



Calling all leaders! Katzie First Nation (KFN) is looking to add a **General Manager** to the leadership team. This role will directly support the CAO in ensuring all areas of the Nation's Government runs smoothly. The General Manager drives the effective day-to-day operations of KFN, includes responsibility for elements of budgeting, internal policy and procedure review and creation, strategic planning, and goal setting.

This role reports directly to the CAO while working collaboratively with all senior management to drive growth and success in all aspects of Katzie First Nation.

KEY DUTIES AND RESPONSIBILITIES

- Providing direction at both the strategic and operational levels to the CAO and senior managers
- Work with the leadership team to translate Strategic Plan directives into operational plans.
- Attending Chief and Council meetings as required, providing guidance and support to senior manager on Chief and Council engagement.
- Working in collaboration with the HR Manager to accurately forecast needed headcount in line with available budget and departmental needs to fulfil goals as they relate to the nation's strategic plan.
- Provide oversight of KFN finances including annual budget preparation, cost control, financial management, and accountability.
- Implement and monitor operational plans and projects to meet overall objectives and timings.
- Identify opportunities for improvement of or creation of operational processes and procedures, driving their successful and timely implementation.
- Oversee and participate in the Occupational Health & Safety (OH&S) Program as a means of building a safety culture and preventing injury and illness in the workplace.
- Serve as a management member on the OH&S Committee.
- Provide management support to the CAO by offering general and technical advice on operational issues.

KNOWLEDGE AND SKILLS

- A reputation for being honest and trustworthy, results-oriented, and striving to be the best in what you do.
- A commitment to building relationships and collaborating to deliver solutions that matter most, and you recognize the value that different perspectives bring to meet shared objectives.
- Excellent problem-solving skills and the ability to forecast, analyze and work under pressure and the ability to manage conflict effectively.
- Expertise in providing sound advice and recommendations.
- Flexibility and the ability to handle a diverse and complex workload.
- Lead by example, exhibiting a strong work ethic, entrepreneurial mindset, and commitment to excellence.
- Experience managing teams or projects related to First Nations operations considered an asset.
- Post-secondary education in business management would be considered an asset.



- Able to work independently, manage time effectively, and work with multiple deadlines.
- Excellent leadership and coaching skills, including exceptional communication skills, written and verbal.
- Ability to work independently with little direction and/or within a team environment.
- Exceptional organizational skills with proficiency in Microsoft applications (Word, Excel, and PowerPoint).
- Experience developing and implementing organizational policies.
- Knowledge of the diversity of Indigenous cultures, identities, lived history, and community issues.
- Think strategically and build consensus around a vision.
- Strong skills in overseeing detailed department operating budgets, timelines, people, and processes.
- Experience creating effective systems to manage workflow and leading high-performing teams.

OTHER REQUIREMENTS

- Valid Class 5 Driver's License.
- Travel in this position may be required (e.g., for meetings)
- Expected work hours are Monday-Friday, 8:30 am-4:30 pm, flexibility to perform tasks outside of regular hours is required.

Application Deadline: Until filled

Expected Start Date: Immediate

Job Type: Full-time, Permanent

Salary: \$36.00 - \$42.00 per hour

How to apply:

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at careers@katzie.ca and reference **Job Number: 2023014** in the subject line.