



EMPLOYMENT OPPORTUNITY

Governance Director

JOB OVERVIEW:

Reporting to the Chief Executive Officer of Shared Services, the Governance Director leads in developing a roadmap that shows FMFN468's best practices in moving away from the Indian Act and towards self-governance. The incumbent will identify challenges, opportunities, develop best practices, identify what works and what doesn't, and contributes to building the strategic direction control that includes (but is not limited to) the management of Lands, Resources, Policy and Bylaw development.

RESPONSIBILITIES:

- Develop and manage various FMFN468 advisory committees
- Manage all aspects of the operation of the committees following the FMFN468 bylaws and all other applicable regulations and procedural policies
- Attend meetings of the Advisory Committees, and follow up actions arising from the meeting
- Research and develop various bylaws such as housing, land use, dog & pets bylaws to support the creation and sustenance of community order and safety
- Provide Nation members with education and awareness on various bylaws and promote safety to reduce the incidence of accidents, emergencies, and bylaw infractions.
- Maintains records of bylaw infractions and permits and prepares reports on all areas of the Bylaw.
- Lead in the development of corporate standards
- Strategize, implement and maintain program initiatives that adhere to organizational objectives
- Develop program assessment protocols for evaluation, improvement and ensuring achievement of program goals
- Create, maintain, and update standard operating procedures and checklists for service delivery
- Develop and manage the project budget and be accountable for delivering against established business goals/objectives.
- Work with other program managers to identify risks and opportunities across multiple projects within the department.
- Lead in the development of policies for the administration of financial resources of FMFN468
- Ensure that policies on financial information support decision-making and accountability to FMFN468 members.
- Ensure that standardized and efficient financial management practices are in place
- Establish departmental governance and oversight to ensure that departmental managers and the CFO are aware of their financial management responsibilities
- Evaluate existing policies and programs to determine their consistency with, and effectiveness in meeting, Corporate and government-wide priorities
- Perform comprehensive assessments of proposed policies and programs, identify potential political, legal, social, economic, and financial impacts, determine performance indicators and recommend modifications;
- Lead in the development, implementation, evaluation and amendment of strategic plans, policies, procedures, guidelines and legislation;
- Conduct audits and ongoing reviews of organization controls, operating procedures, and compliance with policies and regulations
- Assess the adequacy and extent of programs designed to safeguard organization assets
- Compiles and issues report detailing conclusions and providing recommendations for improvements
- Other duties as assigned



REQUIREMENTS:

- Bachelor's Degree in Business Administration or Public Administration
- Minimum 8 to 10 years experience in a senior management
- Experience in corporate governance
- Experience as a senior leader managing teams
- Ability to identify the critical organizational issues
- A strong advocate of administrative processes and procedures
- Demonstrated attention to detail and performed work with accuracy
- Knowledge of all administrative aspects of financial and human resources
- An understanding of regulatory bylaws, legislation, policies, procedures and rules
- Knowledge of public education and awareness programs concerning Bylaws
- Demonstrated ability to manage key constituent relationships, including customers, business partners, government agencies, and so on
- High level of integrity, confidentiality, and accountability
- Able to effectively communicate both verbally and in writing

WHY APPLY?

In addition to your Salary/Hourly earnings, we also offer the following:

- Commitment to accountability, respect for one another, and hard work.
- A benefits package with Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with half-day Fridays
- Employee and Family Assistance Program
- We care a lot about your future, and we offer a defined contribution Group Retirement Savings Plan.

HOW TO APPLY:

Online: <https://fmfngroup.com/careers/#job-openings>

FMFN Shared Services would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted directly.