



# Beausoleil First Nation

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**Posted: July 14, 2022**

## **EMPLOYMENT OPPORTUNITY** **Lands Manager**

**Job Purpose:** The Lands Manager will manage and implement the First Nation Land Code and lead the First Nation Land Code initiatives. The Lands Manager will be responsible for developing and implementing laws, policies and procedures related to lands management and planning on reserve. The Lands Manager will manage communications regarding Lands and Resources with members.

### **QUALIFICATIONS**

1. Post-Secondary degree or Professional Lands Management Certificate Program or Certificate program in administration, community planning, lands and resource management or related disciplines, and at least 3 years' experience managing reserve lands; or an equivalent combination of skill knowledge and experience.
2. Knowledge of land management issues and legislation affecting First Nations both locally and nationally.
3. Knowledge of the principles and practices of land resource planning and management.
4. Training or experience in developing and managing budgets.
5. Strong team player and Ability to work with minimal supervision.
6. Ability to use tact and good judgement in dealing with sensitive and complex issues.
7. Advanced computer skills in Microsoft Word, Excel; general knowledge of GIS and database management.
8. Human resource management experience; ability to interact with the public and problem-solve matters to the point of resolution.
9. Ability to maintain strict confidentiality.
10. General knowledge of community services, customs and traditions.
11. Able to meet Beausoleil First Nation's Covid 19 vaccination policy requirements prior to employment.

### **DUTIES AND RESPONSIBILITIES:**

- Administer the Beausoleil First Nation Land Code and Individual Agreement and related policies and procedures to regulate land use and to obtain the highest benefit of land use for our members.
- Recommend amendments to the Beausoleil First Nation Land Code as necessary.
- Ensure administrative measures and controls are developed to meet the requirements of Beausoleil 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 the Beausoleil First Nation Land Code, Consultation, Implementation and Compliance occurs.
- Review all documents submitted by community members for residential, business, industry, public, other government departments and institutes of public government (i.e. land use permits, leases, licenses, conformity and screening decisions, etc.).
- Examine updates and verify accuracy of various maps and community site plans for Beausoleil First Nation.
- Ensure that historical and current information are gathered and maintained into various systems (GIS, MMS System, Database, Surveys etc.)
- Provide statistical reports on land use activities.
- Ensure registration of interests in the Beausoleil First Nation Land Registry and the First Nation Land Registry System.
- Maintain the land use inventory requests.

**Duration:** Permanent Full Time

**Closing Date:** Until Position Is Filled

**Hours of Work:** 35 hours per week

**Salary:** DOQ/DOE

**Direct Supervisor:** A.Dan Monague, First Nation Administrator

**\*A FULL JOB DESCRIPTION IS AVAILABLE FROM THE HR DEPARTMENT**

SEND TO: Applications shall be delivered to the Administration Building Reception **Attn: HR Manager** Your application package must be clearly marked with your name and the position you are applying for **Current Cover letter, resume, 2 references relevant diploma/certificate**. Faxed or e-mailed applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview. Email [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)

**We thank all who apply, however, only those selected for an interview will be contacted.**