



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Lands Officer

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|-----------------------|---|------------------|
| Job ID | 7F-CD-2D-C5-AB-9C | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=7F-CD-2D-C5-AB-9C | |
| Company | Mississaugas Of Scugog Island First Nation - MSIFN | |
| Location | Port Perry, Ontario | |
| Date Posted | From: 2022-10-31 | To: 2023-04-29 |
| Job | Type: Full-time | Category: Office |
| Job Start Date | As soon as possible | |
| Job Salary | \$31.86/hr. To \$36.44/hr. (\$57,985.20 - \$66,320.80/yr. Based On A | |
| 35-hour Workweek) | | |
| Languages | English | |

Description

Currently, the Mississaugas of Scugog Island First Nation (MSIFN) is looking for a full-time Lands Officer to join our community and work with our members and management team in Scugog, ON on a full-time basis. The hours of this role are Monday to Thursday, 8.30 am to 4.30 pm and Friday 8.30 am to 1 pm, though some flexibility will be required to work evenings and weekends. The Lands Officer position requires to be onsite Monday to Friday.

As our new Lands Officer, you will oversee the development and implementation of laws, policies, and procedures related to land management, administration, resource management, and planning. Your typical responsibilities include:

Lands Administration: Administering the MSIFN Land Code, related laws, policies, and procedures to regulate land use; Developing and maintaining a lands registry and records system/database for all common and privately-owned lands; Processing and reviewing applications submitted to MSIFN for zoning access and land use activities.

Research: Determining the proposed need for consultants and contractors for lands management-related functions and make recommendations; Researching other communities under the Land Management Act and advising on best practices that may benefit MSIFN.

Community Land Use Planning and Coordination: Acting as the lead individual in the Community Land Use Plan and other laws and policies related to Lands; Developing and reviewing MSIFN land laws; Coordinating with staff of Indigenous Services Canada regarding Reserve Lands and Environment Management Program and Emergency Management Assistance Program; Identifying and troubleshooting zoning and land surveys concerns.

Environmental Management: Ensuring that projects are considered in a careful and precautionary manner to prevent significant adverse environmental effects to MSIFN Lands; Developing an Environmental Management Framework that will assist the organization in protecting the environment on First Nation lands.

Wills and Estates: Providing guidance on the processing of any wills and estates issues and estate

transfers as they are related to reserve lands in accordance with the provision of the Indian Act; Coordinating Wills and Estates Planning Workshops for MSIFN membership; Preparing required documentation to initiate the transfer of land.

Agreements, Permits, and Codes: Facilitating rent reviews for leases and permits, and identifying relevant subject areas for which MSIFN may have by-laws in place.

Communications: Preparing and presenting communication materials including briefing notes, future plans, special projects, zoning approvals, business license applications, etc; Facilitating community meetings and gathering member feedback on current and prospective land use and report recommendations; Liaising with Elders, youth, and knowledge holders regarding the history of MSIFN.

Financial Management: Preparing work plans and Lands budget for submission to review and approval; Following established accounting policies and procedures; Monitoring expenditures and reporting financial discrepancies where required; Preparing and submitting funding proposals as required; Developing an Annual Land Management report as per MSIFN Restated Land Code.

Miscellaneous: Promoting the respect of cultural practices related to Lands; Sit as a member of MSIFN committees, as required; Attending training related to operations; Addressing concerns and make recommendations regarding archeological issues and findings; Assist in the promotion of youth engagement activities related to Lands.

Related and other duties: Special projects, assigned tasks, and additional regular duties as required by your Supervisor.

Experience

Minimum of 3 years of related work experience and 5 years of total work experience.

Education Requirements

In order to qualify for this role, you must have completed a related post-secondary college diploma, and have a minimum of 3 years of related work experience and 5 years of total work experience. You will also have previous experience working within or with a First Nations community, a valid driver's license with \$1M liability insurance, and access to a vehicle. Additional Indigenous training and education are considered an asset.

Essential Skills

You'll also join us with knowledge of/or experience with the following:

Knowledge of the principles and practices of land resource planning and management

Knowledge of land management issues and legislation affecting First Nations both locally and nationally

Knowledge of land use application and appeals processes

Knowledge of land claims and negotiations processes

Reading and interpretation of maps, satellite images, and real estate documents

Experience in developing and managing budgets

Vulnerable Sector Search and CPIC acceptable to position upon conditional offer

Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics

Advanced computer skills in Microsoft Word, Excel, PowerPoint; general knowledge of GIS and database management

Ability to maintain strict confidentiality

Excellent oral and written communication skills

Strong team player and ability to work with minimal supervision

Ability to use tact and good judgment in dealing with sensitive and complex issues

Strong organizational skills

Considered an asset:

Post-secondary education, training and/or experience in administration, community planning, lands and resource management, or related disciplines

Successful completion of the Lands Management Certification Program or similar courses in an accredited program

As our ideal candidate, you will have a working knowledge of and respect for Indigenous culture, customs, traditions, and issues. Your excellent communication skills in both written and verbal form, as well as your organizational skills and timekeeping abilities, will ensure your success as you work towards competing deadlines.

How to Apply

Click Apply Now!