

Whitefish River First Nation



LANDS DIRECTOR

EMPLOYMENT OPPORTUNITY

Term: Full-time

Salary Range: \$90,140 - \$107,632 (Depending on education and experience)

+ In addition to a competitive salary, we offer a comprehensive benefits package, including group benefits, pensions, and more!

As the Lands Director, you will play a pivotal role in the Whitefish River First Nation (WRFN) community. Your responsibilities will include overseeing, managing, and administering the WRFN Lands Department under delegated authority. You will be instrumental in administering, developing, and implementing laws, policies, and procedures related to land administration, land & resource management, planning, environmental management, land development, and land transaction registration. Your expertise in development planning, land use planning, community planning, and urban design will be crucial in shaping the department's vision and strategic plan.

The Land Director oversees staff and various consulting teams in developing a range of planning studies, recommendations, lands use policies, law amendments, and interpretations of applicable planning policies, guidelines, and laws. The individual in this role requires strong project and staff management skills, negotiation and relationship-building abilities, and analysis and reporting.

Responsibilities:

- Identify areas of cultural, ecological, economic, historical, or social importance.
- Develop policies and land-use plans in accordance with the goals and purposes of the First Nation.
- Develop and set values for the Land's Department.
- Assist the public in understanding the laws, policies, and activities of the land's department.
- Conduct research and analysis of existing and proposed policies, regulations, operational procedures, and legislative changes, examine policy options and their implications, and recommend the most appropriate course of action.
- Liaise and maintain a good working relationship with First Nations, industry, and federal and territorial government officials on land, resources, and heritage management issues
- Provide functional advice to the Chief, Council, and staff on land, resources, and heritage issues.

Planning and Implementation:

- Create a mission, vision, and goals for the lands department, including a strategic plan.
 - Create work plans for individual staff and integrate them into an annual work plan.
 - Review and update job descriptions.
 - Assist in hiring of support staff.
- Increase communication and meeting frequency between staff, management, and the Band Manager.
- Inquire about and identify different funding sources.

Program and Service Delivery Management

- Carry out all developmental and operational responsibilities as set out in the Land Code.
- 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 WRFN Reserve lands, and registers them in the ILRS or any future land registry system.
- Supports Chief & Council in treaty negotiations related to land, capital, and housing assets.
- Works cooperatively with the Band Manager, Legal Counsel, WRFN staff and advisors, proponents, and government officials.

Financial Management

- Oversee and monitor the Land Department's expenditures in accordance with the approved budget.
- Create an annual department work plan with an accompanying budget.
- Allocate budgets as approved and report on their progress monthly.
- Coordinate with internal funding staff and external funding partners to ensure the relevant, timely influx of appropriate financial support for departmental initiatives.

Human Resources

- Assist with the hiring of key positions.
- Mentor and supervise the Lands' Manager, Consultation Manager, and the Lands & Resource Manager as required to operate the work as directed and assigned effectively.
- Collaboratively build and review work plans with departmental staff.
- Coordinate and monitor staff activities and ensure that established timelines are met.



QUALIFICATIONS:

- Skills and knowledge attained by completing a post-secondary degree or diploma in community planning, lands and resource management, or related disciplines.
- Minimum 5 years relevant work experience.
- Minimum of 3 years management and/or supervisory experience.
- Understanding WRFN's culture, lands, stewardship, protocols, and community values.
- Comprehensive knowledge related to lands and resources in the following areas: lands management, sustainable development, traditional use studies, First Nations concerns/objectives, socio-economic development, government policies and programs culture, environmental assessment, Aboriginal Rights and Title, and self-governance.
- Experience working with or for First Nations.
- Experience managing complex or multiple projects, including staffing, workloads, and finances under deadlines.
- Supervisory experience, including motivating, leading, setting objectives, and managing performance.
- Experience developing partnerships with non-profit partners, community groups, academic institutions, and/or government agencies, including municipalities.
- Previous experience managing finances and budgets.
- Previous experience and/ or training in project management.

Knowledge and Skills:

- Knowledge, respect, and understanding of Anishinabek culture, traditions, and language.
- Working familiarity with the First Nation Land Registry System or Indian Lands Registry System.
- Ability to lead, plan, direct, set goals, objectives, and priorities, facilitate strategies, work plans, and staff/citizen development and training plans.
- Ability to set direction for others and evaluate progress.
- Ability to develop budgets and manage financial and material resources.
- Ability to organize and prioritize tasks and deadlines.
- Ability to develop and implement legislation, policies, and procedures.
- Ability to put political direction into action.
- Ability to facilitate small to large groups.
- Ability to deal effectively with boards and committees from within and outside the organization.
- An ability to build and maintain relations with key internal and external stakeholders, including coordinating community meetings and forwarding WRFN interests to external organizations.
- Ability to compose and report on written reports, presentations, and other business requirements.
- Strong time-management skills.
- Knowledge of Land Leasing, Estates, and Individual Land Holdings on reserve is considered an asset.

UPON HIRE:

- Must provide a clear Police Criminal Reference Check.

For a complete job description, please email: hrmanager@whitefishriver.ca

Application Closing Date: May 9th, 2025, at Noon

Interested applicants must submit a current resume, cover letter, two (2) work-related references, one (1) character reference (with contact information), and applicable education diplomas/certifications to:

CONFIDENTIAL: LANDS DIRECTOR

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: jobapplications@whitefishriver.ca Fax: (705)285-4532

Miigwetch (Thank You) to all who apply; however, only those applicants selected for an interview will be contacted.