



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0

Tel: (519) 289-5555 Fax: (519) 289-2230

**Chippewas of the Thames First Nation is accepting applications for the position of:**

## **EXECUTIVE OFFICER (Mizhinawe)**

Reports to: Chief and Council

Terms: 1 Full Time, 37.5 hr/wk

Start Date: ASAP

Direct Reports: Comptroller, Administrative Officer, Human Resource Manager

Salaried position based on experience

Posting Date: Friday October 29, 2021

Closing Date: November 22, 2021 at 4:00 pm

### **Position Summary**

The Executive Officer is to provide a supporting link between Chief and Council, the Board of Education all current and future COTTfN Trusts, committees. They will act as liaison between other government agencies/ departments, private industry business and any other individuals, group or agencies operating within the community. They are directly responsible for any and all projects undertaken by the Administration.

The Executive Officer has responsibility for ensuring the efficient and effective administrative and financial management of the Chippewas of the Thames Administration and that the Strategic Goals of the Administration are achieved.

The Executive Officer must have an understanding of Rights Based Governance, the Clan System, Ojibway culture, traditions and language. Language fluency is an asset, otherwise a commitment to learn and speak the language is essential.

### **Major Responsibilities & Performance Requirements**

1. Responsible for ensuring long and short term business, operational and administrative plans and strategies are established and are reflective of the COTTfN vision and direction.
2. Responsible to ensure achievement of organizational strategic planning, goal and objective setting, and short and long term operational planning.
3. Provides the link and liaison between the Administration and Council by attending all Council meetings.
4. Through the Comptroller to ensures management of financial resources is achieved in a cost effective and prudent manner in concert with the financial law, policies are adhered to, implemented and operationalized.
5. Collaborates to promote and maintain good public relations with co-workers, other First Nations and political organizations, the Federal, Provincial and Municipal Governments, the Chippewas of the Thames community, and the general public.
6. Ensures confidentiality of client, employee and community member information is maintained at all times

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7. On call responsibility to respond to emergency situations.
8. Ensures that Infrastructure resources and systems of the First Nation, achieve the stability, efficiency and effectiveness of the First Nation's Capital, Operating and Maintenance resources, systems, and procedures.
9. Ensure Council directives/motions, and BCR's are followed up on in a timely, efficient and professional manner.
10. Be familiar with the Clan System, Treaties and Treaty Rights applicable to the First Nation, Indigenous Law, Statutes and Regulation, UNDRIP, International Indigenous, Canada Labour Code, Occupational Health and Safety Act, Indigenous Organizations and Government structures, and other laws, systems, and processes applicable in conducting the business of the First Nation
11. Liaise with other First Nations, program agencies, and related organizations/institutions to network effectively for the benefit of the Chippewas of the Thames First Nation, Chief and Council and the community.
12. Liaise with the First Nation's Legal representatives and/or attend applicable court hearings, arbitration hearings, etc., as designated on behalf of the First Nation to ensure the First Nation is represented in a professional manner, and that the interests of the First Nation are protected.
13. Familiarity and experience working with a Comprehensive Community Plan developed for and by the Nation.
14. Serves as an integral support for the Chief in matters of government legislation, policy and laws providing guidance and pertinent information.

## **Skills**

- Ability to recognize the need for and ensure the development of policies and procedures
- Possess capabilities needed for short and long term planning, including the ability to guide planning sessions
- Must have a sound working knowledge of: The Community organizational structure, laws, policies and programs, Aboriginal and Treaty Rights, and ISC regulations and procedures
- Must have a good working knowledge of the community culture, customs, clan system and a thorough understanding of the issues facing the community and of the community's present and future needs
- Must have the ability to guide initiatives in all areas of the community's development including Land Use Planning, Consultations and Governance
- Excellent Conflict and Alternative Dispute Resolution skills essential.
- Negotiation and mediation skills an asset.
- Effective public relations and public speaking skills an asset.

## **Experience and Education**

- Five+ years' relevant Administrative/ leadership/management experience
- Three years working with Indigenous Communities in a leadership position is considered an asset
- Post-graduate degree in Business or Public Administration
- Indigenous Leader Certifications and Programs



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\*Hiring of Indigenous people will be given preference, please identify\*

Interested applicants must submit a cover letter, resume, photocopies of education and training certificates, three work related references.

Only those selected for interviews will be contacted

**Briar Banks, Human Resource Manager,**

[bbanks@cottfn.com](mailto:bbanks@cottfn.com)

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