

CHAMPAGNE AND AISHIHIK FIRST NATIONS

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| <u>Identification:</u> | Land and Planning Officer |
| <u>Department:</u> | Heritage, Lands and Resources |
| <u>Supervisor:</u> | Manager of land and Planning |
| <u>Date:</u> | July 18, 2019 |
| <u>Wage Level:</u> | 7 |
| <u>Status:</u> | Regular Full-Time |

A. **Job Summary:**

Reporting to the Manager of Land and Planning and working closely with the Lands and Resources and Language, Culture and Heritage staff, and others, this position develops, coordinates, manages, implements, and evaluates a wide variety of programs, projects, and initiatives related to rural settlement land planning and community land planning to ensure CAFN effectively fulfils its mandate under Land Claims and related agreements.

B. **Main Duties:**

1. Develops, implements, and coordinates CAFN rural settlement land planning and community land planning initiatives by:
 - working closely with the Lands and Resources department staff, Housing & Municipal staff, and membership to ensure development of rural settlement land planning and community planning occurs in an orderly manner;
 - conducting information gathering through workshops and information sessions;
 - conducting community needs assessments for community planning;
 - utilizing mapping skills in development of Plans;
 - participating in development of law, policies, and processes for land allocation, development and use, including taxation, zoning and fees;
 - encouraging membership participation and understanding of lands policies, procedures and legislation;
2. Liaises with a variety of contacts inside and outside CAFN on land management issues by:
 - developing and maintaining a broad network of contacts in other government agencies, and the private sector to keep abreast of land planning activities, opportunities, and programs;
 - conducting information gathering, workshops and presentations in formation of both settlement land planning and community land planning
 - representing CAFN on a variety of boards, committees, hearings, conferences and other gatherings as required;
 - participating in the implementation of the YESSA;
 - participating in environmental issues relating to Settlement Land participating in education and communication with CAFN citizens with respect to First Nations' laws, policies, programs and procedures pertaining to land resources;
 - working closely with other departments in developing strategies, plans, and procedures to ensure First Nations' laws and policies, particularly those related to community land management, are applied and enforced;

3. Develops proposals and manages projects and programs related to land management by:
 - developing long-term goals, objectives, priorities, strategies and work plans for the approval of the Manager of Land and Planning and the Director of Lands & Resources;
 - conducting and/or directing research of background, need, current available information, and statistics, as well as sources of possible government funding;
 - researching and developing management systems, processes, and plans for the effective management of land resources, e.g., internal screening processes, land use management systems, and a system for fees/rent/taxes on settlement land;
 - administering small professional service contracts;
4. Perform other duties, such as:
 - considering and monitoring access requests and requirements;
 - provide mapping services to department and membership
 - monitoring encumbering rights (i.e. land use permits, timber permits, etc);
 - working with the Lands Management Officer in respect to forest fire suppression on Settlement Land;
 - undertaking periodic site inspections;

C. **Job Knowledge and Skills**

Education and Experience:

Completion of two years of post-secondary education related to land use planning, environmental studies, natural resource management, geography, or a related field or two years experience working in a land management position or an equivalent combination of education and experience

Job Knowledge:

- In depth knowledge of CAFN and Yukon First Nations history, culture, traditional territory, demographics, goals, and aspirations
- In depth knowledge of the principles of land planning and resource management
- Knowledge of GIS (
- Knowledge of mapping
- Knowledge of relevant government programs and funding sources
- Knowledge of Yukon Indian Land Claims history and process and related agreements
- Knowledge of Yukon and Federal Government structures and processes
- Knowledge of the political process
- Good knowledge of policy and program development
- Broad general knowledge in related areas (e.g. surveying techniques, drafting, etc)

Management Skills:

- Ability to set goals, objectives, priorities, strategies, and develop work plans
- Organizational and project management skills
- Ability to research, analyse, and synthesize a wide variety of documents and information

Specific Skills:

- Ability to use computers and software programs

Interpersonal Skills:

- Well-developed oral and written communication skills
- Ability to organize and facilitate public meetings and make presentations
- Ability to work in a team environment
- Ability to deal effectively with membership and with contacts from outside of the organization

- Ability to gain cooperation of others in resolving problems
- Ability to negotiate terms of project contracts

D. **Decision Making:**

Goals, objectives, and long-term priorities for this position are established by the Manager of Land and Planning. The incumbent is expected to work independently, determining how those goals, objectives, and priorities will be met and in developing and maintaining contacts with appropriate organizations and individuals. Problems encountered are often unique in nature, requiring innovation and creativity to resolve. There is also the requirement to deal with and solve problems related to individuals' circumstances.

E. **Impact/Accountability:**

The work of the position is evaluated on effectiveness of rural settlement land planning, community land plans and management, programs, projects, and activities. The work of the position has direct impact on the effectiveness of CAFN land resource management.

F. **Positions Supervised:**

Consultants, Contractors, and Project Term Employees

G. **Working Conditions:**

This position is located in a normal office environment with ongoing requirement to travel to communities to confer with members and other First Nation governments, as well as some requirement to work in the field. There is a constant need to meet regular deadlines (background for meeting, reports), as well as ad hoc deadlines (project work). The incumbent will be required to use tact, firmness and diplomacy in occasionally having to deal with upset or angry individuals who feel their needs are not being met.

H. **Conditions of Employment**

- Valid Class five drivers licence

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

Director, Heritage, Lands & Resources

Date

Employee

Date