



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

Lands Director

(Full-Time, Permanent)

Wage range: \$37.50 - \$50 per hour, depending on experience

JOB OVERVIEW

The Snuneymuxw Lands Director is responsible for the oversight, management and administration of the Lands Department under delegate authority for the Snuneymuxw First Nation. This role oversees all on-reserve land assets including those in Housing and Maintenance, Indian Land Registry System (ILRS), referrals and strategic projects. This position reports to the Chief Operating Officer and manages all aspects of the Lands Department including supervision of lands staff, planning, policies, and procedures as well as the annual budget.

JOB RESPONSIBILITIES

As the Lands Director, you will be responsible for the following duties:

1. Carries out all developmental and operational responsibilities as set out in the Land Code.
2. Reviews and processes land lease agreements (residential, commercial, retail, industrial agreements), subleases, permits, rights of way, additions to reserve, allotments, transfers, mortgages etc., and other legal documentation pertaining to SFN Reserve lands, and registers them in the ILRS or any future land registry system. .
3. Supports Chief & Council in treaty negotiations related to land, capital, and housing assets.
3. Working with Chief and Council, Executive Officers, administration and community members to implement the Snuneymuxw Community Master Plan .
4. Administration of land and housing related by-laws, policies and a system of enforcement. Oversees management, administration and registrations in the First Nations Lands Registry System, including oversight of the process for a proponent to register a lease or permit on-reserve lands including developing and providing, and where appropriate, facilitates processing of estates and communication with AANDC about land estates.
5. Manages communications with grantor's, grantee's, lessor's, lessees, executors, administrators, solicitors and Snuneymuxw citizens.
6. Undertakes capital, urban, housing and land planning activities as needed which are tools to drive the direction of the lands department and collaborates with Executive Officers to implement the Chief and Council strategic plan.



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7. Oversees implementation of the Snuneymuxw Referrals Management Policy and supports the Snuneymuxw Negotiation Team to do the same.
8. Collaborates with other departments to administer lands and housing related files.
9. Assists and provides information to Chief and Council on strategic initiatives including land issues, opportunities and efficiencies.
10. Approves all documentation as to form under ILRS, the Land Code, Indigenous Services Canada (ISC), the Snuneymuxw Referrals Management Policy, and all others related to lands.
11. Monitors and facilitates compliance with contractual terms, including construction, environmental requirements, rent collection, default and cancellation of leases.
12. Facilitate rent reviews for agreements, leases and permits on SFN lands and monitors collection.
13. 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.
14. Develops, maintains and fosters positive and effective working relationships with all levels of government, agencies, stakeholders, contractors, consultants, and other agencies.
15. Oversees and monitor Lands Office expenditures in accordance with the approved budget.
16. Manages and develops employees working in Lands Administration.
17. Performs other tasks and duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

1. Post Secondary Degree or Diploma majoring in administration, community planning, lands and resource management or related disciplines.
2. Successful completion of the Lands Management Certificate Program or equivalent completion of a similar accredited program.
3. Minimum 5 years experience managing reserve lands or an equivalent combination of education, training, and experience.
4. Previous experience managing finances and budgets.
5. Previous experience and/ or training in project management.
6. Experience working with First Nations community preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Proven ability to meet deadlines, manage resources and meet reporting requirements.
- An ability to build and maintain relations with key internal and external stakeholders, including coordinating community meetings and forwarding SFN interests to external organizations.
- Ability to compose and report out on written reports, presentations, and other business requirements.
- Strong financial and budget forecasting, particularly in the area of Capital expenditures.



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- Knowledge of Land Leasing process, Estates process and Individual Land Holdings on-reserve considered an asset.
- Knowledge, respect, and understanding of Snuneymuxw culture, traditions and language.
- Working familiarity with the First Nation Land Registry System or Indian Lands Registry System
- Proficiency in Microsoft Office (Word, Excel, Access, Publisher, PowerPoint and Outlook) and internet applications.
- A valid BC Driver's License and access to reliable transportation.

Special Requirements

1. Must be able to obtain and maintain a Criminal Records Check.
2. Must be able to maintain strict confidentiality in performing duties and demonstrates personal attributes of integrity, respect, trust, honesty, compassion, and accountability.
3. Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
4. Must demonstrate strong morals and ethics.
5. May be required to work additional hours to meet operational needs when necessary.
6. Must conduct themselves in a friendly, courteous, and professional manner.
7. Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.

Please submit your current resume and cover letter to:

HR@snuneymuxw.ca

Application Deadline: July 15, 2024 @ 4:00 PM PT



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Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement

Deliver what matters
Ensure clarity of direction and unity of purpose
Inspire excellence and strive for outstanding results

Collaboration

Work together to build successful teams and partnerships
Be open, inclusive and share knowledge
See, provide, and act on feedback

Community Commitment

Know our community and put them first
Listen to and understand community needs
Be responsive, close the loop and deliver on promises

Integrity

Own your actions, successes, and mistakes
Act with transparency, honesty, and respect
Do what you say you will do

Innovation

Look for ways to improve and create positive change
Think broadly and take a wider viewpoint
Be responsive to new ideas and opportunities