



KTUNAXA  
NATION

*We invite you to apply for the position of...*

## Senior Governance Lead

*The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally, and respectfully.*

The Ktunaxa Nation Council has an opportunity for a Senior Governance Lead in Cranbrook BC. Directed by Ktunaxa Leadership, the opportunity is well suited to someone who is knowledgeable and experienced in strategic leadership, governance advancement and public relations. The Senior Governance Lead will advance the governance aspirations of the Ktunaxa Governments and contribute to positive outcomes for Ktunaxaniñtik.

This is a full-time permanent position with full benefits.

### Key Responsibilities:

The Senior Governance Lead is faced with a complex role to advance the governance aspirations of the Ktunaxa Governments while facing new provincial and federal legislation, changes to the Ktunaxa Governments and emerging economic, employment and social conditions. Ktunaxa leadership is responsible to their individual members who elect Chief and Council to office, to the overall wellbeing of all Ktunaxaniñtik and to ʔa·kxañis ɔapi qapsin (All Living Things). The Senior Governance Lead provides guidance and expertise with strategic transformation and direct technical support to move forward the governance of the collective to meet evolving interests, threats and opportunities.

As a Senior member of the Management team, specific duties and responsibilities include:

- Strategic Leadership through visioning and strategic planning to transform the governance structure of the Ktunaxa collective for Ktunaxaniñtik and Ktunaxa First Nations governments. This includes Ktunaxa Foundation and decolonization – understand both the importance of traditional and contemporary models to blend a strong Ktunaxa foundation and integration to honor the present, past and future;
- Establish a Governance staff to support in the ever-changing environment of Ktunaxa Government that supports Ktunaxa Leadership with Ktunaxa Rights and Title.
- Directing the governance staff including but not limited to: teamwork, delegation, guidance, communication, learning/training, professional development, employee performance, and adherence to policy and procedures.
- Developing and executing annual work plans in line with collectively established strategic goals, and the 4 Ktunaxa First Nations strategic plans/interests to effectively deliver meaningful and measurable outcomes that meet Ktunaxa citizen needs and future generations securities.

- Organizing necessary professional contractors and facilitating governance working groups to provide deeper focus to assist Leadership with decision making related to governance, and designing and facilitating engagement activities with Ktunaxaniṅtik as determined by Leadership
- Working collaboratively with HR to develop and administer the Governance Human Resource Plan as approved, including authorizing the recruitment and selection of Governance employees and contractors, developing and approving offers of employment and service agreements, and other aspects of the employment relationship
- Managing the financial affairs of the Governance team, including providing advice and recommendations on the development and management of an appropriate financial control system to accommodate unique functions of the Governance team
- Establish, implement and monitor internal communication plan and maintains regular and effective communication amongst and between KNC Sectors, the Ktunaxa Leadership and the individual 4 Ktunaxa First Nations.

Key Requirements:

- Bachelor Degree in corporate governance, public administration, organizational development, public policy or related field and a Master's degree or professional degree in law, policy and governance strongly preferred.
- 5 years' progressive experience in leadership or management role including working with executive and senior management roles.
- 3 years' related experience in a senior-level governance related position, preferably for an Indigenous Nation, working with different governing bodies and writing and interpreting governing documents
- Significant knowledge of and appreciation for the culture, values and political objectives of the Ktunaxa Governments
- Cultural agility, the ability to work respectfully, knowledgeably, and effectively
- Extensive experience in strategic planning and community development
- High level of professional communication skills required to speak in public, mediate, negotiate, and influence, and to write reports, briefings, policies, procedure, and best practices
- Ability to maintain a high level of professionalism in all aspects of the position.

Interested candidates are asked to submit a cover letter and resume to [KNC-HR@ktunaxa.org](mailto:KNC-HR@ktunaxa.org).

*The closing date for this opportunity is April 1, 2024.*

*We thank all applicants for their interest. However, only those selected for interviews will be contacted.*

**The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all Employees and the People, Communities, and Bands that we serve.  
Proof of Covid Vaccination is required as per the KNC Vaccination Policy.**

**Ktunaxa candidates are encouraged to apply. All qualified candidates will be reviewed, however preference will be given to Aboriginal applicants.**