

Employment Opportunity

Land Manager

Position Summary

The community of Bonaparte First Nation (BFN) is seeking a Full-Time Land Manager to oversee all land functions within BFN in a responsible and sustainable manner.

The ideal candidate is motivated, a self-starter, community minded, team oriented and ready to provide excellent service to the Bonaparte First Nation community with demonstrated senior management experience and knowledge related to the management of reserve land and environmental management.

Duties

Planning

- Provide leadership, direction, and professional expertise in the development of the Reserve Land and Environmental Management program for the wellbeing of community members.
- Deliver on land strategies and commitments.

Financial Management

- Monitor budgets and participate in budget forecasting aligned to BFN policies and procedures.
- Coordinate and oversee the development of reports for funders, the Executive Director and Council per agreements and as required.
- Collect, maintain, and process rental payments and deposits consistent with BFN policies and procedures.
- Pursue funding agreements aligned to BFN financial policies.

Program and Service Delivery Management

- Oversee all Reserve Land and Environmental Management Program planning, review, and evaluation.
- Create and maintain all land records including those related to historical land claims.
- Prepare, review, and safeguard all land transaction records, leasing, and permit documents.
- Prepare all legal documents related to lease agreements and individual land holdings.
- Assess all BFN reserve lands to determine economic and / or public use opportunities.
- Assess water licenses to determine economic and / or public use opportunities.

Council Governance

- Prepare and deliver briefing notes and summaries about Land programs and services.

People Management

- Develop collaborative relationships with all internal and external stakeholders consistent including community members, partners, governments, agencies, services, media, etc.
- Provide guidance, direction, and feedback to staff.
- Design and implement a coaching culture where positive and constructive feedback are used as a foundation to build skills and grow capacity.

Knowledge

- Demonstrated experience working in a context of a regulatory framework that includes legal, human rights, and ethical issues with the ability to represent the Nation.
- Demonstrated understanding of the Indian lands Registry System (ILRS) and Geographics Information System (GIS).
- Demonstrated record of successfully planning, developing, leading, influencing, and supporting broader organizational goals, projects, and mandates related to Land Management and use.
- Strong communication skills with ability to communicate effectively and diplomatically both verbally and in writing.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.
- Ability to mark property boundaries for lease and individual land holdings.
- Ability to prepare accurate field sketches for survey preparation.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).

Required Physical Abilities

- Mild physical effort may be required to climb ladders, lift moderately heavy objects, and carry heavy equipment. The incumbent may have to walk or stand or sit at a desk for extended periods of time.

Working Environment

- Indoors – Work may be completed in an office setting.
- Outdoors – Work may be completed in the field as required.
- Sensory and Mental Attention – There may be interruptions and distractions in the work environment and some stress associated with deadlines or conflict.

Qualifications

- A bachelor (or equivalent) degree Business Administration, Commerce, or related field with emphasis on administration, community planning, lands resources management is preferred.
- Minimum of three to five (3- 5) years of prior experience in Indigenous governance including but not limited to land management and development, community planning, resource management or equivalent is required.
- Valid drivers' license.
- Successful completion of a Criminal Record Check and Credit Check.

Worksite Location

This position is based out of the head office of Bonaparte First Nation.
2689a Sagehill Road, Hwy 97N, Cache Creek BC, V0K 1H0

Salary: Dependent on the qualifications and experience of the candidate @ 35 Hours per week

Apply: Please submit Resume, Cover Letter and 3 References to: HR@bonaparte.band or drop off at Bonaparte First Nation Office, 2689a Sagehill Rd, Cache Creek (ATTN: HR Department)

This position will be open until filled. All candidates will be contacted.