



Penticton Indian Band
 841 Westhills Drive
 Penticton, British Columbia V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

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|------------------------|--|------------------------|---------------------------|---|
| Position Title: | Lands Manager | Classification: | 10 | \$40 – 49 per hour (Based of education and experience) |
| Department: | Policy and Planning | Type: | Management | |
| Status: | Full-Time; Permanent | Hours of work: | Up to 35 hours (Flexible) | |
| Responsible to: | Director of Policy and Planning | | | |
| Location: | 841 Westhills Drive, Penticton, BC V2A 0E8 | | | |
| Deadline: | September 9, 2022 by 4pm | | | |

Job Summary:

Accountable to the Director Policy and Planning, the Lands Manager is responsible for the effective and efficient management of all interests in land, natural resources, and environment on the Penticton Indian Reserve's No. 1, 2, 3, in and for the best interest of the band and membership. The Lands Department must balance environmental, cultural, and heritage values while recognizing the need for maximizing the economic benefits for certain areas identified and accepted for development.

As one of the senior officials in the Department, the Lands Manager is responsible for the administrative operations of the Lands offices, including management and leadership of staff, development, monitoring, and implementation of annual budgets and land transactions, managing rights and interests, community-based planning, natural resource stewardship (monitoring and follow-up), managing environmental site assessments, environmental stewardship (monitoring and follow-up), management of the emergency response plan (ERP)(including ensuring proper training and capacity), work plan, and regular maintenance of office systems (land registry, map library, wills and estates) and processes.

Core Competencies:

- Accountability
- Supervision
- Communication
- Critical Thinking
- Strategic Thinking
- Ethics & Integrity
- Coaching & Mentoring
- Decision Making
- Leadership
- Mediation & Negotiation
- Teamwork
- Knowledge of Issues
- Client/Member Focus
- Problem solving
- Networking/Relationship Building
- Planning & Organizing
- Risk Management
- Resource & Fiscal Management
- Enforcing Laws, Rules & Regulations

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Accurate and timely preparation and finalization of all land management instruments documents (leases, BCR allotments, individual land holding transactions, parcel abstracts, land surveys, environmental assessments, appraisals, etc.).
- Confirms surveys meet requirements.
- Obtaining approval and registration of land documents in the Indian land's registry pursuant to sections of the *Indian Act*.
- Accurate and secure maintenance of all land's records
- In collaboration with Records Management Department, implementation of approved systems (manual and electronic) for record keeping, ensuring exceptional care and custody of original documents which cannot be easily replaced and compliance with internal and external policies/requirements (RLEMP).

- Identifying and assessing the environmental implications of land use policies, providing technical advice and assistance in addressing potential issues and recommendations with respect to the adoption of sound environmental practices.
- Ensuring compliance with the Reserve Land and Environment Management Program (RLEMP), regulations and enforceable provisions of the *Indian Act*, other federal legislation(s) along with applicable AANDC policies.
- Development, community engagement on, and implementation of By-Laws.
- Supervision of Departmental Staff
- Using First Nations Land Management (FNLM) resources will undertake the research and development of model land codes, laws, land management systems and agreements for use between the Penticton Indian Band and other authorities and institutions.
- Development, negotiation, execution, and registration of all land interest agreements, leases, right of way permits, and permits, as well as continued monitoring of leases and permits.
- Provide updates and informational communications and assistance to band members and band entities about activities, finances and proposals relating to PIB lands.
- Provide guidance, advice, support, and interpretations on land management legislation regulations, policies and practices to Council, Penticton Band staff and other stakeholders involved in land transactions on Band land to ensure both policy and legislative compliance.
- Work collaboratively with Chief and Council, Band Departments, Band owned entities, the Band's legal counsel and other bodies, toward common goals, projects, developments, acquisitions, etc. and implement effective communications strategies to improve overall delivery of such undertakings.
- Manage, supervise, and provide functional direction to operational staff
- Establish budget, deliverables and work plans for land administration in accordance with the Band's community and strategic plans, vision, and goals.
- Recommend and approve training and development plans, define objectives and priorities, complete performance appraisals, manage employee leave and monitor workload and output of departmental staff, mediate, and resolve disputes and take disciplinary action
- Understand and follow the Penticton Indian Band Personnel Policy.
- Preparation and submission of annual budgets and work plans for the Lands Administration to the Director Policy and Planning for approval by Chief and Council.
- Effective financial management, administration, and reporting, ensuring lands programs are operating within approved budgets and all financial transactions are in accordance with the PIB Financial Administrative Law (FAL), policies and other frameworks as outlined by contractual agreements and/or legislation, and timely and accurate reporting.
- Negotiate rates and develop a rate schedule for different uses of land and collect and deposit revenue from land under Land Authority guidelines.
- Monitor and assist with the collection of rents and other compensation resulting from locatee leases and other contractual agreements and ensuring that such revenues are recorded, reported, credited, and directed accurately and in a timely manner.
- Facilitate the continued development, review and amending of the Penticton Indian Band Land Use Plan in accordance with the Band's priorities and vision for sustainable development and a safe and healthy environment.
- Maintaining Cooperative and effective working relationships with PIB members, PIB departments and staff, and PIB owned entities.
- Communicate with members, individually and at formal Meeting of Members, about activities and proposals, may chair such meetings.
- Respond to member inquiries about PIB reserve lands.
- Prepare written and verbal reports and policy recommendations on lands program activities and matters to Chief and Council and the Director Policy and Planning as requested.
- Attend Chief and Council, Program Manager and General Band Meetings (as required), to provide information, assistance and support regarding all matters relating to PIB Lands and Natural Resources.
- Oversee administration of Wills and Estates as required, in accordance with PIB Policy, Laws, and the *Indian Act*.

Accountability

- Compliance – Internal (policies and procedures, such as Financial Administration Law and Human Resources Manual) and External (Indian Act, DISC formerly known as INAC, Legal, Environmental, etc.)
- Budget \$200,000.0 +
- Respond to all requests
- Annual review of the land management policies and bylaws
- Work with the annual budget or request special project funds
- Share accurate information
- Create working partnerships
- Be a service-oriented department

Relationships

Internally

- Reports to Director Policy and Planning
- Collaborates with Program Managers: Natural Resources, Housing etc.

Externally

- Reports to Indigenous Services Canada
- Reports to PIB membership and land owners
- Works in consultation with PIB entities
- Works in consultation with the Provincial government, regional district, municipal government, business interests, and landowners
- FortisBC (Terasen Gas), Shaw, BC Telephone and other service providers

Decision Making

- High degree of trust and confidentiality
- Reports must be clinical, detailed, and accurate
- This department must exercise objectivity and transparency to ensure trust and confidence in the Lands department, processes, and systems
- Financial decision making (budget, expenditures, contracts, payroll)
- Provided with autonomy to complete work
- Must complete all the due diligence and in a timely manner
- Impacts of inappropriate judgment include impact on natural resources and ownership, delays in or removal of specific claims, impact on history and legacy, etc.
- Inaccurate reporting or filing impacts include impacts of families and heirs in regard to inheritances, wills & estates, inaccurate Lands titles will result in disputes, etc.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Diploma or Degree in one or more of the following areas: Land Management, Natural or Renewable Resource Management, and/or Environmental Studies.

Other Certification, Licenses, Designations and/or Training

- First Nations Lands Management certificate preferred (RLEMP, NALMA), otherwise must be willing to undertake some extensive and specialized training.
- Must possess a valid BC Driver's License and be willing to undergo a Criminal Record check

Specific Job Skills and Levels

- Comprehensive knowledge of land management issues and legislation affecting First Nations both locally and federally (*Indian Act* and Regulations as they pertain to the administration and management of Indian Reserve Land, Land Registry, and *Land Titles Act, Canada Environmental Assessment Act*, precedents, and court judgments affecting Indian Reserve Lands etc.).
- Must possess good oral and written communication skills and the ability to establish and maintain effective and cooperative working relations with Band Council, staff, membership, and the public.
- Excellent proposal and report writing skills.

- Proficient to advanced computer skills, especially adept with word processing and database applications.
- Mathematical reasoning and financial literacy – experience managing budgets and programs.
- Self-motivated with strong organizational skills.
- Ability to work independently with minimal supervision as well as be a cooperative and contributing member of a team.

Minimum Level of Experience

- 5 Years of professional experience in a land management position, or related field.

Personality Traits (Required to be successful in position)

- Friendly and Approachable
- Diplomatic and Objective
- Trustworthy and Ethical
- Dependable and Punctual
- High level of Integrity

Working Conditions:

- Fast-paced, multidisciplinary environment.
- Busy office setting, interacting with the public at large.
- Constant time pressures to organize and meet deadlines.
- High volume of communication demands (telephone calls, emails, fax);
- Manual dexterity required to use desktop and peripherals.
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding.
- Exposure to stress related to time pressure, multiple demands, and client expectations and interactions which are occasionally hostile (unsatisfied client/member);
- Must be capable of working flexible hours inclusive of evenings or weekends when required.
- Occasional travel as required.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:
September 9, 2022 by 4pm
Send your Resume to Senior Manager, Human Resources
Rory Gabriel at jobs@pib.ca