

## **Job Description – Land Governance Officer**

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| <b>JOB PURPOSE:</b>   | To assist with meeting obligations and interests in land and natural resources consistent with the Land Code and related agreements. |
| <b>SUPERVISED BY:</b> | Land Governance Director   |

### **POSITION SUMMARY:**

The Lands Governance Officer is responsible for assisting the Lands Governance Director in meeting the obligations under the Lands Programs and Lands Registry under delegated authority for **XX** First Nation. The incumbent assists in various aspects of the program including acting as the Deputy Registrar, registration of legal land documents, verification of eligibility for registration and recommending registration to the Land Governance Director, input into the annual departmental work plans, policies and procedures. The Land Governance Officer reports to the Land Governance Director.

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

1. Assists the **XX** First Nations and its members with individual land holdings, leases, permits and estates where land is involved.
2. Provides land status information to members and third parties related to the granting, alteration, transfer or alienation of interests in those lands.
3. Liaises with members and third parties on matters such as utilities to gather information on issues relating to lands under the **XX** First Nation Land Code.
4. Registers documents in the First Nation Land Registry and acts as Deputy Registrar under the **XX** First Nation Land Code.
5. Provides support or assists with survey work, resource inventories or environmental audits.
6. Conducts historical research and land encumbrance checks for survey requests, subleases, allotments and transfers and provides to parties, as needed.
7. Attends meetings of the First Nations, Council and third parties, as required.
8. Maintains a comprehensive filing system for the Land Governance office.
9. Maintains an excellent working knowledge of the computerized lands programs, such as: First Nations Lands Registry, Indian Lands Registry, Netlands and others as designed for the Land Governance Office.
10. Has availability of flexible work hours and travel needs.

11. Provides input into the annual work plan for the Land Governance office.
12. Performs other duties as assigned.

**AUTHORITIES & CONFIDENTIALITY:**

The Land Governance Officer 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, including but not limited to:

- Information obtained through the Land Governance Office, Land Code Committee, Council and/or Membership
- Compliance with all laws and policy developed under the **XX** Land Code
- Delegated authorities according to the **XX** Land Code

**EDUCATION AND EXPERIENCE:**

- Skill and knowledge usually attained by successful completion of a Legal Assistant, Paralegal or Geographic Information Systems (GIS) program and two (2) or more years' experience working in an office; or an equivalent combination of skills, knowledge and experience
- Knowledge and experience of similar program delivery in the context of First Nations culture and history
- Excellent oral and written communications skills
- Excellent knowledge and experience in operating a computer, scanner and other office equipment
- Ability to review land related legal documents for accuracy and legal requirements
- Ability to read legal survey plans
- Ability to maintain strict confidentiality
- Ability to use tact and good judgment in dealing with sensitive issues
- Willingness to travel for field work or meetings on occasion, must possess and maintain a valid Driver's Licence (Class 5)