

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	Land and Planning Manager
<u>Department:</u>	Heritage, Lands, and Resources
<u>Supervisor:</u>	Director of Heritage, Lands and Resources
<u>Date:</u>	July 27, 2020
<u>Wage Level:</u>	9
<u>Status:</u>	Regular Full-Time

A. **Job Summary**

Reporting to the Director of Heritage, Lands, and Resources, this position develops, directs, coordinates, manages, implements, and evaluates a wide variety of programs, projects, and initiatives related to CAFN Land Management. This position oversees CAFN's lands planning and forest resource programs by implementing a Dän K'e approach to lands management, assisting CAFN government and its Citizens in fulfilling their respective roles as stewards of and voices of their heritage, and ensuring CAFN effectively fulfils its mandate and responsibilities under the CAFN Final Agreement and other agreements.

B. **Main Duties**

1. Directs program and service activities for the department by:
 - participating in department and strategic planning initiatives and ensuring program plans and work plans are current and implemented.
 - contributing to the development and implementation of land and forest resource related legislation, programs, policies, and procedures, and participating in education and communication of such to CAFN Citizens.
 - developing evaluation criteria and performance indicators and conducting ongoing evaluation of lands and forest resource projects and making recommendations to the Director.
 - researching funding opportunities and preparing proposals for funding and implementing and reporting on relevant programs and projects, as directed.
 - providing input to the development and management of the Heritage, Lands and Resources budget.
 - preparing, implementing, reviewing, and revising budgets for the land and forest resource programs.
 - reviewing and providing input to monthly, quarterly, year-end financial reports.
 - coordinating, directing, and conducting land use and community land planning for CAFN settlement lands and communities.
 - drafting, coordinating, and implementing emergency measures plans for all CAFN communities.

- maintaining and monitoring the land use permitting system under the Traditional Activities Protection Act and other relevant legislation and policies.
 - maintaining and monitoring the land application and tenure system, including the Lands Committee, under the Lands Act and other relevant legislation and policies.
 - developing and implementing a system for registering interests in land, fees/rents/taxes on settlement land.
 - conducting information gathering through workshops and information sessions.
 - encouraging membership participation and understanding of lands policies, procedures, and legislation.
 - conducting community needs assessments.
 - utilizing mapping skills in development of plans.
 - representing CAFN on working group tables.
 - ensuring security of all records and historical information.
2. Provides support to departmental initiatives by:
- collaborating with, and providing input to, other departmental directors and/or managers on initiatives such as land use, forestry, housing, emergency measures planning and development of settlement land.
 - assisting in the development of policies and procedures related to land management.
3. Provides leadership and support to the staff by:
- directing and supervising the day-to-day provisions of staff and program services to achieve its objectives.
 - working with the staff to streamline and simplify their roles to ensure they are focusing on the areas that make the greatest impact to Citizens and the public.
 - coaching, mentoring, and supporting staff to ensure specific projects related to lands and forest resources are met.
 - planning, developing, and implementing strategies, and coordinating, allocating, and evaluating work projects for staff.
 - identifying training and development needs and resolving day-to-day issues.
 - managing staff performance including completion of Employee Performance Evaluations.
4. Performs other duties, such as:
- making presentations with respect to projects, plans, experiences, and land and forest resource management activities, as required.
 - liaising with a diverse range of internal and external contacts to keep abreast of lands and forest resource management issues and activities.
 - participating and representing the Department on relevant boards, committees, hearings, conferences, and other gatherings, as required.
 - attending CAFN organizational, internal, and external meetings for technical information and guidance, as requested by the supervisor
 - acting as the Director of Heritage, Lands and Resources, if required.
 - filling in for other departmental managers on a temporary basis, as required.

C. Job Knowledge and Skills

Education and Experience:

Degree in lands management, forestry management, natural resource management, or a related discipline, along with considerable experience in project or program management. Experience managing human and financial resources is required. Research and report writing skills are essential. Experience in using database and GIS systems is required. Those with a diploma in lands management or related discipline along with 2-3 years of relevant training and/or experience may be equally considered.

Job Knowledge:

- In depth knowledge of the principles of land planning and forest management
- Knowledge of GIS and mapping and broad knowledge in related areas (e.g. surveying techniques, drafting, etc)
- Knowledge of policy and program development
- Knowledge of First Nation, Territorial & Federal Government programs, structures, and systems, including funding sources and regulatory requirements
- Knowledge of CAFN history, culture, traditional territory, demographics, goals, and aspirations, and Yukon and adjacent First Nations
- Knowledge of the Umbrella Final Agreement (UFA), Self-Government Agreements (SGA) and First Nations Final Agreements (FNFA) and related agreements
- Knowledge of human resources and financial management policies and procedures, including developing work plans based on budgets

Management Skills:

- Ability to develop, assess and evaluate policies and procedures to meet departmental goals and objectives
- Possess excellent project and financial management skills
- Ability to motivate, mentor, supervise and evaluate staff
- Ability to organize, coordinate, and schedule tasks to meet critical deadlines
- Ability to make decisions and solve problems

Specific Skills:

- Ability to use Microsoft Office applications (Word, Outlook, Excel, and Internet)
- Ability to research, analyse, and synthesize a wide variety of documents and information
- Well-developed oral and written communication skills, including proposal and report writing
- Ability to work in a team environment
- Ability to negotiate terms of project contracts
- Ability to receive feedback and guidance from Elders and other community members.
- Ability to use database and GIS systems

Interpersonal Skills:

- Good presentation skills when preparing and delivering workshops
- Ability to deal effectively with contacts from outside the organization
- Ability to gain co-operation of others in resolving problems

D. Decision Making

Goals, objectives, and long-term priorities are established by the Director of Heritage, Lands, and Resources. The incumbent is expected to work independently in determining methodology and in accomplishing goals, objectives, and priorities, and maintaining contacts with appropriate organizations and individuals. The position provides advice to the Director and the Executive Committee on the impact of changes to legislation, regulations, and/or procedures as they affect lands and forest resource management. Incumbent may choose between alternatives in solving a wide variety of problems common to the discipline but works within the intent of the program area.

The nature of problems to be solved by the incumbent range from straight forward to complex issues with no precedence for guidance.

E. Impact/Accountability

The work of the position is evaluated on effectiveness of land use and forest resource management plans, programs, projects, and activities.

This position is responsible for the successful development, implementation and monitoring of lands and forest resource projects and related work plans and budgets, based on strategic and annual plans and CAFN priorities.

Appropriate staff supervision ensures that project strategies, plans and initiatives are in place and that projects have a positive impact on client and community needs and issues.

F. Positions Supervised

- Land Planning Officer
- Fire Smart Crews
- Contractors and Consultants as required
- Project term employees as required
- Summer students, casual and/or seasonal staff

G. Working Conditions

This position is located in a normal office environment. It will be based in Haines Junction, but the incumbent is expected to travel to CAFN communities to attend meetings or give presentations, as well as occasionally work in the field, as required.

There is a constant need to meet regular deadlines (background for meetings, reports), as well as ad hoc deadlines (project work). The incumbent will occasionally have to deal with upset or angry individuals who feel that their needs are not being met and will require tact and diplomacy in guiding individuals in accepting First Nation laws.

H. **Conditions of Employment**

- Criminal Record Check
- Valid Yukon Class 5 driver's license
- Valid First Aid Certificate or willing to obtain
- Willing and able to travel to other CAFN communities
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

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. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director, Human Resources

Date

Senior Director, Nation Services

Date

Director, Heritage, Lands and Resources

Date

Employee

Date