



Director of Operations Competition 24-07

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization and registered charity governed by a First Nation Board of Directors. FNESS supports BC First Nations in building safer, healthier, and thriving communities through programs focused on Awareness, Preparedness, Mitigation, and Recovery.

Position Summary:

In alignment with FNESS's Mission Statement and Guiding Principles, the Director of Operations leads the strategic planning and execution of fire services, mitigation efforts, and community support programs. This role ensures that all operational activities align with Board specifications, approved funding and budgets, and legislative requirements, enhancing community resilience and supporting the strategic goals of FNESS.

Position Responsibilities:

- Develop and implement operational strategies that support FNESS's long-term goals and community needs. Ensure that operational plans align with the organization's mission and strategic priorities.
- Ensure the strategic delivery of fire services, including fire safety education, training programs, and emergency response coordination. Ensure compliance with safety standards and regulatory requirements. Develop and implement fire safety and prevention programs.
- Develop and lead fire prevention and risk reduction initiatives, including community risk assessments and mitigation planning. Align these efforts with strategic objectives and community needs.
- Strategically manage community support programs to meet the needs of First Nations communities. Develop programs that enhance community well-being and support FNESS's mission.
- Oversee the development and implementation of all-hazard response plans, ensuring readiness for various emergencies. Collaborate with stakeholders to enhance preparedness and recovery efforts.
- Collaborate with team leaders to develop and manage programs and services within approved budgets and funding agreements. Ensure programs are delivered effectively and meet community needs.
- Ensure all operational activities comply with FNESS policies, laws, and best practices. Develop and enforce operational policies and procedures.
- Lead risk management initiatives to enhance operational resilience and safety. Develop and implement risk management policies and procedures.

- Foster a high-performance culture within the operations team, providing strategic leadership, guidance, and support. Develop team skills and capabilities to meet organizational needs.
- Contribute to the development and implementation of the organization's strategic plan. Ensure operational plans support strategic objectives.
- Provide strategic reports to the Board on operational matters and community impact. Ensure transparency and accountability in reporting.
- Collaborate with internal and external stakeholders, including government agencies, community organizations, and partners, to support and enhance program delivery.
- Work closely with the Director of Administration and Director of Governance to ensure seamless communication and strategic alignment across all departments.
- Guide operations in line with the Mission Statement and Guiding Principles. Maintain good working relationships and promote good public relations.
- Regularly update the Board on essential matters to assist them in meeting their fiduciary duties, and continuously review and refine the Strategic Plan, recommending changes as needed and securing additional funding to meet new initiatives and community needs.
- Refer all disputed financial matters to the Board for resolution, offer guidance and support to the Board in reviewing the Mission Statement and Guiding Principles, assist the Board in reviewing and developing the Strategic Plan, manage the affairs in accordance with the approved Strategic Plan, and participate in committee work as required.

This job description describes the primary duties and responsibilities and does not imply that they are the only duties and responsibilities to be performed.

Position Requirements:

- Degree in Fire Services Management, Emergency Management, or a related field.
- Minimum of 10 years of progressive experience in operations management or a related field, with a focus on strategic leadership.
- Proven ability to develop and implement operational strategies and policies with strong strategic thinking and organizational skills.
- Expertise in fire services and community support programs, with strong analytical and problem-solving abilities.
- Exceptional interpersonal and relationship-building skills, able to lead and manage change effectively.
- High level of integrity and ethical standards, with excellent decision-making and crisis management skills.
- Strong project management skills and ability to work collaboratively with diverse stakeholders.
- Exhibits strong interpersonal skills and a commitment to cultural competence, with a focus on working respectfully and effectively within diverse cultural contexts, adapting interactions to foster inclusivity and safety for all individuals.

Additional Requirements:

- Knowledge of First Nation culture, customs, and language is essential for this position
- Willingness to travel as needed for events and program support
- Criminal Records Check (Vulnerable Sector)
- Valid Class 5 BC Driver's License

Position Type: Full-time Employment Agreement, 7.5-hour shift Monday to Friday

Location: Hybrid Work

Compensation: \$135,000 a year. Competitive compensation based on qualifications and experience.

Closing Date: August 2, 2024, by 12:00pm

Benefits:

- Dental care
- Extended health care
- Life insurance
- Pension plan
- Paid 4 weeks' vacation

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is FNESS Policy to practice preferential hiring for Indigenous people. Candidates who wish to qualify for preferential consideration must self-identify.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Please forward a current resume and cover letter to:

HR@fness.bc.ca

Attention: Human Resources Manager

First Nations' Emergency Services Society

102-70 Orwell Street

North Vancouver, BC V7J 3R5