

## **Job Description – Land Governance Director**

<b>JOB PURPOSE:</b>	To administer interests in land and natural resources consistent with the Land Code and related agreements.
<b>SUPERVISED BY:</b>	
<b>SUPERVISES:</b>	Land Clerk(s) and Assistant Land Governance, Registry Clerk, Land Bookkeeper

### **POSITION SUMMARY:**

The Land Governance Director is responsible for the comprehensive management of the Lands Office and Land Registry relating to reserve lands under delegated authority for the XX First Nation. The incumbent manages all aspects of the Lands Office including supervision of lands staff and development of the annual departmental budget, work plans and policies and procedures. The Land Governance Director reports to \_\_\_\_\_.

### **KEY RELATIONSHIPS:**

- *Land Management Committee* for scope of responsibility and provision of advice on land issues and activities
- *Council* for funding the land program
- *Lands Advisory Board* for technical support and provision of operations funding
- *Provincial land and natural resource authorities* to ensure regulatory compatibility with respect to the environment and natural resource management
- *Contract Staff* with respect to surveys, legal issues, economic development, etc.
- *Administrative staff* for revenue management and program interface
- *First Nations Land Registrar* to ensure accuracy of records
- *Membership* to inform and resolve disputes

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Carries out all responsibilities of the Land Governance Director as set out in the XX First Nation Land Code.
2. Reviews and processes land lease agreements (residential, commercial, retail, industrial agreements), subleases, permits, rights of way, additions to reserve proposals, allotments, transfers, mortgages etc., and other legal documentation pertaining to XX First Nation Reserve lands.

3. Provides guideline information as to the process for a proponent to register a lease or permit on reserve lands.
4. Oversees registrations in the First Nations Lands Registry System and Land Registry searches for membership and clients.
5. Communicates with lessees and Band membership on land and land use issues, and with trustees, executors, and solicitors on land disposition.
6. Assists and provides information to Chief and Council on land and land use issues.
7. Where appropriate facilitate processing of estates and communication with AANDC about land estates.
8. Approves all documentation as to form under the Land Code prior to registration.
9. Monitors compliance with contractual terms, including construction, environmental requirements, rent collection, default and cancellation of leases.
10. Facilitate rent reviews for leases and permits on XX First Nation lands and monitors collection made on behalf of the Lessees.
11. Facilitates compliance with environmental review requirements set out in the Land Code.
12. Researches, verifies and compiles 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.
13. Develops and maintains effective working relationships with colleagues, the Land Management Committee, and agencies.
14. Works closely with the XX Land Management Committee on Land Code and Reserve land matters.
15. Oversees and monitor Lands Office expenditures in accordance with the approved budget.
16. Supervises the staff within the Lands Office.
17. Conducts annual staff evaluations.
18. Performs all other duties as assigned.

**AUTHORITIES & CONFIDENTIALITY:**

- Information – access to all land information from the Band and the Lands Advisory Board.
- Enforcement of land laws not addressed by provision of the Land Code.
- May hold delegated authorities from XX First Nation Council according to the XX Land Code
- The Land Governance Director is expected to be familiar and comply with the expectations of confidentiality as outlined in the XX First Nation Policy Manual and in the Privacy legislation.

## **KNOWLEDGE AND SKILLS REQUIRED:**

- Skill and knowledge usually attained by successful completion of a Post-Secondary degree 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.
- Successful completion of the Lands Management Certificate Program or similar courses in an accredited program would be preferred.
- Training or experience in developing and managing budgets.
- Considerable high-level contacts within federal, provincial and municipal governments, other First Nations organizations, funding agencies, banks and in the non-profit sector.
- Knowledge and experience of similar program delivery in the context of First Nations culture and history.
- Excellent oral and written communications skills.
- Advance knowledge and experience in computers.
- Ability to use tact and good judgment in dealing with sensitive and complex issues.
- Ability to maintain strict confidentiality.
- Willingness to travel for meetings on occasion.
- Must possess and maintain a valid Driver's Licence (Class 5)
- Must successfully pass a pre-employment RCMP criminal record check.