



KTUNAXA  
NATION

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

## **OPPORTUNITY EXCLUSIVELY FOR KTUNAXA CITIZENS**

### **KTUNAXA NATION COUNCIL CAO MENTEE ROLE**

#### **CORE SERVICES**

*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.*

*To advance the Ktunaxa Nation Council Goal of having Ktunaxa citizens filling key leadership roles, the CAO position has been filled with an Executive Mentor with a mandate to identify and work with a Ktunaxa successor by 2022. Previous to this, a formal callout was done for Ktunaxa citizens that are interested in pursuing leadership opportunities at KNC. The program is ongoing and continues to attract potential candidates.*

*This is the Official Callout for Applications for the KNC CAO Mentee.*

*Key position criteria and an overview of the position's scope and responsibilities have been provided to assist in guiding the development of your application.*

#### **Key Position Criteria:**

- A deep desire to make a difference in the lives of all Ktunaxa citizens no matter where they live
- A vision for Ktunaxa self-determination and passion to see it through
- The commitment to always listen and learn, grow and seek out ways to integrate Ktunaxa culture and traditions in all the work we do
- The courage to make, accept and take responsibility for tough decisions that will always need to be made. Be a catalyst for necessary change and a champion for improvement.
- The ability to accept criticism and turn it into “feed-forward”
- Be willing and capable to work in a team environment - guiding a team and within a team
- Personal characteristics are very important to the success of the mentorship. The following personal characteristics are important to any leadership role within the KNC: *Attitude, Enthusiasm, Ethics, Goal-Oriented, Listener, Networked, Persistence, Self-Awareness, Self-Confidence, and Self-Discipline.*
- To set a clear goal for the success of the Ktunaxa Nation Council, to guide and support performance, and to foster open conversation between Council, Senior management, and employee. The Ktunaxa Nation has adopted the following 9 core organizational competencies which are: *Thinking, Achieving, Influencing, Becoming, Applying, Cultural Agility, Empowering Others, Self Discovery & Awareness*

**& Change Management.** These organizational competencies are KNC dynamic tools for strategic goals and objectives.

### **Overview of CAO position scope and responsibilities**

- Managing Day-to-day operations including the direction to Senior Management team and the Core Services department
- Initiating and stewarding the Ktunaxa Nation Strategic Framework including development and implementation of governance and corporate strategies
- Operationalizing of Executive Council decisions
- Develop a clear vision of the Ktunaxa Nation Council and use your naturally assertive nature and leadership skills to ensure it becomes a reality.
- Overall authority for leadership, valuation, monitoring and protection of KNC Sectors/Government operations, and assets
- Interface between Executive Council and Sector Councils in operational and policy matters
- Manages the relationship with communities as it relates to the Executive Council and KNG operations
- Accountable to direct, oversee and achieve goals related to:
  - Mission, Values and Strategy
  - Management and Administration
  - Mentorship and succession
  - Governance and Governance Transition
  - Policy and planning
  - KNC Core Competencies

Recognizing that the CAO responsibilities are vast in scope and depth, the mentee will be selected in early 2021 and will be provided over a year of direct mentorship from the current CAO/Executive Mentor. This training period will allow the mentee to gradually assume responsibilities while building confidence and competencies. It is also critical for the mentee to have a role in the current assessment of KNC operations and in any decisions related to restructuring as we evolve towards self-governance. We encourage all interested members to apply for the position, and the opportunity to discuss your vision for this important senior management position at KNC.

### **Application Requirements:**

1. A formal resume with the main focus on your education and experience that is relevant to this position;
2. A formal cover letter indicating your interest and why - include personal traits you identify with;
3. Provide a brief (3 paragraph maximum) paper outlining what you envision is integral to positive change in the CAO Mentee role

**Please submit your cover letter and resume to:**

**Ktunaxa Nation Council  
CAO Mentee Position  
c/o Shawna Janvier, CAO / Executive Mentor  
PO Box 7825 Mission Road  
Cranbrook, BC V1C 7E5**

[mentorshipapplications@ktunaxa.org](mailto:mentorshipapplications@ktunaxa.org)

**Fax: (250) 489-2438**

**CLOSING DATE: February 26, 2021**