



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

JOB POSTING

PROGRAM AREA: ZAAGAI'IGAN-AKI CONTRACTING CORPORATION (ZCC)

POSITION TITLE: **CHIEF EXECUTIVE OFFICER (CEO)**

REPORTING PROTOCOL: REPORTS DIRECTLY TO THE CORPORATE BOARD OF DIRECTORS/SHAREHOLDER

POSITION SUMMARY: The CEO is directly responsible for developing and providing overall leadership to the management of ZCC to include the incorporation process, business plan development, start up, go to market and tax strategy and developing efficient and effective administrative, human resources, and financial management processes of the Zaagai'igan-Aki Contracting Corporation, and for keeping the Board of Directors current and up-to-date on all matters relating to the business in a timely and professional manner. The Chief Executive Officer provides direction and support to the Board as it carries out its governance functions.

SUMMARY OF DUTIES:

- 1) Carry out the Vision and Objectives of Council based on the Principles of "Wealth Creation for the Community" and "Job Creation for its Members."
- 2) Work on the strategic vision including fostering and cultivating stakeholder relationships as well as leading the development and negotiations of partnerships and contracts
- 3) Developing an effective and efficient organizational structure that implements approved budgets, annual goals and objectives and strategic direction.
- 4) Develop a sound corporate tax strategy including corporate, income and retail tax levels consistent with the corporate strategy in place within the First Nation, and the position of Council on the matter of taxation.
- 5) Create a business model for revenue growth to meet profit expectations outlined in the First Nation's Investment Policy, ensuring the business sustains cash flow needs and profitability standards and measures annually.
- 6) Develop and maintain a minimum 10-year strategic business plan that includes financial objectives and budgets, land use planning studies, funding opportunities and resource requirements including infrastructure needs/cost, human resource needs and development opportunities.
- 7) Operate in an environment of accountability and transparency while overseeing and directing the development and on-going operation of the Stony Point clearance and remediation business and maintain direct contact, verbal and written, with the Board on all matters concerning the business. The clearance and remediation activities will include all environmental contaminants and may include other processes such as UXO, etc.
- 8) Implement and adhere to the First Nation's Financial Management Bylaw, finance policies, investment policies, including its budgeting and reporting requirements and establish financial performance targets based on sustainability and growth.

- 9) Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- 10) Employ Human Resource Management practices based on a high level of professionalism throughout the organization with hiring and employment standards that protect the interests of the First Nation, create a working environment that is based on respect, accountability, and teamwork, and offers development opportunities to its workforce.
- 11) Employ operational practices that protect the interests of the First Nation, reflect the high standards as stated in the Vision and principles of Council, and position the organization to capture a market share of the environmental clearance, remediation and mitigation industry that meets or exceeds the targeted financial objectives.
- 12) Develop and implement contracting and workforce strategies that are based on measurable objectives and standards, tracking results on a regular and consistent basis and adjusting strategies as required, to maintain stated targets.
- 13) Perform due diligence and develop effective business plans/proposals pertaining to the business expansion opportunities approved by the Board as potential viable options.

SUPERVISION: Provides supervision and guidance to all Zaagaigan-Aki Contracting Corporation staff, ensuring all policies and procedures are approved, in place, and enacted and enforced, and that staff conduct themselves in a professional, efficient and effective manner in the carrying out of their duties and responsibilities. Ensure that performance reviews are undertaken of all staff in a timely and consistent manner.

Education/professional requirements:

- Minimum Business Management/Administration Masters/Honours degree or an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills.
- Must have a background/knowledge of land reclamation and contracting processes and requirements.
- Professional affiliations in Business, Law, Finance, Environmental Engineering or other fields related to the position desirable.

Skills required:

- An innovative, results oriented, strategic thinker with demonstrated ability to drive business growth through market based solutions.
- Executive presence and the ability to build meaningful relationships with all levels of clientele, internal staff, management, and external stakeholders.
- Excellent relationship building and communication skills with the ability to communicate complex information to a variety of audiences and influence in a collaborative manner;
- A commitment to leadership development, succession planning, employee empowerment, and inspiring a shared vision.
- Sound judgement, tact, negotiation and decision making abilities;
- Strong understanding and knowledge in complex financial management including budget development and reporting;
- Knowledge and understanding of First Nations governance, operations, protocol, traditions, and history;
- Experience with Board development, business development, limited partnerships, and First Nations governments and companies
- Excellent Conflict Resolution skills essential.

- Excellent negotiation and mediation skills an asset.
- Proficiency in report/proposal development skills essential.
- Must possess excellent organizational and time-management skills.
- Must have a proficient level of computer skills including spreadsheet/database applications and word processing/financial planning software applications.
- Must possess a current and valid Driver's License and dependable vehicle.
- Must provide a Criminal Reference Check
- Must be bondable

Salary Starting Range: \$98,847 to \$100,824 based on experience and qualifications plus a benefits package as discussed on hiring.

PLEASE NOTE THIS IS A CORPORATE BUSINESS POSITION, NOT A BAND PROGRAM AND SERVICE AREA POSITION, WITH STANDARDS, REQUIREMENTS, AND QUALIFICATIONS ACCORDINGLY. THE BUSINESS COSTS AND OVERHEAD, INCLUDING SALARIES, ETC. WILL BE GENERATED BY THE COMPANY AND ARE NOT OBTAINED THROUGH FUNDING AGREEMENTS.

AS A SPECIAL INTEREST ORGANIZATION THAT IS PRIMARILY ENGAGED IN SERVING THE INTEREST OF FIRST NATION COMMUNITIES, PREFERENCE WILL BE GIVEN TO PERSONS OF NATIVE ANCESTRY. Canadian Human Rights Act. (R.S.C., 1985, C.H.-6) s.16 (1)

PLEASE SUBMIT YOUR APPLICATION, COMPLETE WITH A DETAILED RESUME AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES, by Friday, October 19, 2018, at 4:00 P.M. TO:

Chippewas of Kettle & Stony Point First Nation,

ATTN: First Nations Manager/CEO,

6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1

Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE MINIMUM QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.