Employment Opportunity
General Manager
Reference No. CT-ADM-GM-0819

PURPOSE: Under the direction of the Chief and Council, the Cowichan Tribes General Manager is responsible for building and leading the Operational Leadership team. This position provides general financial oversight and ensures that the programs and affairs of the Cowichan Tribes are managed effectively, efficiently, and within established policy, Chief and Council directives, legislation, guidelines, and financial plans and budgets. This position engages management and staff to implement Council directives, strategic priorities, programs, and projects within established budgetary, financial accounting, and control frameworks. In alignment with the organizational strategy, vision, mission and goals, this position is responsible to ensure that the right people and systems are in place for effective oversight of the organization.

RESPONSIBILITIES:
- Lead and provide direction to a team of managers and staff that provide a variety of programs and services to community, including but not limited to: performance management and training and development to enhance program and service delivery.
- Analyze and provide leadership in the development and implementation of policy and practice recommendations.
- Implement Council directives, initiatives, priorities, and approved proposals and recommendations, and provide direction on specific projects and initiatives to enhance organizational efficiency and effectiveness.
- Provide leadership on strategic issues affecting the organization. Prepare, present, and discuss findings, options, and recommendations to the Chief and Council, committees, or other groups and committees.
- Participate as an active member or provide coordination support to committee's involving major and significant program, financial, strategy, development, visioning, policy and project issues and concerns.
- Represent the band with government and private agencies, various stakeholders, and general membership.
- Negotiate, review, and approve agreements, contracts, proposals, financial and other documents.
- Review and approve expenditures and financial proposals to assigned authority limits.
- Analyze, discuss and recommend change to organization processes as appropriate.
- Other related duties as required and assigned

EDUCATION AND EXPERIENCE: ***(Please attach all required documents)***
- 10 years' experience in a position with progressively more responsibility in a First Nations organization is preferred, with specific experience in the following areas:
  - Administrative management, strategic and policy analysis, planning and implementation;
  - Long-term organizational planning and management, employee relations, training and development, and supervision;
  - Financial analysis and control, financial management and oversight;
  - Interest-based negotiations
- Master's degree preferred; minimum Bachelor's degree in the field of business administration, leadership, and commerce or related.
- Experience working for a political body and demonstrated ability to provide timely and accurate advice and follow up on a wide variety of issues.

SKILLS, KNOWLEDGE, AND ABILITIES:
- Well-developed written, oral, interpersonal skills
- Excellent communication skills with an ability to work collaboratively with an Operational Leadership team and mentor staff in a fast paced environment.
- A well-developed understanding of business management, operational, financial and accounting functions.
- Knowledge and understanding of process and change management, project management, and control processes and methods.
- Well-developed financial management skills, with the ability to plan, implement and control assigned budgets and expenses.
- Ability to lead the development of complex policies and practices and implement recommendations and initiatives.
- Ability to align assigned managerial activities and functions with objectives and priorities.
- Knowledge of the Indian Act, federal and provincial government systems, programming and best practices, emerging trends and other developments.
- Knowledge of Cowichan culture, protocols, teachings, language and community.
- Knowledge of the Cowichan Tribes organization, business and operations is considered an asset

Interested applicants are invited to submit a resume and cover letter stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Please refer to Reference No. CT-ADM-GM-0819
when submitting cover letter, resume, and three references to:
Human Resources Department, Cowichan Tribes 5760 Allenby Road Duncan, B.C.V9L 5J1
EMAIL: resume@cowichantribes.com
WEBSITE: http://www.cowichantribes.com/employment
Deadline: Wednesday September 11, 2019 @ 4:00 p.m.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry
Only those candidates that are short listed will be contacted