



Posted: August 16, 2021
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full Time** position:

CHIEF OPERATING OFFICER

Scope of Position:

The Chief Operating Officer contributes to the success of Curve Lake First Nation by providing for the general management, administration and delivery of all the organization's programs and services in order to ensure that the needs of the membership are met in a reasonable, effective and efficient manner. The Chief Operating Officer is the senior manager of the administrative body of Curve Lake First Nation and fulfills the organizational leadership role. In their senior manager role, the Chief Operating Officer is a role model and mentor to the staff that fall under their administrative responsibilities. Reporting to Chief and Council, the Chief Operating Officer will oversee all operational aspects of the First Nation. The Chief Operating Officer will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet relevant legislation, policies and procedures that apply and impact Curve Lake First Nation. The Chief Operating Officer will establish and maintain positive working relationships with entities both internally and externally to achieve the goals of the organization.

Duties:

- Advising / informing Council and Community on issues of importance
- Prioritization and implementation of Council priorities
- Implement Council decisions, such as communicating and delegating directives of Council to staff
- Liaise with Council on behalf of the Community Members where appropriate
- Assist Council with third party protocols
- Work with Council and all Committees of Council to develop, implement, and monitor activities
- Ensure the coordination of regularly scheduled meetings, as well as any other Council related meetings as required
- Ensure tools / policies are in place to support effective administration and management
- Work with Legal Counsel to ensure all policy and bylaws are compliant and protect community from liability
- Interpret applicable legislation (i.e. Indian Act, Canada Labour Code, Legislative standards, etc.)
- Understand / Interpret Contribution Agreements in accordance with legislated or contractual requirements
- Ensuring proper financial management (i.e. funding agreements, budgeting, cash flow)
- Ensure that proper internal control measures are in place and adhered to
- Work within Generally Accepted Accounting Principles (GAAP) Curve Lake First Nation reporting guidelines and all stipulations within agreements and meet contractual obligations
- Oversee overall recruitment, staffing, discipline and termination within the organization
- Ensure performance management objectives are developed, implemented and evaluated
- Maintain a high level of familiarity and understanding of Part II and III of the Canada Labour Code (and how/where this differs from the Employment Standards Act), Human Rights Code, and Freedom of Information Act
- Ensure all reporting requirements are completed with the corresponding agencies operating with the First Nation
- Continued development of working relationships with other levels of government
- Keep community members informed and up-to-date on issues and activities



- Participate and assist in the planning, resourcing and delivery of community meetings and consultations with community members
- Provide for dispute resolution within the administration and with community members
- Ensure proper and adequate delivery of services

QUALIFICATIONS: Basic Requirements: (APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)

Education:

- Minimum of College Diploma or University Degree in Administration or Finance with minimum of five years managerial experience supervising a team of at least 10 people.

RATED REQUIREMENTS:

Knowledge:

- Advanced knowledge of First Nation Governance and Administration
- Knowledge of Federal and Provincial legislation governing First Nations
- Knowledge of the programs and services provided by Curve Lake First Nation
- Knowledge of various funding agencies and funding criteria
- Knowledge of Human Resources management
- Knowledge and understanding of the Indian Act, Canada Labour Code Part II and Part III, Employment Standards Act, Canadian Human Rights Act, Freedom of Information Act and relevant cases of law affecting First Nation communities

Skills and Abilities:

- Excellent communication skills, written and oral
- Superior leadership, team building and negotiation skills
- Ability to multi-task, keep organized, develop work plans and ensure accountability including writing reports as required by Indian Affairs and other funding bodies
- Ability to manage Curve Lake First Nation resources effectively
- Ability to self-manage with flexibility, initiation and reflection
- Ability to listen, understand and respond
- Ability to use cutting edge technology

Personal Suitability:

- Excellent problem solving and judgment capabilities
- Leadership effectiveness in building self-reliance
- Concern for order and quality
- Team leadership
- Social awareness on issues including impact and influence
- Organizational awareness
- Strategic use of relationships to benefit the First Nation and its Membership

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22 Winookeeda Street
Curve Lake, Ontario K0L1R0



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www.curvelakefirstnation.ca

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning immediately. Annual salary range for this position will be negotiated with the successful candidate.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

James Pavier, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday September 17, 2021 at 12:00 (Noon)

If submitting your application in person, please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicant (s. 16(1) CHRA), and Level III: Any Applicant.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.