



## Job Posting UNB Lands Manager

Located in the Nicola Valley of BC, the Upper Nicola Band (UNB) is inviting applications for a Lands Manager to manage the Lands Department by performing a broad range of duties associated with the management of UNB on-reserve lands. This position requires close working relationships with all departments, in particular: Community Services, Housing and Administration.

The Lands Manager is responsible for ensuring the UNB's adherence to applicable legislation, departmental policies, systems and operational guidelines to manage on reserve activities in accordance with the Indian Act and the Reserve Land and Environment Management Program (RLEMP).

### Key Responsibilities Include:

#### **Strategic Planning**

1. Develop, implement and monitor the UNB Lands strategic plan, ensuring the activities are in accordance with the mission and the goals of the Band.
2. Integrate the community's goals of sustainable development, sound governance and economic viability into land management plans and protection of a safe and healthy environment.
3. Contribute to the development of the Comprehensive Community Plan.

#### **Operational Management**

1. Prepare and maintain land transaction documents including survey, land transfer, permits, and leases and maintain the lands registry system.
2. Assist with monitoring and updating of the UNB Land Use Plan and develop land use policies as required.
3. Identify and make recommendations regarding sound environmental practices.
4. Ensure compliance with the RLEMP regulations, Indian Lands Registry and provisions of the Indian Act and other legislation.
5. Assist with the administration of estates.

### Qualifications and Experience:

1. Certified Lands Manager through the National Aboriginal Lands Manager Association (NALMA), is an asset
2. Completion of the Indigenous Peoples Resources Management Program, is an asset.
3. Previous experience in working on reserve lands issues is required.

### Knowledge, Skills and Abilities:

1. Excellent skills are required in strategic planning, administration, financial management, facilitation, planning, negotiation, supervision and human resources, conflict resolution and problem solving.
2. Excellent program and project management skills.
3. Effective inter-personal skills.
4. Effective writing skills, including the ability to prepare reports, policies, and proposals.
5. Computer skills, including the ability to use Microsoft Office Suite of programs and specialized software.
6. Knowledge of on-reserve survey work processes.
7. Knowledge of syilx history and culture is an asset.

**Total Compensation:** in alignment with the current UNB's wage grid and benefits package.

Please send résumé and cover letter by (November 19,2018) via mail, fax or e-mail to:

UNB Receptionist  
Upper Nicola Band  
Box 3700 Merritt, BC V1K 1B8  
Fax: 250 350 3311  
[Reception@uppernicola.com](mailto:Reception@uppernicola.com)

UNB wishes to thank all applicants, but only those contacted for an interview will be contacted.