



# SENIOR DIRECTOR – MINISTRY OF ECONOMIC DEVELOPMENT AND NATURAL RESOURCES

PERMANENT FULL-TIME POSITION

LOCATION: Surrey Headquarters - #107, 5668 – 192 Street

CLOSES: December 3, 2020 at 4:30 PM PST

## ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

## ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Senior Management team as a **Senior Director, Ministry of Economic Development and Natural Resources**.

Reporting to the Deputy Minister/Chief Executive Officer, the primary objective of the role is to provide strategic leadership, advice and innovative solutions to develop and implement ministerial policy direction, programs, and initiatives to support the ministry mandate. The Senior Director is responsible for ensuring that the portfolios assigned are solidly supported, running smoothly, and are strategically positioned to be competitive and successful. This position may be required to supervise managers and other direct reports to ensure the terms of funding contracts and agreements for all programs, projects, and initiatives, as well as the goals and objectives of MNBC, are met. The Senior Director will lead the preparation of annual and long-range plans; develop and implement all initiatives related to emerging needs and trends; and regularly develop proposals for funding. The position will work in partnership with the Deputy Minister's office and other MNBC Ministries and will lead in accordance with MNBC cultural values.

## KEY DUTIES AND RESPONSIBILITIES

### Board Relations

- Supports the work of MNBC Ministers.
- Advises, informs, and makes recommendations to the Deputy Minister on all matters related to MNBC.
- Ensures Board directives are implemented in a timely and efficient manner.

- Supports the organization and agenda preparation of the MNBC Board Meetings, Métis Nation Governing Assembly Meetings, Annual General Meetings, and/or Special Meetings.
- Attends meetings of the MNBC Board and Board Committees when required.
- Serves as the lead MNBC staff person on select Board sub-committees.

### **Administration and Finance**

- Implements all the identified goals and objectives in the MNBC Strategic Plan and annual operating plan.
- Manages the financial integrity and accountability of programs, monitors expenditures within existing budgets and guidelines, reports out, and makes budget recommendations.
- Adheres to the MNBC Financial Policies and Procedures Manual.
- Applies the policies and standards of MNBC program manuals, Health and Safety guidelines, completion of critical incident and safety reports, and WorkSafeBC safety standards.
- Oversees facilities upkeep by working with contractors and suppliers for service and maintenance, as well as liaises between user groups and MNBC programs for use of facility space.
- Regularly keeps the Deputy Minister apprised of all pertinent issues, information for effective decision-making, and provides input for the preparation of annual short and long-range program plans and briefing materials.
- Provide supervision to ministry employees as well as contracted parties who perform services for MNBC.
- Sets targets, prepares annual business plans and budgets, and oversees all operations in accordance with the direction of the MNBC Board.
- Conducts annual performance reviews for all staff within the ministry according to standing operating procedures.
- Support MNBC's efforts to become an 'Employer of Choice'.

### **Innovation and Digitization**

- Identifies opportunities for innovation as a means of providing citizens and self-identified Métis with improved services and interactions with MNBC.
- Implements digitization strategies to reduce costs, improve efficiencies, and increase access to programs and services.

### **Program Developments and Guidance**

- Oversees the efficient design, development, implementation and operation of programs, activities and projects within the parameters of the MNBC mandate and budget guidelines.
- Provides assistance as requested from time to time to all MNBC regional offices and ensures that the regions receive adequate and relevant services from the MNBC.
- Identifies opportunities for new program development and collaboration between ministries.
- Conducts regular value-for-money audits of existing programs and services.
- Establishes key customer service measurement targets as part of the ministry service plan.

### **Partnership Development**

- Acts as the operational liaison between MNBC and other parties including federal, provincial and municipal government departments, Aboriginal entities, business and corporate structures, financial bodies, educational institutions and other third parties to create and develop partnership opportunities for the betterment of the MNBC's goals and objectives.
- Seeks sources of funding, prepares and oversees the preparation of proposals for funding or for particular projects and programs deemed necessary or appropriate, and liaises to follow up.
- Ensures all funding requests are prepared in a timely manner affording the opportunity for adequate review and approval.
- Negotiates agreements on behalf of MNBC Board and, when required, provides recommendations to the MNBC Board for final approval.
- Ensures reporting expectations are fully satisfied.
- Develops effective and ongoing collaboration and partnership opportunities with other MNBC ministries.
- Maintains effective relationships with government, stakeholders, service partners, volunteer community groups, organizations, and committees to coordinate the provision of services, influence where appropriate, foster partnerships, collaborate, and exchange information.
- Maintains current knowledge of local, provincial, and federal services, resource persons, and significant initiatives of importance to MNBC and the community; openly shares and distributes this information with staff, other service providers, clients and the community as appropriate.
- Regularly appraises the Public Affairs Department of key interactions with other levels of government.

### **Major Challenges**

- An evolving political, social, cultural, and economic climate.
- Lack of self-government and financial autonomy for the Nation.
- Interpreting the will of the Board of Directors and the Deputy Minister as it pertains to implementing the approved Strategic Plan and Operating Plan.
- The impact of changing government legislation and regulation.
- Building relationships and developing partnerships with government, business and educational institutions.
- Challenge of increasing demand with limited-capacity resources.
- Discovering and securing funding in a tight economic environment; ensuring the MNBC and its programs and services are sustainable.
- Ensuring organization-wide compliance with MNBC policies.
- Dealing with both centralized and decentralized operations enabling a degree of regional self-determination and, at the same time, ensuring consistency in practice from region to region.

### **Decision Making Authority and Problem Solving Responsibility**

- Oversees policy decisions and works to implement policy ensuring maintenance, compliance, and future development as necessary; brings forward recommendations to the Board.
- Sets annual targets and prepares annual business plans and budgets.
- Assesses program and work performance, and coaches and guides as necessary.
- Analyzes and determines facility and geographic needs.
- Negotiates agreements.

### **THE IDEAL CANDIDATE**

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Bachelor's degree in Business Administration or a related field.
- Master's Degree in Business Administration or related field is preferred.
- Minimum of seven (7) years of experience in a senior program/project management role.
- Demonstrated ability in identifying, pursuing, and developing revenue streams
- Demonstrated ability in writing complex funding proposals and/or policy documents; community development approaches and service delivery; cross cultural experience; and solid knowledge of select program areas.
- Demonstrated knowledge of financial management and the contracting process including the development of annual operating budgets; experience with regulatory bodies and their defined technical processes.
- Proven ability as a critical thinker who is able to assess situations rationally, problem solve, and resolve conflicts with a win-win approach.
- Demonstrated ability managing and directly supervising staff.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.

### **OTHER COMMENTS**

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check.
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes.

*The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.*

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.*

**PLEASE NOTE THAT CANDIDATES MUST APPLY BY Thursday, December 3, 2020 at 4:30 PM PST.**

**Using Senior Director - Ministry of Economic Development and Natural Resources in the subject line of your email, please send your resume and cover letter to:**

Lydia Stefan  
Executive Assistant to the CEO  
Métis Nation British Columbia  
Email: [lstefan@mNBC.ca](mailto:lstefan@mNBC.ca)