

## **Kwanlin Dun First Nation**

- A. **Position Title:** Manager of Lands & Resources (Level 8)
- Department:** Heritage, Lands & Resources
- Supervisor:** Director, Heritage, Lands & Resources
- Date:** October 2023
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**B. Job Summary:**

Reporting to the Director, Heritage, Lands & Resources, the Manager of Lands and Resources supervises and coordinates all departmental activities related to land disposition and land use activities on KDFN Settlement Land.

This position is responsible for the development, implementation, management and administration of the department's policies, programs and initiatives to ensure KDFN effectively fulfills its lands administration mandate under the Final Agreement, Self-Government Agreement and other related agreements and statutes.

The Manager of Lands and Resources works closely with staff members of this department, other KDFN departments, and other governments and agencies, and is responsible for ensuring that KDFN's lands management and administration obligations are met including lands legislation, lands disposition processes and consultation responsibilities mandated in the land claims agreements.

**C. Main Duties:**

1. Manages and administers KDFN settlement lands by:
  - Implementing KDFN lands legislation, policies and provisions in the KDFN Final and Self Government Agreements;
  - Upholding and administering KDFN regulatory requirements and procedures for reviewing requests and authorizing use of and access to KDFN settlements lands, including the issuance of authorizations, registration of interests, collection of fees, rents, taxes etc.;
  - Meeting Final agreement responsibilities regarding quarry interests, encumbering rights, fire suppression and other land related responsibilities;
  - Maintaining the KDFN lands registry;
  - Supporting KDFN's Development Corporation with meeting its mandate;
  - Monitoring compliance with the terms and conditions of KDFN's land use authorizations and;
  - Providing technical research and support to negotiations on overlap boundaries.
2. Develops land management legislation and policies in conjunction with the Director to ensure KDFN interests are protected under the KDFN Lands Vision and Lands Act, including:
  - Policies related to managing and regulating the issuance of authorization, registration of interests, and use of KDFN settlement lands;
  - Documents for the issuance and registration of interests on KDFN lands (agreements, leases, licenses, easements); and
  - Procedures related to the implementation of the land management regime.

- Proposals for funding, reports, briefing notes associated with programs and projects.
3. Fulfills KDFN's responsibilities under YESAA by:
    - Ensuring that KDFN legislation and policies are aligned with YESAA requirements for projects on KDFN settlement land;
    - Developing and managing procedures for providing input to the YESAA process ;
    - Developing and managing procedures for preparing KDFN decision documents;
    - Coordinating the KDFN review of YESAA projects and other environmental reviews of projects conducted by federal, territorial or municipal governments.
  4. Represents KDFN's interests in public lands planning and management within the Traditional Territory by:
    - Monitoring policy, legislation and programs on public land as they relate to KDFN interests, and representing KDFN's interests as required;
    - Liaising with federal, territorial, first nation governments and municipal lands authorities to stay current regarding information pertaining to lands issues;
    - Participating in processes for issuing authorizations on public land; and
    - Representing KDFN on joint committees, boards, forums, at conferences and in working groups.
  5. Supervises staff and trainees. This entails:
    - Providing direction, managing and evaluating performance; communicating performance expectations; identifying training requirements; and having staff develop and adhere to personal development and training plans.
  6. Develops and maintains a broad network of contacts in other First Nations, other governments and agencies, boards and committees, and the private sector as they apply to land planning and management within the Traditional Territory.
  7. In coordination with the Communications Manager and Director, develops and implements strategies for keeping KDFN citizens aware of First Nations laws, policies, programs and procedures regarding land management, and participates in education and communication to KDFN Citizens.
  8. Participates as a member of the Departmental team by assisting in developing strategic plans, in preparing annual departmental work plans and annual activity reporting, preparing for and attending annual professional development workshops and assisting in work teams as required, to develop legislation, policy, regulation, standards, procedures etc.
  9. Manages Land Administration unit budget, information and records pursuant to applicable legislation and policy.
  10. Performs other activities and duties as directed within the position's mandate and expertise.

**This job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.**

**D. Education and Experience:**

- Degree in Land Management, Environmental Studies, Urban Planning, Natural Resources Management or equivalent combined with significant experience working in land administration, land use planning or environmental assessment.
- Working knowledge and experience in land use, resource management and planning;
- Experience interpreting and administering complex legislation and regulations, preferably related to land and resources management;
- Supervisory experience;

- Experience interpreting and providing advice on land issues, with the ability to handle politically sensitive matters and to analyze, identify and recommend action options for senior management;
- Successful experience managing multiple projects, writing proposals, briefing notes and reports;
- Experience working in a First Nation government setting is an asset;

An equivalent combination of post-secondary coursework combined with training and considerable experience will equally be considered.

Desired knowledge, skill and ability required:

- Knowledge of the YESAA, environmental and socio-economic issues of impact assessment;
- Knowledge of Kwanlin Dün First Nations Final and Self Government agreements;
- Knowledge of KDFN Lands Act
- In depth knowledge of various government and agency land administration processes, programs and initiatives.

Knowledge of Kwanlin Dün First Nation's heritage, history, culture, demographics, goals, and aspirations is required for success.

Management Skills:

- Solid project management skills, including the ability to manage multiple projects successfully;
- Employee management skills, including employee mentorship, training, development and evaluation;
- Excellent problem solving, planning, organizing, prioritizing and time management skills;
- Solid research capabilities including the ability to examine and review materials; prepare correspondence and reports; analyze and interpret legal documents; interpret and provide advice on land issues; and resolve issues related to land planning, management use and disposition; and
- Ability to develop, assess and prioritize programs/projects to meet KDFN's mandate, goals, direction and objectives.

Interpersonal Skills:

- Well-developed interpersonal and communication skills;
- Ability to handle difficult conversations with clients;
- Analytic thinker;
- Ability to work independently while adhering to the Departmental goals and objectives and follow through with assigned tasks and responsibilities;
- Ability to foster trust, acceptance and interest with staff, senior management and Citizens;
- Solid coordination and facilitation skills.

Other Technical Skills:

- Solid writing skills with successful experience writing proposals, reports and briefing notes;
- Computer competence in Microsoft Office operating system, spreadsheets, databases, outlook/e-mail, GIS and ArcView or similar.

**E. Key Personal Contacts and Nature of Contacts:**

<u>Contact</u>	<u>Nature of Contact</u>
Director, Heritage, Lands & Resources	To receive direction, develop programs and services and problem solve.
Heritage, Lands & Resources staff and other KDFN staff	To exchange information, problem solving and participate on work teams.

Chu Niikwän Development Corporation	To exchange information and provide support with KDFN land disposition processes.
KDFN members and the general public	Information exchange, respond to inquiries, communicating lands related information. Contact with KDFN beneficiaries and clients to explain terms, processes & procedures related to land disposition and provide information and solutions to concerns related to land issues.
Representatives of Federal, Territorial, Municipal and other First Nation Governments	Information exchange, coordination, opportunity generation, resolve problems related to land management and administration.
Contractors	Information exchange to oversee work / tasks which have been assigned & final product delivery. Managing/negotiating contracts.

F. **Direction/Decision Making:**

Objectives for this position are developed in conjunction with the Director, in part through the strategic planning process. The incumbent is responsible for managing all aspects of their program. This position carries significant decision-making influence and provides advice and recommendations to the Director, Lands, and Chief and Council with respect to land management and administration. The Director provides day to day direction as required.

G. **Impact and Accountability:**

This position is accountable for the management and administration of the KDFN lands policy and administration programs within the parameters of KDFN policy, departmental budgets and work-plans.

The direct impact of the responsibilities of this position impacts the efficiency and effectiveness of the Heritage, Lands & Resources department including its ability to meet critical deadlines. The ability to deliver accurate information, provide briefing notes and updated lands-based information in a short period of time is paramount. Initiative and judgment must be exercised in setting priorities and planning/organizing projects. Impact of successfully implementing lands policies, programs and services affects KDFN's to move forth as a self-governing nation. Recommendations made by the incumbent could result in decisions being made with significant strategic and resource implications.

Positively represents the department and KDFN Government, and ensures credibility with other governments and the citizens of KDFN.

H. **Positions Supervised:**

**Directly:** Senior Lands Officer, Lands Officer, Development Assessment Specialist, Lands Registrar, Program Support Officer

**Indirectly:** Contractors, students/trainees

I. **Working Conditions:**

This position is located in an office environment. Travel, including attending numerous meetings outside of the office is a requirement of the position. Field trips to settlement land parcels will occur regularly, as required.

The incumbent will be spending the majority of each day dealing with multiple and conflicting demands for services and advice while still being required to adhere to strict deadlines. Constant interruption from department staff, resource contacts, other governments and KDFN Citizens on a daily basis is the norm. Occasionally the position will be required to deal with emotional and angry clientele, which may result in stress.

**J. Conditions of Employment:**

All employees are expected to follow KDFN policies and guidelines in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success. Confidentiality is a condition of employment for all staff of Kwanlin Dun First Nation, and failure to comply may result in dismissal. Signed conflict of interest and compliance with personnel/human resource policies is required.

Valid Driver's license is required with access to a personal vehicle is an asset.

**This job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.**

**K. Position Approval:**

I approve this position description as being representative of the work required to be performed and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><b><u>Supervisor:</u></b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Signature:</p> <hr/> <p>Date</p>	<p><b><u>Incumbent</u></b> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Signature:</p> <hr/> <p>Date</p>
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<p><b><u>Manager, Human Resources:</u></b> (Comments)</p> <hr/> <p>Signature:</p> <hr/> <p>Date</p>	<p><b><u>Executive Director:</u></b> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <hr/> <p>Signature:</p> <hr/> <p>Date</p>
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