



## WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

**Job Title: Director of Operations**  
**Department: Administration**  
**Status: Full-time**  
**Closing Date: Friday October 4, 2019**

### **Position:**

The Director of Operations provides management leadership to all the programs/services within the Unceded Territory of Walpole Island First Nation (WIFN). The Director of Operations ensures that all programs and services are developed, enhanced, and managed in an effective and efficient manner that provides for a better quality of service for all members of Walpole Island First Nation. A key responsibility is to provide the supporting link between Chief and Council, the Board of Education, committees, all programs/services, and all WIFN Corporations.

### **Requirements:**

- Undergraduate degree in Business, Public Administration or related field combined with five (5) years' relevant experience
- Minimum of five (5) years of relevant experience
- Three (3) years working with/for a First Nations community an asset
- Well-developed managerial skills: ability to provide leadership and motivate others, ability to organize time and work, sound decision making capability, ability to provide effective supervision and ability to develop policies and procedures
- Possess capabilities needed for short and long term planning, including ability to guide planning sessions
- Must have working knowledge of: the Community organizational structure, by-laws, policies and programs, Aboriginal Treaty Rights, and DIAND regulations and procedures

### **Responsibilities:**

- The Director of Operations is responsible for quality assurance for the organization. Plans and directs the professional and efficient functioning of all Walpole Island First Nation Council Programs, Services, and Operational initiatives on a global organization level
- The Director of Operations shall meet regularly with the Supervisor(Chief) to maintain communication and to ensure Council directives are completed in a timely manner
- Responsible for ensuring short and long term business, operational and Administrative plans and strategies are established are reflective of the WIFN Community and Council direction
- Responsible for the coordination and implementation of organizational strategic planning, goal and objective setting, and short and long term operational planning
- Facilitates the Operations Team meetings and the Department/Program Head Team meetings to ensure an efficient and effective communications network

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170)  
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)



## **WALPOLE ISLAND FIRST NATION**

exists amongst all components within the organization, and to ensure a collaborative effort is made in the areas of operational and financial planning, policy development and resource management

- To supervise program/department managers and other personnel who report directly to the Director of Operations
- To coordinate joint activities between programs and departments which meet the operational objectives and direction of Council
- Provides the link and liaison between the Operations and Council by attending all Council meetings. Also participates as a resource person or a member on various committees
- Directs and controls the day to day operations of Walpole Island First Nation administration and community programs and services ensuring short and long term business arrangements and operational needs are implemented for maximum productivity and effective delivery service
- Shares the responsibility with the Financial Comptroller to ensure management of financial resources is done in a cost effective and prudent manner
- Responsible for ensuring day to day activities and transactions reflect sound business principles practices, and good business sense
- It is the responsibility of the Director of Operations to ensure that the communication channels and information flows are accurate and consistent throughout the organization
- To promote and maintain good public relations with co-workers, other First Nations and political organizations, the Federal, Provincial and Municipal governments, the Walpole Island community, and the general public
- To develop an annual performance/work plan with Chief and Council and provide periodic updates on their progression
- Ensure confidentiality of client, employee, and community member information is maintained at all times
- To participate in quarterly reviews with the Supervisor
- To perform other related duties as directed by Chief and Council

### **How to Apply:**

Please submit your resume and cover letter describing qualifications above to:

Walpole Island First Nation  
Human Resources  
Mail: 117 Tahgahoning Rd,  
Wallaceburg, ON  
N8A 4K9  
or  
Fax: 519-627-5915  
or  
Email: [Careers@wifn.org](mailto:Careers@wifn.org)

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