

### **Job Posting – Land Governance Director**

<b>Job Title:</b> Land Governance Director	<b>Department:</b> Lands and Resources
<b>Reporting to:</b>	<b>Term:</b> Full-time
<b>Start Date:</b> Immediately	<b>Deadline:</b>

XX First Nation requires the services of a full time Land Governance Director to take on the exciting challenge of assisting with the development and implementation of administrative policies and procedures related to land and resource management and other aspects related to XX Land Code. The Land Governance Director is responsible for maintaining the XX First Nation Lands Registry System. Preference will be given to Aboriginal applicants. Please self-identify on your cover letter or resume.

This position reports to the \_\_\_\_\_.

#### **RESPONSIBILITIES:**

- Assist with development and management of natural resource-based initiatives, including fishing, mining and forestry, both on and off-reserve.
- Conduct research for the organization of land administration issues, development of land and resource-related policies, bylaws and laws.
- Provides information to members and third parties about the status of their lands and issues related to the granting, alteration, transfer or alienation of interest in those lands.
- Assist with monitoring and ensuring compliance of all leases on First Nation Lands to ensure terms & conditions are being met.
- Act as a liaison between community membership, leadership, government and proponents.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Minimum Grade 12. Post-secondary education in the area of Business Administration, Real Estate, and/or including Communications, would be preferred or equivalent training/work experience.
- Knowledge of Land Leasing process, Estates process and Individual Land Holdings on-reserve would be an asset.
- Ability to maintain strict confidentiality guidelines of all records, materials and communications concerning client, staff and XX First Nation.
- Proven experience in project management techniques to meet deadlines, manage resources and meet reporting requirements.

- Ability to utilize the First Nation Land Registry System or Indian Lands Registry System would be an asset.
- Must be proficient in MS Office (Word, Excel, Access, Publisher, PowerPoint and Outlook) and internet applications.
- Familiarity of XX First Nation perspective in relation to lands, resources and governance.
- A valid BC Driver's License is required.
- Ability to pass a criminal record check.

This is a full time position, subject to a three (3) month probationary period. The salary will commensurate with qualifications, education and experience.

To view a complete job posting and job description, visit our website at

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In addition to a current resume, submit a cover letter stating clearly how you meet the qualifications and experience, including personal salary expectations.

**APPLICATIONS DEADLINE:** (Day, Date and Time)  
Interested candidates are required to submit a resume in confidence to:  
**XX First Nation**