

## JOB POSTING

### Chief Administrative Officer (CAO)

**Summary:** The Chief Administrative Officer (CAO) is a key leader and high-profile role within the Tahltan Central Government (TCG) and is responsible for the overall day-to-day planning, coordination and management of the activities and government affairs. The CAO ensures the effective and efficient provision of all services in compliance with delivering TCG's mandate, its bylaws, policies, statutory requirements and related service/funding/Impact, Benefit, and Co-management Agreements (IBCA). This role also directs the preparation of plans and programs to be submitted to the TCG Board of Directors for approval while executing implementation, reporting, and course correction. Sound decision-making skills and the ability to motivate your staff will also be crucial to the role's success.

### Key Skills, Competencies, & Experience Requirements

- A minimum of 5-years' experience in a senior management position; a university degree in business administration, public administration, or a related field; and previous HR Management experience.
- Experience working directly with Indigenous governments and understanding of Tahltan cultural and political environment is an asset.
- Demonstrating integrity and respect at all times.
- Modelling interpersonal skills and personal accountability.
- Strategic and systems thinking approach with proven ability to achieve results.
- Building collaborative environments.
- Developing self and others – a motivational leader.
- Engaging with a variety of stakeholders, therefore, requires outstanding communication skills, both verbal and written.
- Conflict resolution/management skills an asset.

### Daily Duties & Responsibilities

#### Strategic Management & Leadership

- Advising the TCG Board of Directors regarding strategic planning and organizational development needs to meet changing demands of the

organization's administrative operations, which require the Board's approval and propose resolutions arising from such recommendations.

- Coordinating and overseeing TCG department directors in the administration of government affairs within the mandate, in accordance with the by-laws, policies and plans established and approved by the TCG Board of Directors.
- Responsible for motivating and developing the skills of the TCG department directors and their employees to foster productivity, professionalism, and high morale.
- Periodically reviewing the corporate organization, its structural, management and communication systems, and reporting the outcome of those reviews to the TCG Board with strategic recommendations and advice.
- Building healthy relationships with government leaders, staff, private and community organizations, developers, contractors, and others encountered during work.

#### Operations

- Responsible for the overall efficient operation of the administration.
- Working with the Chief Financial Officer (CFO) to develop and forecast financial planning and reporting requirements.
- Strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected board of directors.
- Coordinating and overseeing the TCG department directors in preparing plans and programs to be submitted to the TCG Board of Directors.
- Coordinating and overseeing the Directors in the implementation, management and evaluation of all annual work plans and budgets approved by the TCG Board of Directors.
- Ability to develop clear, concise, and comprehensive technical reports, correspondence, and other written materials.

#### Legal

- Knowledge of privacy legislation and confidentiality policies and procedures.
- Understanding all relevant federal, provincial, and municipal laws, codes and regulations, specifically title and rights and mining legislation.
- Strong understanding of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), BC's Declaration on the Rights of Indigenous Peoples Act (DRIPA), and relevant case law pertaining to Aboriginal rights and

title (Section 35, Canadian Constitution).

- Responsible for employment agreements and contracts.
- Providing counsel and advice to department directors on performance issues up to and including employee terminations; addressing employee relations issues professionally, while minimizing the risk to TCG.
- Facilitating employee relations discussions, investigations, and actions where necessary.

#### Technical

- Excellent skillset utilizing Microsoft 365, including the ability to develop presentations.
- Working with SharePoint and File Management.
- Policy writing and implementation skills.
- Excellent understanding of virtual meeting platforms, including MS Teams and Zoom.

### Education & Qualifications

- Prefer a Master of Public Administration or Business Administration +5 years senior leadership management; or university degree in business administration, public administration, or a related field +7 years directly related experience; or a diploma in a related field +10 years directly related experience.
- HR management experience and experience leading teams.
- Excellent verbal and written communication skills.
- Demonstrated ability to design robust reports and presentations.
- Public speaking and chairing abilities for large audiences.
- Advanced organizational and managerial skills and staff development ability with an understanding of how the political process works and the ability to manage from an administrative perspective.
- Class 5 driver's licence.

### Work Conditions

- Travel will be required, including flying and driving in adverse winter conditions.
- Will be required to manage a large workload and multiple competing priorities.
- Remote work (dependent on point of hire) with frequent trips to Dease Lake, BC (Head office) in Tahltan Territory.

## Remuneration and Work Hours

- A competitive salary will be based on responsibility, training, and experience.
- A comprehensive benefits package is offered for employees following a probation period.
- Work hours will be 9:00 am to 5:00 pm, Monday to Friday; however, it is the nature of the position to work outside regular office hours or on weekends occasionally, particularly as required for TCG Board Meetings.

**How to apply:** Please email your resume, with references and cover letter titled: “**Chief Administrative Officer**”, to [hr@tahltn.org](mailto:hr@tahltn.org).

**Deadline for Application:** March 3, 2023, or until the position is filled.

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).