



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Lands Officer
Department: Band Governance
Reports to: Executive Director

Membertou is seeking a motivated individual to fulfill the role and responsibilities for the position of Lands Officer. The Lands Officer, under administrative supervision of the Executive Director and under the delegated authority of Chief and Council, is responsible for the comprehensive management of the Lands Office and Land Registry relating to reserve lands under delegated authority for Membertou. The Lands Officer will manage all aspects of the Lands Office and development of the annual departmental budget, work plans, policies and procedures.

The successful applicant will be responsible for (but not limited to) and require the following:

Duties and Responsibilities:

- Prepare and finalize all land transaction documentation, such as leases, purchases, transfers, assignments and allotments for Chief and Council/Executive Director approval to execute documents.
- Prepare and manage permits for any person to occupy or use Reserve lands or to reside or otherwise exercise rights on the Reserve.
- Arrange surveys of Reserve lands as required and maintain an up -to-date and accurate Lands Registry and Survey Record for the Membertou.
- Respond to community inquiries with respect to land use issues.
- Maintain and protect records of historical data relating to Membertou, particularly in relation to land matters.
- Engage individuals to undertake field work such as land measurements, site and area inspection.
- Monitor environmental and conservation issues as they pertain to Membertou lands.
- Attend all Governance Committee meetings.
- Provide updates to the Governance Committee.
- Provide monthly updates to Chief and Council on all land matters involving Membertou.
- Comply with Band Policies and Procedures.
- Other related duties as directed by the Executive Director.

Quality Assurance System Duties and Responsibilities:

- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.

Qualifications:

- Skill and knowledge attained by successful completion of a Post -Secondary degree or diploma in: community planning, lands and resource management or related disciplines.

- Must be willing to successfully complete the First Nation Lands Manager training program.
- Knowledge of land use and environmental issues as they affect First Nations.
- Experience in administration and natural resource areas.
- Experience in general accounting and budgeting.
- Proven supervisory ability. Excellent verbal, written and interpersonal communication skills.
- Demonstrated computer skills in Microsoft Office software, specifically Word and Excel.
- Knowledge of Mi'kmaw culture, communication styles and value systems.
- Demonstrated ability to maintain strict confidentiality is required.
- Successful candidate must produce a valid Criminal record check.
- Must possess and maintain a valid Driver's License and access to reliable vehicle.

Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Resumes and Cover Letters can be submitted to:

Membertou Human Resources Department

Attention: Troy Paul

111 Membertou Street

Membertou, NS B1S 2M9

Or via email to: **jobs@membertou.ca**

DEADLINE FOR APPLICATIONS: August 19, 2019 at 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.