



### LANDS MANAGER

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#### Full Time Permanent with Benefits

The Lands Manager is responsible for the comprehensive management of the Nipissing First Nation Lands Office and Land Registry relating to reserve lands for Nipissing First Nation. Reporting to the Chief Executive Officer, the Lands Manager shall manage all aspects of the Lands Office including supervising lands staff and the development of the annual departmental budget, work plans and policies and procedures.

#### **QUALIFICATIONS:**

- Must be a registered member of Nipissing First Nation;
- Must have a Post-Secondary degree or certificate program in administration, community planning, environmental studies, lands and resource management or related disciplines, and at least 3 years' experience managing reserve lands; or an equivalent combination of skills, knowledge and experience;
- Completion of the Lands Management Certificate Program, would be considered an asset;
- Minimum of 2 years of managerial or supervisory experience;
- Knowledge of land registration and land administration principles and procedures would be an asset;
- Experience in developing and implementing strategic plans, policy or bylaw development, land or resource planning, and community consultation and facilitation processes;
- Must have knowledge reviewing and maintaining appropriate financial records including the budget, record of revenues and expenditures and financial statements;
- Intermediate computer skills in Microsoft Word, Excel; general knowledge of GIS, AIS, and Laserfiche database management;
- Willingness and ability to travel;
- Willingness to work occasional evenings and weekends; and
- Must have a valid Drivers' License and access to a reliable vehicle.

#### **REQUIRED SKILLS:**

- Exhibits a high degree of initiative and self-direction; good analytical, organizational, verbal and written communication skills;
- Must have the ability to interpret policies and standard practices and deal with information that is sensitive or confidential;
- Ability to use tact and good judgment in dealing with sensitive and complex issues;
- Ability to maintain strict confidentiality; and
- Must have strong supervisory, teamwork and management skills to ensure proper operation of the Lands Department.

#### **DUTIES:**

- Administer the Nipissing First Nation Land Code, related laws, policies and procedures to regulate land use and to obtain the highest benefit of land use for NFN Debendaagziwaad;
- Ensure administrative measures and controls are developed to meet the requirements of Nipissing First Nation and clients by monitoring and evaluating the efficiency of services;
- Develop and review land interest agreements, leases, right-of-ways and permits, notify interest holders of potential expiration and changes, and ensure terms of interest agreements are met;
- Ensure that historical and current land record information are gathered and maintained into various systems database systems;

- Provide statistical reports on land use activities;
- Ensure registration of interests in the Nipissing First Nation Land Registry and the First Nation Land Registry System;
- Deliver presentations to senior management, colleagues, clients/stakeholders, Nipissing First Nation members and Council on strategic issues; and
- Act as the lead individual in the development of the Community Land Use plan, Matrimonial Real Property Law, Environmental Assessment and Protection Law, and all other laws, and policies related to lands, waters, natural resource use, etc.;
- Lead Nipissing First Nation land and resource-related consultations and voting processes in accordance with the Land Code;
- Assist and provide technical assistance to other Nipissing First Nation committees;
- Ensure the efficiency of implementation of data collection processed for membership information and programs for planning and/or reporting purposes;
- Ensure that services are delivered for the administration of membership programs including, but not limited to: updating Band Membership List; accepting applications for status cards, interviewing applicants, reviewing claims to Indian status and band membership and verifying status in accordance with established procedures, guidelines and applicable legislative and professional standards;
- Prepare budgets for inclusion into the departmental budget;
- Ensure timeliness, accuracy, and usefulness of financial and management reporting to internal and external funding partners;
- Ensure communication with lessees and Debendaagziwaad on land and land use issues, and with trustees, executors, and solicitors on land disposition;
- Assist and provide information to Chief and Council on land and land use issues;
- Approve all documentation as to form under the Land Code prior to registration;
- Monitor compliance with contractual terms, including construction, environmental requirements, rent collection, default and cancellation of leases;
- Facilitate rent reviews for leases and permits First Nation lands;
- Research, verify and compile land status reports on reserve lands for distribution to Natural Resources Canada, land surveyors, membership, clients and interested parties in order for them to determine land tenure, accessibility and feasibility of a land transaction;
- Develop and maintain effective working relationships with colleagues, the Lands Committee, and agencies;
- Supervise staff, identify training and developmental needs, and ensure health and safety of the work area;
- Performs all other duties as assigned.

**A current Criminal Reference check is required for all new Nipissing First Nation employees.**

**CLOSING DATE: Friday, May 3<sup>rd</sup>, 2019 at 4:30pm.** Qualified individuals are invited to submit a cover letter, resume and three (3) work related references to:

Jennifer Lalonde, Human Resources Manager  
Nipissing First Nation  
36 Semo Road, Garden Village, ON P2B 3K2  
Fax: (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

**Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.**

*Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC*