

OPPORTUNITY PROFILE

Chief Executive Officer **MIKISEW CREE FIRST NATION**



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About Mikisew Cree First Nation

Mikisew Cree First Nation signed Treaty 8 in 1899. The Mikisew Cree have resided in Northeastern Alberta since time immemorial.

The Peace-Athabasca Delta, which is in the centre of their traditional lands, is a unique international ecosystem which is cherished. It is the source of much that sustains them. When the fur trade came west and established a trading fort in this area, the Mikisew Cree were among those who traded furs.

The traditional lands of the Mikisew Cree First Nation range over much of the area where the Athabasca Oil Sands deposits have been found. Mikisew Cree First Nation shares this territory with four other First Nations that make up the Athabasca Tribal Council.

At the present time most Mikisew Cree First Nation members reside in Fort McMurray, Edmonton, Fort Smith, NWT and Fort Chipewyan. Their Nation has the largest population of the five Athabasca Tribal Council Nations.

In 1986, a Treaty Land Entitlement was signed with Canada that created several Reserves in and around the Fort Chipewyan area and into the area north of Lake Athabasca.

Mikisew Cree First Nation continues to press for their rights for the Agricultural Benefits from Treaty 8, and are in the process of settling the long outstanding remaining “unfinished business” from the 1986 Treaty Land Entitlement settlement.

The Mikisew Cree First Nation is proud of their heritage, and confident in its bright future.

THE OPPORTUNITY

Reporting to the Chief and Council, the Chief Executive Officer (“CEO”) provides leadership, direction and overall management of Mikisew Cree First Nation. He/She will ensure a strategic Business Plan is developed and implemented and is aligned to a clearly articulated vision, goals and objectives.

The Chief Executive Officer will work closely with the Chief and Council and the staff to facilitate the improvement and development of the Mikisew Cree First Nation by overseeing all aspects

of day-to-day administration, management, productivity and accountability of the local government, its departments, programs, service and invested interests.

This position is based in Fort Chipewyan, Alberta.

KEY RESPONSIBILITIES

- ✦ Formulate strategies for achieving the goals and objectives; to activate the plans and to implement the policies of the Chief and Council.
- ✦ On behalf of the Mikisew Cree First Nation, execute all financial, purchase, expenditure, funding contracting and investment agreements that have been reviewed and approved within the policies and procedures of the Chief and Council.
- ✦ Scrutinize personnel for adherence to approved policies and procedures, to authorize or disprove all major function areas requisitions, purchase orders, expenditures and financial resource allocations.
- ✦ Ensure the proper administration, management, supervision and evaluation of personnel and human resources of the Mikisew Cree First Nation's local government.
- ✦ Ensure the productivity, competency, quality of work, cohesiveness and morale of the local government personnel.
- ✦ Ensure the quality and standard of personnel and human resources progresses on a continual basis through training and education.
- ✦ Ensure the proper budgeting, financing, resourcing and the accountability of such for the Mikisew Cree First Nation's local government, its interest and initiatives.
- ✦ Ensure the proper financial accounting administration, management and services, within approved policies and procedures, for all major functional areas and interests of the Mikisew Cree First Nation.
- ✦ Exercise any and all authority delegated by the Chief and Council.

OPPORTUNITIES & CHALLENGES

The recent corporate restructuring has provided a secure level of financial sustainability. Facing the new CEO will be issues related to business plan development and implementation, corporate restructuring, the successful completion of existing projects, and relations with a broad spectrum of stakeholders as well as, in a general sense, the continued growth and viability of community enhancement programs and on behalf of the Mikisew Cree.

THE PERSON

The Chief and Council are seeking an outstanding individual to provide leadership to Mikisew Cree First Nation. The following experience and personal qualities are seen to be highly desirable, and will be sought in candidates for the position.

QUALIFICATIONS

- ✦ A goal-oriented executive who shall implement and embrace proactive planning.
- ✦ Knowledgeable in First Nation local government development, yet sensitive to the diversity and uniqueness of the Mikisew Cree First Nation, its leadership and its people.
- ✦ The ability to create and support a government environment to encourage collaboration, cohesiveness and teamwork focused on improving the over-all status of the Mikisew Cree First Nation.
- ✦ The experience to provide the Chief and Council with consultative services, assistance and guidance for all major functional areas of local government.
- ✦ The capacity to the Chief and Council to formulate immediate and long range goals and objectives. As well, the CEO will oversee the development and administration of operating plans and policies to achieve the targets of the Chief and Council representing the interests of the Mikisew Cree First Nation.
- ✦ The experience to help develop an environment in the Mikisew Cree First Nation which encourages and stimulates creative and innovative approaches in all functions essential to successfully operate a First Nation local government.
- ✦ The ability to be mindful of the details without sacrificing the “big picture.”
- ✦ A track record of living, working and enjoying a remote location.

SKILLS, ABILITIES & KNOWLEDGE REQUIREMENTS

Leadership & Management

- ✦ Proven managerial and leadership capabilities.
- ✦ A skilled executive – capable of handling responsibilities that are broad and diverse in nature, that are characterized by complex and competing demands, priorities and matters, and that are of importance to the Plan’s strategic plans, goals and objectives.

Decision-Making

- ✦ Demonstrated ability to think and act strategically and to use sound judgment; ability to deal with highly complex problems and make recommendations for action.
- ✦ Ability to understand and work with a diverse group of people and to creatively formulate logical, credible and politically sensitive solutions to problems.

Communication & Interpersonal Skills

- ✦ Excellent communication skills, both written and verbal:
 - ◆ ability to write reports to the Chief and Council and review those written by others, to ensure they are clear, informative, and concise;
 - ◆ ability to communicate effectively to a broad range of audiences in varying circumstances (e.g., Chief, Council, stakeholders, the rural public, and government officials);
 - ◆ ability to clearly communicate underlying rationales for decisions and to ensure that critical or subtle implications are fully understood by others.
- ✦ Excellent financial management skills including an understanding of funding models and financial aspects of organizations.
- ✦ Well developed interpersonal and relationship skills so as to establish effective relationships with the various levels of government, other public organizations and the private sector; to work with and support a diverse Council.
- ✦ A willingness and desire to ensure there is appropriate outreach to stakeholders, community members, and the communities themselves.

Other Personal Attributes

- ✦ Ability to work in politically sensitive, changing and uncertain environment.
- ✦ Diplomatic and tactful, strong negotiator and influencer.
- ✦ Self-motivated and highly organized, results oriented.
- ✦ Demonstrated strong personal ethics.

COMPENSATION

This position offers a competitive salary commensurate with qualifications and a comprehensive benefits package.

For further information please contact

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