



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Assistant Lands Manager

Department:	Lands Department
Report To:	Lands Manager
Term of Employment:	Full-time permanent
Hours of Work:	37.5 hours per week
Level:	Level 5 (\$27.75-\$34.50/hr)

JOB PURPOSE

The primary responsibility of the Assistant Lands Manager is to provide overall support to the Lands Manager and the Chippewas of Nawash Unceded First Nation Lands Department. The Assistant Land Manager will assist with fieldwork tasks while providing assistance with activity and financial reporting and fee intake, land transactions, office administration, file management, client services, community outreach, partnerships and project planning/facilitation.

KEY DUTIES AND ACCOUNTABILITIES

- Assist with compiling budgets, workplans and funding proposals
- Compiles correspondence to various types of individuals and third parties (i.e: lessees, band members, industry etc.)
- Prepare legal instruments (i.e: leases, transfers, etc.) and packages relating to leasing and landholdings for review by the Lands Manager
- Receive concerns related to leasing and landholdings
- Assists with making sure the lands and lease files are updated and securely maintained
- Prepare detailed reports for the supervisor, committee, and council meetings as required
- Prepare for and attend supervisor, committee and council meetings as required
- Maintain working knowledge of pertinent regulations, policies and processes related to the position
- Maintain working knowledge of pertinent subject matter (appraisals, surveys, leasing, environmental)
- Assist in making sure department equipment and supplies is maintained in working order
- Assist with contacting and liaising with surveyors to review all provisional survey plans for accuracy
- Assist individuals in preparing field sketches and obtaining estimates for legal survey
- Assist with Working with lot holders and Environmental Public Health Officer on septic design applications
- Assist with planning and conducting land stewardship programs as directed and required
- Utilize current and new mapping software to conceptualize and extract information
- Assist with reviewing utility company distribution and installation workplans (Hydro, telephone, internet) for works to be installed on band held lands
- Compile a communications schedule for the Lands Department and accordingly implement advertisements, informational campaigns throughout the year
- Assist with monitoring the work environment of Lands Department seasonal staff
- Assist with submitting instrument applications to the Indian Land Registry System (ILRS)

- Follow all existing Band policies and procedures
- Complete training as assigned and required
- Perform other duties as assigned that are reasonably related to the role

FIELDWORK

- Conduct survey bar locates on band held and Certificate of Possession lands as required
- Conducts site inspections for suspected encroachments and land issues on band land as required and compile a report to the Lands Manager
- Conducts environmental remedial action as directed and required
- Liaise with the Indigenous Services Environment Public Health Officer for septic applications
- Assist with measuring and marking out of new parcels of land for housing/construction purposes on behalf of individual Band Members or the Band in general. Inform Band members of the necessity of securing a legal survey of their plot of land
- Assists other Chippewas of Nawash departments with identifying the location of the road allowances and other band held properties of the Chippewas of Nawash Unceded First Nation
- Assists with compiling measurements and coordinates to assign civic address numbers and road names and submits for registration
- Operate Lands Department Equipment (ATV, trailer, vehicles, hand held tools) as required

REQUIREMENTS

Education and Experience:

- Post-secondary diploma in related field (biology, environment, land, geography, forestry, parks etc.)
- One (1) year of office support experience working within a First Nation or Indigenous organization
- Field work experience
- Assets: experience implementing policy, participating with community consultation or facilitation processes

Designations, Licences & Requirements:

- Professional Land Management Certification program (Levels 1 and 2) or ability to obtain
- First Aid training, Bear Safety Training, ATV Safety training, Chainsaw Training, WHIMIS training or ability to obtain
- Valid Ontario Class 'G' Drivers Licence
- Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview or ability to obtain
- Acceptable recent Criminal Record and Vulnerable Sector Check

Knowledge, Skills & Abilities:

- Competent with Microsoft software such as Word, Excel, Powerpoint and Outlook
- Financially literate for assisting with budgets and workplans
- Ability to utilize a GPS and Compass
- Ability to safely operate an ATV vehicle and accessories
- Willingness to take direction and participate in continued learning

PROBLEM SOLVING & COMMUNICATION

- Excellent written and verbal communication and customer service skills for interacting and building and maintaining relationships with internal and external individuals and drafting correspondence
- Present technical information to a limited range of internal and external audiences
- Solve problems and gather evidence to make recommendations with minimal supervision
- Strictly adhere to confidentiality and handle private and sensitive matters/documents with discretion and tact
- Conflict resolution for handling difficult situations and or persons

DECISION MAKING & IMPACT

- Make decisions within policy using sound judgement that is unbiased and impartial to be fair and consistent
- Work with supervisor in planning and developing policies and procedures
- Make recommendations based on best practice, policies, procedures, acts, codes, legislation that provides the least amount of risk to the organization
- Decisions affect the entire functional area or the internal operations and interaction of several areas of the organization with considerable impact on profits, revenue, expenses, efficiency, other employees, safety and/or reputation in the short term

SAFETY RESPONSIBILITIES

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

STAFF REPORTS

- No direct reports, but may be required to show others how to perform tasks and may be required to monitor the activities and work areas of fellow employees and/or contractors for reporting to Lands Manager

WORKING CONDITIONS

1. **Physical Demands** – Frequent periods of stooping, reaching, pushing, walking, climbing, standing, kneeling, lifting and/or fixed work position. Lifting and carrying of some objects not exceeding 20 pounds. Hiking over rugged and steep terrain.
2. **Environment** – Combination of indoor and outdoor work environments which may present exposure to adverse weather conditions and safety hazards year-round. Exposure to undesirable scents/smells and hazardous material including, but not limited to cleaning supplies and environmental incidents.
3. **Mental Effort** – Frequent periods of short duration and/or occasional periods of sustained duration of attention to detail, concentration; some may find tight deadlines and interactions with persons and or situations stressful.
4. **Position Type/Expected Hours of Work** – Regular full-time hours of 37.5 hours per week and requires availability to work some evenings, weekends and holidays

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above job description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date