



## TSUUT'INA NATION HUMAN RESOURCES DEPARTMENT

Address: 9911 Chiila Boulevard, Tsuut'ina, AB T3T 0E1

Phone: 403-281-4455 HR Office: 403-238-6107

Email: [jobs@tsuutina.com](mailto:jobs@tsuutina.com)



# EMPLOYMENT OPPORTUNITY

## \*\*Operations Executive Director\*\*

REF#2605-04

**Title:** Operations Executive Director  
**Department:** Tsuut'ina Development Authority  
**Reports to:** Board of Directors, Tsuut'ina Development Authority  
**Designation:** Full-Time, Indefinite  
**Vacancies:** One (1)

### **POSITION SUMMARY:**

The Operations Executive Director (“OED”) provides overall leadership, strategic direction, and operational excellence for TDA. The OED will guide the organization to fulfill its mandate, ensuring all activities align with Tsuut'ina Nation culture, tradition, and values, applicable regulatory requirements, and long-term strategic priorities.

### **DUTIES AND RESPONSIBILITIES:**

- *Strategic Leadership*– develop and implement the strategic plan for TDA in alignment with the vision, mission, and values of the Tsuut'ina Nation. Lead organizational growth, innovation, and continuous improvement. Foster a culture of respect, collaboration, and accountability.
- *Governance and Compliance*– ensure all development activities comply with Tsuut'ina Nation standards, and requirements. Direct the approval process for development, building permits, inspections, and certifications. Advise the Board of Directors on laws, regulations, policies, and strategic priorities.
- *Stakeholder Engagement*– build and maintain strong relationships with stakeholders, and external partners. Provide guidance and advice to the Leadership, Nation Citizens, and external parties on development-related matters. Represent TDA at the highest level. Support the integration of Tsuut'ina Culture, Language, and values in all aspects. Promote opportunities for Nation members, local businesses, and cultural advisory groups.
- *Operational Oversight*– oversee essential service administration. Ensure all projects conform to land use zoning, development approval processes, and design guidelines. Review and interpret detailed design submissions to ensure compliance. Ensure construction and development activities meet approved standards through quality assurance and inspections. Lead project management, resource allocation, and risk mitigation. Oversee all aspects of financial management.
- *Inspections and Quality Assurance*– ensure adequate inspections are completed to ensure compliance. Review inspections for infrastructure developments and improvements to ensure compliance. Ensure construction activities meet approved plans, specifications, and standards.

- *Regulatory and Policy Development*– direct the development of legislation, policies, and procedures. Collaborate with the Tsuut’ina Cultural Advisory Group to ensure language, cultural, and traditional values are incorporated. Respond to public inquiries regarding land use zoning and development regulations. Coordinate with Nation Departments for the enforcement of laws, regulations, and policies.

#### **QUALIFICATIONS AND SKILLS:**

- Desired Education, Knowledge, and Experience:
  - Bachelor’s Degree in Business, Engineering, Planning, or related field is preferred.
  - Three (3) to five (5) years of experience in Executive Leadership in large-scale development, infrastructure, or municipal operations is preferred.
  - Experience in strategic planning, financial management, and organizational development.
  - Experience in design reviews, approvals and inspection of commercial, industrial, and residential development is an asset.
  - Prior experience with ISC/INAC procedures is an asset.
  - Experience working with First Nations communities and Indigenous-led organizations is an asset.
  - Knowledge of infrastructure standards, permitting, and compliance in commercial, industrial, and residential development.
  - Understanding of Indigenous governance, regulatory processes, and community engagement.
  - Understanding of First Nations regulatory processes is an asset.
- Personal Attributes:
  - Demonstrated ability to navigate complex stakeholder environments.
  - Commitment to sustainability, cultural preservation, and economic empowerment.
- General Employment Requirements:
  - Criminal Record Check, and Vulnerable Sector Check.
  - Oath of Confidentiality.

#### ***NOTE:***

***Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement.***

**Competition Opens: May 8, 2026**

**Competition Closes: May 21, 2026 @ 11:59 PM MST (Late submissions will not be accepted)**

**Please apply in writing, including a resume to:**

Tsuut’ina Nation Human Resources Department  
9911 Chiila Boulevard, Tsuut’ina, Alberta T3T 0E1  
ATTN: Recruitment Officer  
OR Email: [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com)

**Please reference in the subject line: JOB TITLE & REF # or it will NOT be opened.**

We thank all applicants in advance, however, only those chosen with the required qualifications will be contacted for an interview.