



Position Description

Job Title: Lands and Resources Manager
Reports To: General Manager
Team: Lands & Resources Department
Date: April 2019

Position Summary

The Lands and Resource Manager oversees the day to day activities of the Lands and Resource Department. The position is responsible for the implementation and administration of the Semá:th *Land Code* and Laws, develops, and administers policies related to land (e.g. department administration, resource management, planning, environmental management, land development and land transaction registration).

Key Duties and Responsibilities

Land Code Implementation

- Implementation and administration of the Semá:th Land Code, including Semá:th laws, forms, fees and policies. Facilitates Law development and enforcement.
- Periodically reviews, recommends and revises the Land Code, Laws and plans in consultation with SFN Chief and Council, Lands Advisory Committee and the community as required;
- Plays a key role in facilitating Band Council Resolutions and other motions/decisions required as it pertains to Semá:th Lands & Resources;
- Serves as an *ex officio* member of the Semá:th Lands Advisory Committee (LAC) and administers and facilitates LAC meetings and the LAC workplan, and other resource committees as required
- Implements, reviews and updates the Semá:th Land Use Plan (LUP), the Semá:th Environmental Management Plan (EMP), and assists in the development and implementation of the Semá:th Comprehensive Community Plan (CCP) and Emergency Plan;
- Works with Indigenous Services Canada (ISC) to ensure its obligations under the Framework Agreement and Individual Agreement (e.g. environmental remediation) are met.

Lands Office Management, Supervision and Administration

- Responsible for developing Lands Department's strategic plan and annual budgets;
- Oversees and ensures that all documentation, forms, fees, files and legal documents are appropriately administered according to Semá:th policy (e.g. Financial Administration Law);
- Oversees, supervises and ensures accountability of all Lands & Resources Department staff; delegates responsibilities and accountabilities;
- Provide the General Manager and Chief & Council with regular progress reports on the Programs and projects of the Lands Department;

- Is responsible for seeking out and submitting funding proposals for further development of SFN Land Code and other Land & Resource projects.

Resource Management, Environment & Cultural Heritage Protection

- **Man**ages the coordination of Resource Programs and projects and ensures they follow the Semá:th strategic plan, goals of Chief & Council, Semá:th LUP, EMP, and CCP;
- Serves as Semá:th's liaison with the People of the River Referrals Office (PRRO) in reviewing development referrals in Semá:th Territory (i.e. through Stó:lō Connect Web Portal), attending referrals-related meetings,
- Represents the Lands Department in meetings, workshops and communications with members, the public, government and industry;
- Is responsible for addressing concerns, implementing/coordinating enforcement actions and resolving problems related to Semá:th Lands & Resources;
- Seeks funding to hire capable staff in resource management and referrals management.

Knowledge, Skills and Abilities

- Previous experience in Indigenous Lands Governance, land and/or resource management is strongly preferred. Minimum 3 years of working experience in developing and implementing strategic plans, policy, Law/bylaw development, land-use, community or resource planning, and facilitating community engagement;
- Working experience with the Framework Agreement on First Nations Lands Management, the administration of lands instruments, and land transaction registration in the First Nations Lands Registry System (FNLRS) is preferred;
- Experience with developing, reviewing, implementing and enforcing Laws and legal lands instruments (e.g. permits, leases, surveys) is preferred;
- Knowledge and experience with implementing land development procedures;
- Knowledge of legislation, and environmental and cultural heritage protection issues and best practices;
- Experience with facilitating discussion with all levels of government (municipal, provincial, federal and indigenous);
- Experience in working with First Nation communities and leadership;
- Ability to develop and maintain effective working relationships and promote the integration of and compliance with Lands Resources with peers, staff, managers, leadership, community members, contractors, suppliers, and development proponents.
- Ability to effectively plan, organize and implement strategic objectives
- High level of competency in computer software including MS Outlook, Word, and Excel
- Excellent verbal, written and presentation communication skills
- Ability to work independently and self-manage

Training, Education and Experience

- Masters Degree, Bachelor's Degree, or certification in a related field (e.g. planning, land administration, land and resource management, or public administration) is an asset. A suitable combination of skills, experience (particularly land and/or resource management under the Framework Agreement) and education will also be considered.
- Experience developing and managing multi-year plans and budgets.
- Valid BC Class 5 Driver's License

Critical Success Factors

- Ability to work independently without supervision and in a team environment where mutual support is essential;
- Cross-cultural competency, trauma-informed practice and adherence to human resource policy is critical;
- Ability to understand and communicate clearly and effectively regarding complex technical and cultural issues with staff, leadership, membership, contractors and developers;
- Able to deal with individuals in different situations including situations where complex, high pressure, difficult decisions, or emergencies; interacts with others in a tactful, compassionate and sensitive manner, and to reach out for assistance when needed.