



Quw'utsun Kw'atl'kwa LP
1445 Cowichan Bay rd.
Cobble Hill, BC
V0R 1L3

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EXECUTIVE DIRECTOR JOB POSTING

Who are we:

Quw'utsun Kw'atl'kwa Enterprises Ltd. (QKE Ltd.) is a commercial fishing enterprise (CFE) governed by the Board of Directors and is the general partner in Quw'utsun Kw'atl'kwa LP (QK LP), a limited partnership with Cowichan Tribes. In pursuit of Cowichan Tribes Vision and in alignment with the Quw'utsun Snuw'uy'ulh (Teachings), the mission of the QKE is:

Quw'utsun Kw'atl'kwa Enterprises leads sustainable commercial fishing activities to benefit the Cowichan Tribes community by creating meaningful employment, generating economic benefits, and selling food to the world. The QKE operates with the following values towards the enrichment of Cowichan Tribes Community:

Stewardship – We value a business that ensures the sustainability of QKE alongside the environment we rely upon.

Profitability – We value-generating revenue and creating employment opportunities.

Professionalism – We value a strong work ethic and that we conduct ourselves with integrity.

Transparency – We value our accountability back to our partners.

Where are we:

Located in Cowichan on the west coast of Vancouver Island, QKE Ltd. is seeking an Executive Director to assist the growing company, providing direction under the guidance of QKE Ltd. Board of Directors.

What's needed:

The Executive Director (ED) will assist in all aspects of the activities of QKE including, commercial fisheries management, data management, retail, aquaculture, reporting requirements, marine safety training coordination, manage and delegate to the manager of operations, work with the Department of Fisheries and Oceans (DFO) and other CFE's on the PICFI program. The Executive Director is responsible for the leadership, overall management, and operations of the organization according to the strategic direction and policies set by the Board of Directors. The Executive Director is responsible for policy development and implementation, and effective management of QKLP. The successful candidate will have extensive knowledge of developing business plans and relevant proposals, commercial fishing licenses and quotas, and the ability to support the training and capacity development of First Nation members in the commercial fishing industry. Reporting to the Board, this is a part-time position, with a competitive salary, with the opportunity to work from home, with some hours required outside of regular office hours. The ability to travel to the worksite is required.

ED Responsibilities:

SUPERVISORY RESPONSIBILITIES & LEVEL OF AUTHORITY:

The Board of Director's delegates responsibility and authority for management functions to the ED to act on the Board's behalf as the employer to:

- Manage and make decisions on the day-to-day operations for the organization
- Recruits, hires, supervises, and develops competent employees, and releases incompetent employees
- Assist and advise the Board on compliance requirements and operating the organization
- Implement all policies adopted by the Board
- Recommend appropriate policy issues for the Board's attention
- Service as the CEO of the organization

The ED is responsible for ensuring that the organization is operated in compliance with the DFO, Municipal Regulatory Bodies, Public Health Department, the Occupational Health and Safety Act, the Employment Standards Act, and other mandated legislative requirements. The ED is responsible for making decisions

regarding the strategic and operational needs for employees, programs, execution, and expanding the organization's mission.

Priority Functions

- Support the Board of Directors through open and frequent communication
 - Responsible for the day-to-day administration and operations of the organization in consultation with the Board
 - Ensure the effective management of human resources directly related to hiring, supervision, evaluations, disciplinary action, and dismissal of all employees
- Prepare timely reports for communicating to the Board and its partners as well as all other governing agencies. (i.e., DFO)

SPECIFIC DUTIES & RESPONSIBILITIES

The job duties and responsibilities for the Executive Director include but are not limited to the following and any other duties delegated by the Board of Directors

VISION, LEADERSHIP, DIRECTION, AND MANAGEMENT OF THE ENTERPRISE

The successful candidate will have the ability to:

- Embrace the QKE vision and prepare to take action going forward to meet the goals by preparing business cases, researching opportunities and funding, and developing HR policies that result in a career-based model for young fishers and other employees.
- Coordinate input from members through community consultation
- Work in collaboration with employees, and relevant licensing bodies, and community agencies to accomplish the objectives of the organization
- Encourage team building by facilitating open communication and positive working relationships with employees
- Administer and direct the complete day-to-day operations of the organization
- Direct the employee's implementation of policies and procedures
- Directly oversee all employees to ensure everyone can work effectively as individuals and as a team to meet the goals of the organization
- Participate in and coordinate input into QK LP missions, strategies and reviews;
- Oversee manager of operations, staff recruitment, and budgetary expenditures;

BOARD RELATIONS

The successful candidate will demonstrate the ability to work with boards and councils by

- Attend Board Meetings and quarterly report meetings
- Ensure agendas are complete and distributed
- Identify, assess and inform the Board of Directors of any internal or external issues that affect the organization.
- Ensure that the Board is kept up to date on all relevant changes in legislation and licensing requirements (provides summary reports after organizational inspections)
- Arrange training or the purchase of goods to ensure compliance with all requirements
- Provide consultation to the Board if new policies are required
- Provide a monthly report on the operations of the organization for Board meetings
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.



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- Implement policies on behalf of the Board

QK LP DEVELOPMENT, MANAGEMENT, AND ACHIEVEMENT OF GOALS

The successful candidate has the ability to:

- Lead analytical work that informs the QK LP agenda for Fisheries;
- Ensure that the operation of the organization meets the expectations of its clients and the Board
- Develop, review, and revise existing policy frameworks and procedures as required
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies
- Communicate new policies and procedures to employees, provide training where required
- Monitor policies and procedures for effectiveness and compliance
- Ensures regular amendments when required to Employment Policies, Employee handbook, Operational Manual, etc.

HUMAN RESOURCES

The successful candidate will demonstrate the ability to:

- Determine staffing needs and releases employees based on the organization's personnel policies approved by the Board of Directors
- Oversee the implementation of the Organization's Human Resources policies, procedures, and practices, including developing accurate job descriptions for all employees.
- Be responsible for and ensure that the organization's recruitment interview and selection policies and procedures are followed.
- Ensure that all hiring procedures and practices are compliant with the current BC Human Rights Legislation, the BC Employment Standards Act
- Administer and develop employee salary based on the organization's personnel policy, guidelines, industry standards, and budget
- Inform the Board of any gaps in the hiring process and work with the Board to create a hiring protocol
- Ensure that all newly hired employees complete all paperwork and receive an orientation and any required training before employment with the organization.
- Monitor and evaluate new employees before the completion of their probationary period.

MANAGEMENT OF EMPLOYEES

The successful candidate will have the ability to:

- Maintain accurate and up to date employee records in a safe, confidential manner.
- Ensure that all employees sign-off on key policies annually
- Delegate responsibilities to the Manager and Supervisors
- Implement a performance management process for all employees, including monitoring Supervisors' performance on an ongoing basis and conducting an annual performance review.

- Train, coach, and mentor employees as appropriate to improve performance
- Set clear, results-oriented goals with realistic and measurable outcomes
- Address performance issues, concerns and discipline employees when required.
- Resolve employee-related issues or problems as they arise
- Facilitate conflict resolution and complaint procedure regarding employees and clients
- Maintain appropriate documentation and records of all evaluations, disciplinary and coaching /mentoring discussions
- Conduct staff meetings throughout the year
- Ensure employees are aware of any new legislative or COVID requirements and that the appropriate training is provided
- Document all staff meetings and training workshops provided by the organization.
- Provide professional development opportunities for all employees

FINANCIAL MANAGEMENT

The successful candidate has the ability to:

- Oversee the financial viability of the organization through budget management in the areas of leasing licenses and quota, fishing our licenses and other opportunities, and balancing revenue and expenditures
- Manage accounts receivable and accounts payable reporting to the Treasurer/Board concerning monthly cash flow
- Formulate the annual operating budget with the Treasurer/Board according to municipal/regional/provincial funding guidelines to submit to the Board of Directors for approval
- Implement the Board's policies for the allocation and distribution of resources
- Administer the finances of the organization according to the budget approved by the Board
- Submit the annual budget to the General Partner and AGM
- Purchase services, supplies, and equipment as needed within the budget guidelines
- Plan (along with the Treasurer) implementation of cost reduction measures or arrange for increased funding from other sources when circumstances cause the budget to exceed
- Develop sound bookkeeping and accounting procedure and ensure they are followed
- Prepare and maintain complete, accurate financial records, including accounts payable, fee statements, receipts, petty cash, bank statements, bank deposits,
- Adhere to the policies and procedures to deal with clients in arrears, paying late fees, etc.
- Complete all financial documentation required by funding bodies
- Ensure timely payments of all Accounts Payable
- Monitor and pursue alternate funding as appropriate opportunities are identified
- Work with the auditor to ensure the timely preparation of all financial statements and tax returns.
- Work with the auditor to ensure records are complete and accurate
- Advise the Finance committee in quarterly meetings.

RESOURCE MOBILIZATION, MANAGEMENT, AND REPORTING

The potential executive director will demonstrate their ability to:

- Develop and pursue DFO and multi-agency funding proposals;
- Develop and pursue the case for increased long-term funding for core activities;



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- Develop an asset plan for existing assets/ fleet and potential future assets.

STRATEGIC AND COLLABORATIVE RELATIONSHIPS WITH CLIENTS AND OTHER STAKEHOLDERS

The successful executive director will have the ability to:

- Maintain strong links with DFO and officials in member governments and territories;
- Maintain strong linkages with relevant Cowichan Tribes committees to QK LP
- Strengthen relationship with Cowichan Tribes members
- Participate in networking and community relations activities on behalf of the organization
- Promote community awareness of the organization and its programs

Formal QUALIFICATIONS

A combination of:

- Graduate qualifications in business management/administration with experience in Fisheries Science or equivalent field.

Technical expertise:

- At least five years of demonstrated senior management experience, including personnel, project, and financial management; CEO/Executive Director experience preferred.
- Highly developed leadership and planning skills;
- A high level of analytical skills
- Can perform under pressure
- Experience presenting to boards and Councils
- Experience working with complex budgets
- Able to create and present business cases
- experience in commercial fisheries an asset,
- Marine certifications are an asset
- Demonstrated knowledge of at least one of the subject matter areas of the division (Western Central Pacific oceanic fisheries, Pacific islands coastal fisheries, and Pacific islands aquaculture) with a good understanding of at least one of the others;
- Demonstrated experience with the raising of external funding;
- Demonstrated experience with the development of policy and the provision of policy advice;
- A highly motivated self-starter with a demonstrated ability to work independently.

Language skills

- Communication skills in English of a high order, particularly in written and oral presentation to diverse audiences;

Interpersonal skills and cultural awareness

- Demonstrated effective communication, networking and coordination skills;
- Demonstrated ability to operate and represent effectively at national, regional and international levels;
- Must have and be able to demonstrate extensive knowledge of First Nation Culture

To apply, please send a resume and cover letter to tasha.brooks@qkelt.com before Dec. 1, 2021.