#### Employment Opportunity

**Position Title: Lands Program Manager**

**Position Summary:**

The Lands Program Manager is tasked with administering the XX First Nation’s interests in land and natural resources consistent with the Land Code and related agreements.

**Qualifications/Requirements:**

* 5 Years Lands Management Experience
* Certified Lands Manager Designation or equivalent
* In Depth knowledge of First Nations history of land transactions.
* Experience dealing with contract law and management.
* Detailed understanding of applicable laws, bylaws, regulations, and court decisions
* Familiarity with provincial and federal environmental codes.
* Experience with real estate land practices which could be modified to support XX First Nation practices; e.g. valuation and appraisal.
* Strong computer skills including the MS Suite of programs.
* Strong communication skills, written and verbal, with various demographics including elders, youth, management, Chief and Council, government agents/representatives, and current or potential business partners.
* Familiar with land registry practices and policies.
* Must maintain a satisfactory criminal record check
* Must have a valid class 5 (or higher) drivers license and own transportation.

**Primary Responsibilities:**

* Administer the Land Code and Transfer Agreement.
* Recommend amendments to the Code.
* Communicate with members, individually and at formal Meeting of Members
* Handle member inquiries about land and land use.
* Through the Band Manager Communicate with Council about land issues
* Develop and review land interest agreements, leases, right-of-way and permits;
* Negotiate joint agreements for the development of land.
* Negotiate rates for different uses of land and collect and deposit revenue
* Maintain a budget for land administration.
* Ensure registration of interest.
* Interpret land documents.
* Resolve disputes and refer disputes to the resolution panel set out by the Land Code.
* Some travel will be required
* Present information to various audiences in various settings
* Plan, run and present at Lands Committee Meeting
* Be involved in the planning and execution of First Nation strategic plans

Pursuant to the Aboriginal Employment Preference Program, preference may be given to applicants of Aboriginal Ancestry

Interested candidates are invited to submit a resume, covering letter & three references to:

**Human Resources - XX First Nation**

**(Place First Nation address here)**

#### Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deadline**

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest