



The Katzie First Nation (KFN) Administration Team has grown exponentially in recent years, with this trend set to continue. With this growth, we require a permanent full-time **Lands Manager** to manage the administration of the KFN Lands Department, including the KFN Land Code.

Reporting to the CAO, the Lands Manager will develop and administer laws and policies related to land administration, land and resource management, planning, environmental management, land development and land transaction and registration.

### **DUTIES AND RESPONSIBILITIES**

Manage and lead the Katzie First Nation Lands Department, including

- As the knowledge expert, implement and facilitate the Katzie First Nation Land Code.
- Develop and implement laws, policies and procedures related to Lands Department - administration, resource management, planning and information management on reserve.
- Participate in developing and implementing the nation's strategic plan, specifically in Land Governance and Emergency Response.
- Act as the Emergency Response Director when the KFN Emergency Operations Centre is activated.
- Develop work plans specific to the Lands Department for review and approval and other reports as required.
- Work with the CAO and Finance to create Lands Department budget(s) and maintain the budget, including monitoring and authorizing expenditures within approved budgets.
- Review and advise senior staff on development applications and leases.
- Deliver presentations to senior management, colleagues and clients/stakeholders on strategic lands and lands governance issues.
- Actively participate in multi-departmental initiatives as they intersect with the Lands Department.
- Build positive, strong working relationships with KFN internal departments and local government municipalities as directed by senior staff.
- Represents Katzie First Nation Council as directed as the delegated authority for the Lands Department, including addressing complaints and resolving problems.
- Represent the Katzie First Nation Lands Department in meetings, workshops and communications with members, the public and local government staff.
- Facilitate the Katzie First Nation Lands Advisory Committee and other committees to assist them in providing advice.
- Lead community land and resource-related consultations and voting processes.
- Manage communications with members and the public.
- Planning policy and zoning development interpretation/administration for KFN senior staff, exclusive and non-exclusive interest holders and land development clients.
- Review, evaluate and make recommendations regarding rezoning, land use amendments and development applications.
- Prepare Public Consultation Materials and facilitate community participation in the planning process.
- Monitor and evaluate the effectiveness of services to clients.
- Manage consultants and legal advisors, including developing contracts and work plans.



- Manages the Lands Department staff and contractors, including hiring, onboarding, training, and development.

### **KNOWLEDGE AND SKILLS**

- Bachelor's Degree in planning, land administration, land and resource management, or public administration (master's Degree preferred) or an equivalent combination of education, training, and experience.
- 5 + years of relevant managerial and supervisory experience.
- Relevant experience in overseeing and meeting detailed department operating budgets, timelines, people, and processes.
- Knowledge of land registration and administration principles and procedures would be an asset.
- Certificate in Emergency Management via the Justice Institute of BC or other relevant institutions
- Experience working within an Emergency Operations Centre capacity.
- Previous experience working with First Nations is an asset.
- Demonstrated genuine respect for Katzie First Nations culture and protocols.
- Ability to lead by example, exhibit a strong work ethic, and commitment to excellence.
- Proven ability to grow and lead a team.
- Ability to ensure focus is given to attention to detail within own and departmental work product.
- Embraces and actively promotes an inclusive and equitable work environment.
- Experience in writing and managing proposals/grants.
- Acumen and experience in developing and implementing strategic plans, policy or bylaw development, land or resource planning, and community consultation and facilitation processes.
- Excellent computer skills with a considerable knowledge of Microsoft Office 365.
- A self-starter with strong organizational, interpersonal and communication skills, both oral and written.
- Excellent problem-solving skills, ability to forecast, work under pressure, and manage conflict effectively.
- Flexibility and the ability to adapt to rapidly changing work priorities, ensuring prioritizing and completing tasks on time.
- Experience in providing sound advice and recommendations.

### **Other Requirements**

Valid Class 5 Drivers and clean driver's abstract.

Satisfactory criminal record check, including vulnerable sections.

**Application Deadline:** Until filled.

**Expected Start Date:** Immediate

**Job Type:** Full Time

**Salary:** \$80,000 – \$90,000

### **How to apply:**

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at [careers@katzie.ca](mailto:careers@katzie.ca) and reference **Job Number 202328** in the subject line.