



**KTUNAXA
NATION**

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

QUALITY ASSURANCE ADMINISTRATOR
Full-Time, Permanent
Cranbrook BC

Strong, healthy citizens and communities, speaking our language and celebrating who we are and our history in our ancestral homelands, working together, managing our lands and resources, within a self-sufficient, self-governing Nation.

The Ktunaxa Nation Council has an opportunity for a Quality Assurance Administrator in Cranbrook BC. This position would be reporting to the Chief Administrative Officer (CAO). The Quality Assurance Administrator supports the Senior Management Team by providing leadership, mentorship and direction through implementation of quality standards across the KNC. The Quality Assurance Administrator employs Ktunaxa-centered methodologies, role modeling and sets the directional course for operational initiatives, process development, enhancement, and innovation. This position is guided by the Ktunaxa vision and values of building capacity across the KNC while contributing to positive outcomes for the Ktunaxaniḥtik as a whole.

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

Key Responsibilities:

- Function as role model to the professional services team, colleagues, clients and the community.
- Develop and administer work plans. Develop and coordinate staff training programs in collaboration with HR and Directors to ensure broad alignment with KNC strategic vision and direction.
- Promote integrated holistic inclusive practice.
- Support the establishment of core organizational values, targets and milestones and their application to individual and sector work planning
- Performance management of direct reports including establishment and maintenance of targets and milestones and assigning and coordinating duties.
- Anticipating outcomes and trajectories, bringing forward potential issues with options to resolve issues;
- Strategic and logistical support to the CAO, Executive and Administrative positions, and at times to the Senior Management team.
- Support the CAO in the development of goals, objectives and initiatives.
- Support the development, implementation and monitoring of operating plans.
- Oversee development of staff work plans and their alignment with broader strategic and operating plans.
- Ensure the strategic objectives are understood and supported.
- Participate in KNC strategic planning processes, including the development and implementation of work plans.
- Plan operational supports. Design tools, services and processes in collaboration with Policy Advisor, HR, and applicable sector staff.

Key Requirements:

We recognize the value of diverse educational experiences including cultural, academic, work, and lived experience. We encourage those who closely match the qualifications listed below to apply.

- Bachelor's Degree in political science or Indigenous Studies, or related field
- Related Master's degree would be an asset
- Five or more years of broad management experience in a mid-size organization
- Considerable human resource management experience
- Considerable institutional knowledge and understanding of KNC history and context
- Ability to take initiative and work with limited direction or supervision
- People and problem-solving skills - ability to interact with people and successfully resolve issues.
- Excellent written and oral communication skills.
- Strategic planning
- Strong abstract and critical thinking skills
- Strong policy/procedure development and analytical skills.
- Organizational abilities and attention to detail - Planning, prioritizing, executing and monitoring.
- Analytical capabilities, problem solving and understanding of organizational processes.
- Capacity to prioritize and manage a number of competing tasks within tight timelines.
- Proficiency with MS Office applications and some experience with databases and finance systems.
- Valid BC Driver's License and access to a reliable vehicle.

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 applications will be reviewed, however preference will be given to Aboriginal applicants.

How to apply:

Please submit your application through our website.

<https://www.ktunaxa.org/careers/current-postings/>

*The closing date for this opportunity is **January 26, 2025***

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