

Job Posting – Land Governance Officer

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

JOB SUMMARY

The Land Governance Officer reports to the Land Governance Director, this position is responsible for managing **XX** First Nation lands, liaising with other governments regarding traditional territory, and using administrative systems for land related business.

MAIN DUTIES AND RESPONSIBILITIES

- Administer the Land Code and related policies and procedures to regulate the land use
- Evaluate land use and developing protection policies, legislation and regulations
- Negotiate terms and conditions of land use activities by applicants
- Submit reports to third party partners as required
- Keep informed with trends, techniques and issues in land management
- Initiate changes, or recommending changes and courses of action to direct report
- Participate in policy reviews, symposiums, activities and/or meetings
- Create and maintain systems to record all legal interests in **XX** First Nation lands
- Develop and implement systems and procedures for all types of land transactions, including ownership transfers, leases, rights of ways, resource extraction permits
- Recommend laws required to carry out band policies
- Communicate with members, individually and at community meetings, about activities, finances and proposals
- Administer and implement:
 - **XX** First Nation Land Code
 - **XX** First Nation Interests Land Act
- Handle member inquiries about land
- Develop and review land interest agreements, leases, right of ways and permits; notifying interest holders of potential expiration or changes
- Develop budget for land administration
- Provide leadership to land use planning and evaluation

- Establish work priorities and delegate work load if needed
- Ensure registration of all interests
- Interpret land documents
- Maintain files on lands
- Draft land band council resolutions and agreements
- Other related duties as assigned

QUALIFICATIONS

- Bachelor's Degree in Planning, Real Estate or related field preferred
- Certificate in Tax Administration preferred
- Certificate in Lands Management preferred
- Minimum of 3 to 5 years experience in lands management including:
 - Band history of land transactions
 - Contract law and management
 - Framework agreement, Transfer agreement, Land Code and associated federal legislation on First Nation Land Management
 - Land registry practices and policies
 - Financial planning
- Previous experience working in a First Nations community and/or organization is preferred
- An understanding of relevant federal, provincial and local legislation, policies and procedures
- An understating of the north coast BC cultural and political environment an asset
- Negotiating and mediation skills
- Excellent verbal and written communication
- Relationship building skills with internal and external stakeholders
- Working knowledge of Microsoft Excel, Word, Outlook, PPT, FNLRS and Adobe PDF

HOW TO APPLY

A competitive salary and benefits package is offered. Further information can be obtained at (insert website). Interested applicants should apply at their earliest convenience with a resume and cover letter to the attention of the Lands Governance Director. Please reference "Land Governance Officer" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

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