

Tsleil-Waututh Nation Job Posting

Job Posting #:	PW-ML-1002	Position:	TWN Manager of Lands
Department:	Public Works	Wage Range:	\$50,000-\$60,000/yr salary DOE + benefits
Program:	Reserve Lands Office	Hours per week:	35 hours, Monday to Friday, plus occasional overtime
Reports to:	Director of Public Works	Start Date:	August 2, 2010
Summary of Position:	<p>Plan, organize, oversee and evaluate the TWN Reserve Lands Office in the implementation and administration of the Tsleil-Waututh Nation <i>Land Code</i>. Develop and administer laws and policies related to land administration, land and resource management, planning, environmental management, land development and land transaction registration. Provide expert advice to members, Council and staff.</p>		
Essential Duties and Responsibilities:	<ol style="list-style-type: none"> 1) Manage and lead the TWN Reserve Lands Office, including: <ol style="list-style-type: none"> a) implementing the TWN <i>Land Code</i>; b) developing and implementing laws, policies and procedures related to lands administration, resource management and planning on reserve; c) developing and implementing administrative policies and procedures and information management systems; d) managing communications with members and the public; e) hiring, training, supervising and evaluating staff; f) developing multi-year strategic plans and yearly work-plans; and g) monitoring and authorizing expenditures within approved budgets. 2) Represent TWN Council as the delegated authority for the Lands Office, including addressing complaints and resolving problems. 3) Represent the TWN Lands Office in meetings, workshops and communications with members, the public and local governments. 4) Report to Council and committees, as required. 5) Facilitate the TWN Lands Advisory Committee and other committees to assist them in providing advice, as necessary. 6) Lead community land and resource-related consultations and voting processes. 7) Provide expert and strategic advice on the <i>Land Code</i>. 8) Take a lead role in the development of land administration and resource-related policies, procedures, bylaws and laws. 9) Deliver presentations to senior management, colleagues and clients/stakeholders on strategic issues. 10) Monitor and evaluate effectiveness of services to clients. 11) Manage consultants and legal advisors, including developing contracts and work plans. 12) Actively participate in multi-departmental initiatives, as required. 13) Perform other duties, as required. 		
Essential Qualifications:	<ul style="list-style-type: none"> • Post-secondary or Master's degree, in planning, land administration, land and resource management, or public administration from a recognized institution, or a relevant undergraduate degree and five years of experience in one or more of these areas. • Five years experience in developing and implementing strategic plans, policy or bylaw development, land or resource planning, and community consultation and facilitation processes. 		

	<ul style="list-style-type: none"> • At least 2 years managerial or supervisory experience. • Knowledge of land registration and land administration principles and procedures. • Excellent communication, organizational and leadership skills. • Effective computer skills with a considerable knowledge of Microsoft Word and Outlook and a working knowledge of Powerpoint and Excel. • Ability to manage varied workloads and changing priorities in a flexible manner while under pressure. 	
Preferred Qualifications:	<ul style="list-style-type: none"> • Understanding of and experience with a First Nation community. • Experience with and knowledge of the <i>First Nations Land Management Act</i>. 	
Required Attributes:	<ul style="list-style-type: none"> • Professional, ethical, dependable, able to work independently. • Innovative, adaptable, shows initiative, manages change well. • Strategic, politically astute, excellent problem-solver. • Sensitive, adept at addressing conflict. 	
Application Instructions:	<p>The following documentation must be either emailed to dkomanchuk@twnation.ca or provided to the TWN Receptionist in a sealed envelope titled "Internal Job Competition" by the closing date:</p> <ul style="list-style-type: none"> • a cover letter that clearly identifies the job posting number and position, as well as a description of your relevant qualifications; • a current résumé; and • a minimum of two employment references are required unless you have been employed by the Tsleil-Waututh Nation for the previous 12 consecutive months. <p>Only those applicants who have provided all of the required documentation will be considered for this position.</p>	
Posting Date:	June 16, 2010	Closing Date: July 7, 2010 at 4 pm