators and programs such as Finance, Administration, Health, Social, Education, Post-Secondary Education, Maintenance, Housing, Lands, Indian Registry/ Band Membership, and Capital Projects.
- Oversees human resource/staffing plans and is regularly involved in the recruitment and development of staff.
- Provides leadership to the senior management team in establishing program and individual expectations; regularly reviews performance with staff.
- Identifies key risks, issues or trends that may impact the operation; advises the Council; seeks input, makes recommendations and mitigates risk as appropriate.
- Addresses performance issues and acts as coach and mentor to develop employees; progresses through the disciplinary process as required.

T H E O P P O R T U N I T Y (C O N T I N U E D)

- Identifies, assesses and informs the governing body of serious issues (potential terminations, confidentiality breaches, conflict of interest and fraud as examples) as they may arise as well as providing routine updates on activities.
- Serves as the link between Administration and Council; participates as necessary in Council meetings; provides Council with transparent, comprehensive, and regular operational and financial reports, briefings, and other meeting materials or documents in electronic format. Prepares an annual report for Council approval.
- Conducts needs assessments, identifies gaps, and provides leadership to develop plans and priorities in creating programs to address the developmental requirements of the organization and community.
- Identifies and partners with a variety of organizations to formulate joint special projects which would enhance the delivery of existing programs and services to community members.
- Serves as the accountable Executive with respect to leadership and commitment to health and safety.
- Raises the profile of the organization by engaging in public relations, networking and advocacy activities (as directed by Council).
- Regularly presents information regarding the Nation's finances and operations to citizens through multiple formats in order to reach as many citizens as possible.

OPERATIONS

- Coordinates the development of a vision and strategic plan with the governing body.
- Develops an operational plan for the organization's strategic direction and communicates this through regular staff communications and by setting goals for each department.
- Establishes policies and procedures for the organization; regularly reviews and updates to meet legislative funding, and operational changes.
- Manages the planning, implementation and evaluation of the organization's programs and services.
- Ensures legal compliance in all areas of operations; creates a safe and healthy work environment and ensures compliance with all financial legislation.
- Establishes systems and checks to ensure the security of facilities and equipment; works with team to create plans for possible emergency scenarios.

ADMINISTRATION

- Oversees the general management of the organization's financial affairs ensuring the establishment and review of internal financial controls.
- Prepares a comprehensive annual budget with the senior management team.

THE OPPORTUNITY (CONTINUED)

- Ensures approved budgets are adhered to, in addition to reviewing cash flow and providing regular reports to the governing body.
- Provides input to the audit report development and takes action to implement and operationalize recommendations.
- Monitors purchasing, tendering and other financial transactions.
- Ensures regular reporting requirements are met to governing body and appropriate funding agencies by working with Finance and program managers to produce appropriate documentation.
- Identifies, researches, writes proposals, and pursues other funding in partnership with program coordinators.
- Writes official correspondence on behalf of the governing body as required and acts as the main signing officer approving all expenditures within approved spending limits as established by council.
- Coordinates and attends all regular meetings with the governing body and program coordinators, ensuring follow up of particular action items and documenting issues and progress.
- Other duties as assigned or required from time to time.

HUMAN RESOURCES

- Leads a team of dedicated people and ensures all aspects of the human resources function are operating effectively and efficiently.
- Fosters a culture of inclusivity and teamwork; establishes and maintains a high-performing staff complement through coaching, empowerment and engagement; personally communicates formally and informally to all employees.

FINANCIAL AND INFORMATION TECHNOLOGY MANAGEMENT

- Identifies budget / funding requirements to support the achievement of organizational goals and objectives; negotiates with funding agency as required.
- In conjunction with Director of Administration works closely with Treasury Board to ensure the Nation's financial affairs are appropriately managed.
- Ensures sound financial management policies and processes are developed and administered appropriately, ensuring compliance with fiscal legislation and related provisions for First Nations; provides oversight of all financial procedures, controls and performance.
- Monitors the monthly financial position; identifies any risk associated with financial outcomes/ expectations and advises the Council as appropriate.
- Reviews and approves requests for proposals and contractual agreements.
- Authorizes payments/expenditures in accordance with policy and/or seeks Council approval as necessary.
- Ensures information systems / technology meet the needs of the organization and are secure.

Note: The duties listed are areas of general responsibility and are not intended to create limits to responsibility but to help understand the scope of the position.

THE PERSON

EDUCATION, EXPERIENCE AND SPECIALIZED KNOWLEDGE:

- University Degree in Business administration or related field.
- Proficiency in Microsoft Office programs, including Word and Excel and QuickBooks programs;
- Progressive business leadership experience with a proven record of success.
- Knowledge of effective and efficient strategic business management; understands risk management process, how to develop and action strategies and report on results; familiarity with the balanced scorecard process is an asset.
- Significant knowledge with respect to effective and efficient financial management.
- Knowledge and understanding of federal and provincial Canada Labor Code and Employment laws; Privacy and Human Rights Acts.
- Knowledge and experience in financial management and human resources, governance procedures, and an understanding of the roles and responsibilities of Boards.
- Knowledge and experience of ISC programs and reporting requirements;
- Knowledge of Ochapowace Nation Culture and Traditions.

SKILLS AND ABILITIES:

- Models the Nation's values and is passionate and caring leader who does not operate from a sense of ego but from a commitment to the organization and its mission.
- Problem solver and issues management (demonstrates effective analysis/problem-solving; has excellent judgement; has the self-confidence to make independent decisions based on fact/information at hand; generates new approaches to solving problems and looks for middle ground; handles issues and manages conflict appropriately).
- Exceptional interpersonal and communicational skills with accuracy and attention to detail;
- Excellent decision-making skills; Ability to work collaboratively with the leadership team in the establishing of goals, and preparation of budgets and funding proposals.
- Ability to deal with multiple issues on a day to day basis.
- Excellent verbal and written communication skills; (demonstrates the ability to communicate clearly and can explain self well; listens well; has excellent writing skill with good grammar/spelling; can make impactful presentations with thought given to draw the audience's interest; leads meetings and facilitates discussions with others).
- Ability to self-regulate, meet deadlines, have attention to detail.

THE PERSON (CONTINUED)

- Professional, accessible and able to work with confidential information with discretion;
- Results oriented with a focus on timely service and excellence;
- Ability to work well independently and build effective interpersonal relationships.
- Influences for results (can influence others to go along with the way of thinking or approach using persuasion, facts, data and opportunities to advocate on behalf of the organization).
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture.

COMPETENCIES:

- **Accountability** – holds self, accountable for achieving goals and personal development; delivers on commitments
- **Communicating information** – creates an environment where open, honest communication is valued and develops strong, cooperative relationships.
- **Leadership and team building** – coaches for employee development and provides purposeful feedback for improved performance.
- **Quality** – sets and attains quality standards that meet or exceed requirements.
- **Planning & Organizing** – plans and organizes time effectively to meet goals and timetables visualizing needs for the future.
- **Adaptability** – accepts change and guides team in implementing change after gaining full understanding of all factors impacting the decision.

- **Initiative** – takes initiative to identify new challenges or opportunities.
- **Problem Solving** – uses critical thinking skills to solve problems thinking outside of the box
- **Data Analysis** – gathers, analyzes, and acts on information gathered as well as team and individual performance data.
- **Financial Impact** – manages self and resources against plans and budget.

EXPERIENCE:

- Seven to ten years' experience of progressively responsible program management/administration experience
- Experience supervising and managing staff as well as developing and managing budgets.

WORKING CONDITIONS:

- Travel to other related organization locations will be required
- May need to respond to rare after-hours or emergency calls
- May be required to work some non-standard hours to attend meetings or events.
- Receives minimal supervision with occasional direction.
- Sitting and standing for extended periods of time is required as well as concentration and eye strain from computer use.

THE PERSON (CONTINUED)

CONDITIONS OF EMPLOYMENT:

- Must have a clean Criminal Record Check and a satisfactory drug screen.
- Must be able to obtain and maintain a valid SK Driver's License
- Must have a vehicle and appropriate vehicle insurance.
- Verification of education is required.
- Reference Checking will be conducted.

In addition to the criteria noted above, the ideal candidate will have a strong understanding of First Nations tradition, culture, and practices; along with a successful track record of change management.

COMPENSATION:

A competitive compensation package of salary and benefits will be available to the successful candidate.

APPLICATION INFORMATION

For further information contact:

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Submit applications and three written letters of reference by 5:00 p.m., May 9, 2022 to:

Tyler George, Executive Assistant

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