



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

Band Administrator – One Full-Time Position Available

About Piapot First Nation

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

Job Summary: The Band Administrator position will build, sustain and be responsible for the capacity of the Band operations through the establishment, monitoring and improvement of controls and policies and procedures. The role focuses on establishing effective working relationships with Program Managers, Directors, Chief and Council and ensuring the efficient management of all programs and departments, while providing direction and support. The Band Administrator will be responsible for achieving objectives by leading the Piapot First Nation's governing body as a skilled administrator who is a positive role model. This position reports to the Leadership team of Piapot First Nation, Chief and Council.

Responsibilities will include, but not limited to:

- Oversee and manage all Managers of the Piapot First Nation band operations
- Monitor, review, implement and update control policies, procedures and processes
- Ensure effective management on the delivery of PFN programs and services within budget working closely with Finance Manager
- Ensure all operations are conducted in a respectful and responsible way, ensuring that all decisions, actions, and financial transaction meet relevant standards, legislation, policies, and procedures.
- Interact with a variety of stakeholders including band members, while responding with courtesy, tact, and diplomacy
- Work in conjunction with Finance Manager to manage Piapot First Nations resources
- Preparing materials and reports in support of Band Council operations
- Maintain high ethical standards and maintain strict confidentiality in performing the duties of a BA
- Work closely with Human Resources to ensure effective employee performance through the development of productive goals and performance measurement tools and standards.
- Managing agreements and relationships with Industry, Provincial/Territorial Organizations, Non-Government Organizations and other levels of government
- Maintain an open, equitable and service-oriented relationship between the community and the administration



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- Act as liaison between Band Council and Band Members; Facilitate the exchange of information between Band Council and Band Members and convey Council decisions to the public
- Assist the Chief and Council with the design and implementation of community development and strategic plans
- Attend all Band Council and community meetings; In collaboration with Council, develop Council Agendas and prepare agenda items
- Manage the community's infrastructure and assets
- Support the annual audit process
- Lead committees and large-scale events
- Support the coordination of Band elections
- Other duties as required

Qualifications:

- Bachelor's Degree Business Administration, Public Administration or equivalent
- 5 years' experience in operations management with a solid understanding of business functions (Human Resources management, Finance, risk management, program management)
- Advance proficiency with MS Excel, Word, and financial systems;
- Knowledge and experience in financial management, human resource, governance procedures;
- Significant and proven leadership skills developed in a senior management role; Maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, and Accountability
- Experience managing, directing and leading employees, and liaising with various regulatory agencies
- Ability to analyze problems systematically, organize information, identify key factors and underlying causes and general solutions
- Experience working with First Nations organizations and Funding Agreements is a definite asset
- Must complete a satisfactory Criminal Record check

The Piapot First Nation offers great benefits and pension plan for all employees.

DEADLINE: Tuesday July 30th, 2024 @ 4:30 PM If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

Email: hr@piapotnation.com

ATTENTION: Human Resources

Piapot First Nation

General Delivery, Zehner SK S0G 1K0

We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.