



SAUGEEN OJIBWAY NATION

JOB POSTING

Office Manager

Member of Saugeen Ojibway Nations Preferred

Program:	Environment Office Saugeen Ojibway Nation
Supervisor:	Environment Office Manager
Accountable to:	Joint Council of the Saugeen Ojibway Nation
Term of Employment:	Full Time
Salary:	Negotiable, depending on qualifications, from \$60k to \$80k annually.
Hours of Work:	37.5 hours/week (Monday to Friday - some weekends and evenings may be required)

The Saugeen Ojibway Nation Environment Office (SON EO) Manager oversees the day to day to day operations of the SON EO and is the main point of contact and coordination between the SON EO and the Saugeen Ojibway Nation Joint Chiefs and Councils. Included in the duties of the Office Manager are: human resources and workforce management, organizational structure, vendor management, general accounting / budget management, communicating with Joint Chiefs and Councils regarding SON EO staff performance, concerns, updates, priorities and coordinating meetings and compiling materials for SON Joint Chiefs and Councils.

The EO Manager does not carry any specific files as it pertains to the technical work of SON EO and SON Joint Chiefs and Councils (e.g., nuclear operations, renewable energy, territorial resources, etc.). However, it is imperative (an asset) that the Office Manager has a thorough understanding and experience with carrying out the processes associated with the duty to consult, and experience working within First Nations governments / organizations. The Office Manager should also have strong political and business knowledge and acumen, specifically as it relates to First Nations governance and organizational structures. This role should be able to support and provide strategic advisement to SON EO staff in carrying out day-to-day duties related to duty to consult processes and protocols, reporting and communication techniques, editorial review support, management of budgets, and coordination of meetings and materials for the Joint Chiefs and Councils.

The SON EO Manager is responsible for ensuring that SON EO staff are upholding duties and responsibilities and representing SON and SON EO in a positive and respectful manner. This role is responsible for working to resolve human resources or disciplinary issues within the EO. This role is also responsible for exploring and carrying out the goals and priorities of the SON EO, specifically, creating a stable organizational structure to support existing staff and create opportunities for future growth and employment opportunities. This could include exploring external funding opportunities and managing budgets in a way to maximize the potential of the SON EO in supporting the goals and directions of the SON Joint Chiefs and Councils. Experience in human resources and office management are considered an asset to this position.

RESPONSIBILITIES

- Ensure the appropriate Duty to Consult (DTC) mechanisms and protocols are in place to properly document SON participation in any consultation effort
- Analyze and discretely manage sensitive or contentious issues as they apply to community discussions
- Mentor and manage staff with regards to SON vision, files, role and responsibilities,
- Manage and oversee all human resource initiatives in a complex structure including job postings, hiring, contracts management, terminations, employee issues, hours of work, leaves of absence, payroll, etc.
- Prepare, approve and manage budgets in a complex Shared Agreement Structure between Nawash and Saugeen
- Investigate, design, develop organizational vision and goals for the SON Environment Office.
- Seek to involve Nawash and Saugeen band members in the work of the Environment Office whenever possible ensuring "balanced" opportunities to be involved when it comes to hiring of staff, monitors, archaeological monitors, and community members.
- Review all processes to ensure all SON's rights & goals are being championed and safeguard jurisdictional rights as they relate to the broader, traditional territories
- Promote, educate & advise on SON governance structure and Culture (SON Joint Chiefs and Councils, SON EO, Community).
- Provide review, advice and guidance to SON EO staff on communications, reporting, strategic planning, team work and organizational flow.
- Identify, centralize & streamline information in order to increase efficiency
- Provide advice, guidance and tools to effect positive policy approaches for and on behalf of the SON Joint Council Chiefs and Councils
- Coordinate meetings of and prepare draft agendas and materials for the Joint Council
- Attend Joint Council, individual Council, working groups and individual meetings, as required
- Ensure Joint Council directives are accomplished by SON EO staff

- Manage and oversee all SON EO budgets and coordinate with finance offices in Saugeen and Nawash FN.
- Support SON EO staff in managing and applying for/securing funding from all available sources including fee for service with proponents, government, private donors and foundations.
- Ensure service agreements with consultants and vendors are carried out, payment issues and scope of work is completed in the specified time period
- Oversee day to day operations of the Environment Office including; workforce & vendor management, payment authorizations, budgets, general accounting & activity reports
- Adhere to all SON policies & procedures, including Health & Safety guidelines
- Demonstrate good judgment
- Respect the confidentiality of SON, the community and employee information
- Deal professionally & courteously with all internal & external contacts
- Seek guidance / direction as necessary in the performance of duties
- Act as an ambassador for SON at all times
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Degree in Business, Human Resources, Political Science or related field
- Minimum 5 years' experience working in a First Nations management role
- In-depth understanding of SON rights, Territory, and culture
- Excellent conflict resolution and mediation skills
- Excellent communication skills both verbal and written, including presentation skills
- Excellent financial management knowledge and skills
- Strong visionary and strategic planning skills
- Excellent leadership skills with the ability to foster and manage effective working relationships
- Able to effectively coach and mentor staff
- Excellent project management skills
- Political and business acumen
- Able to maintain a high degree of confidentiality
- Comprehensive computer skills including Microsoft Office Suite
- Experience in employee / vendor management and office protocols
- Strong organizational and planning skills
- Ability to multitask and manage multiple priorities in a fast-paced environment
- Superior decision-making ability
- Valid Driver's license with access to a reliable vehicle

CORE COMPETENCIES

- Adaptable
- Analytical and critical thinking
- Client Focus
- Communication skills
- Continuous Learning
- Decision Making
- Detail Oriented
- Fostering Innovation
- Initiative
- Innovative
- Leadership
- Organizational Awareness
- Planning and Organizing
- Problem Solving
- Risk Management
- Service Orientation
- Stress Management
- Finance and Business Acumen

Closing Date: June 30 2021. Band members and persons of aboriginal heritage are encouraged to apply. Forward cover letter and resume to: Attention: Saugeen Ojibway Nation Environment Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigmiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. Fax (519) 534-5525. Packages may also be emailed to: noreply@saugeenojibwaynation.ca. Further information or a copy of the position description is available by emailing the above address or by calling (519) 534-5507.

All applications are appreciated however only those selected for an interview will be contacted.