



Wahnapiatae First Nation

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JOB POSTING

JOB TITLE: Lands Director
LOCATION: Wahnapiatae First Nation
REPORTS TO: Executive Director
TERM: Full Time, Permanent

NATURE AND SCOPE OF POSITION

The Lands Director administrates and implements the First Nation Land Management framework. This role also provides professional and technical advice and recommendations on all allocation aspects of land management.

The Lands Director is responsible for the management of reserve land and resources in a manner that embraces the economic, environmental and social goals of Wahnapiatae First Nation. These results are all essential to improving the competitiveness of industry, to stimulate economic growth and job creation in the community.

The Lands Director position is one that is both visionary and compliant, trusting and proactive and provides a forum for leadership that is decisive, action oriented and blended with a sense of legislative impact and liability.

This role reports to Executive Director and liaises between Chief and Council, the unit staff who the Director supervises, provincial, federal and municipal ministries and agencies including, but not limited to, Health Canada, Ministry of Natural Resources, Department of Fisheries and Oceans, Ministry of Northern Development and Mines, Aboriginal Affairs and Northern Development Corporation and Indigenous and Northern Affairs Canada.

RESPONSIBILITIES

The Lands Director shall in every aspect of their position:

- Promote the Wahnapiatae First Nation Vision and Value Statements.
- Maintain the level of professionalism expected by the Wahnapiatae First Nation as outlined through the Policies and Procedures Manual.
- Uphold the ethics of their position.

In addition, the Lands Director shall complete the following duties:

Program Development

- Understand and implement matrimonial real property law.
- Be conversant with all aboriginal affairs laws and regulations.

- Be conversant with all environmental regulations.
- Be conversant with the mining act.
- Be conversant with residency services bylaws.
- Develop and review land interest agreements, leases, right-of-way and permits; notifying interest holders of potential expiration or changes.
- Negotiate joint agreements for the development of land.
- Negotiate rates for different land uses of land and collect and deposit revenue from land under Land Authority guidelines; for example, negotiate and decide on the following interests:
- Member agreements of use within laws, regulations and policies;
- Record financial transactions; and,
- Other matters delegated by the Executive Director

Financial Management

- Create an annual department work plan with accompanying budget.
- Allocate budgets as approved and report on their progress on a monthly basis.

Policy Development

- Administer the Land Code and Transfer Agreement and related policies and procedures to regulate the land use and obtain the highest benefit of land use to the membership.
- Recommend amendments to the Land

Personnel Management

- Supervise, monitor, coach and direct all Lands staff.
- Establish monthly staff meeting and submit monthly reports as required.
- Coordinate and monitor activities of staff.
- Coordinate and facilitates planning and production meetings with staff, clients, and project personnel.
- Assist and review work plans for Lands staff.

Administrative

- As required, create all letters of interest and memorandums of understanding
- Communicate with members, individually and at formal Meeting of Members, about activities, finances and proposals, may chair such meetings.
- Handle member inquiries about land.
- Communicate with Council about land issues; where required, orient new council to land management laws, policies and practices.
- Develop a budget for land administration.
- Provide leadership to land use planning and evaluation.
- Endure registration of interest.
- Interpret land documents.
- Draft land band council resolutions and agreements.

QUALIFICATIONS

- Bachelor's Degree (Science, Natural Resource Management, First Nations Culture & History, Archaeology or relevant discipline)
- Post-graduate studies in management and leadership (e.g., MBA) is an asset.
- Experience: Project / Program Management or Coordination experience
- Policy Development and Negotiations
- 5+ years of progressive experience at a senior management level, preferably with First Nations groups.
- An equivalent combination of education, training and experience will be considered.
- Knowledge of the local First Nations culture is an asset.

A complete job description will be provided upon request.

HOW TO APPLY

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietfn.com
Anishinabek and First Nation members are encouraged to apply.

We thank all applicants for their interest, however, only those interviewed will be contacted.