



# **PEERLESS TROUT FIRST NATION**

## **Employment Opportunity**

### **Manager, Lands and Environment**

#### **PTFN Lands and Environment Department**

#### **Full-time Position**

#### **Peerless Lake, Alberta**

*Peerless Trout First Nation is strong, transparent, and accountable. We continue to grow and are prosperous through innovation, partnerships, and the creation of successful economic opportunities while protecting our cultural values, lands, and Treaty Rights. We will provide a safe and healthy environment for our members to thrive and to assist in developing our future generations. Peerless Trout First Nation is located 68 kilometers northeast of Red Earth, Alberta.*

Would you like to help lead the way for Peerless Trout First Nation in stewarding Community Lands and Protecting our environment? Are you passionate about maintaining and protecting the beauty, functionality, and sustainability of PTFN's lands and community spaces? If so, this is the job for you! **Mentorship and training will be provided for the right candidate.**

Reporting to the Executive Director, the **Manager, Lands and Environment** is responsible for overseeing the management of PTFN's reserve land and ensuring adherence to applicable laws, regulations, policies, procedures, and plans relating to interests and licenses in PTFN land. In addition, this position will oversee the Consultation process for projects within the traditional territory that trigger the duty to consult with PTFN. In this hands-on leadership role, you will guide and support a team in carrying out the exciting projects, initiatives, and activities that will uphold PTFN's vision for its lands and natural resources.

#### **KEY RESPONSIBILITIES:**

- Contribute to the annual budgeting process for the Lands and Environment department and approving and tracking expenditures throughout the year to ensure the budget is followed.
- Lead the implementation of the Peerless Trout First Nation Land Code, including ensuring the processes and requirements relating to law-making, community consultation, and other matters are understood and followed by PTFN administration.
- Implement the PTFN Land Use Plan, including ensuring all new developments on PTFN reserve land comply with the plan and leading a review and update of the LUP at least every five years.
- Participate in the addition to reserve process as needed, including site visits, and working with contractors and other professionals to ensure PTFN's responsibilities and interests are met.
- Support negotiations for new land instruments on PTFN reserve and TLE lands.
- Approve development permits, letters, short-term licenses of occupation, access permits, and other permits, leases, or licenses following PTFN's policies and delegated authorities.
- This position will liaise with other branches of government and industry proponents.
- Prepare requests for proposals for outside services such as land surveyors, environmental consultants, engineering/planning, appraisers, etc., as needed, reviewing and recommending quotes/proposals for final approval.
- Prepare grant applications for projects relating to managing PTFN's reserve land and ensuring reports are prepared and submitted to the funding agency as required by project funding terms and conditions.
- Provide weekly and monthly updates on the Lands and Environment unit projects, initiatives and ongoing work.
- Prepare briefing notes, requests for BCR, presentations, and other materials relating to the Lands and Environment unit's projects and initiatives; providing briefings on priority initiatives to the Executive Director that require Chief and Council approval.
- Supervise and lead staff working in the Lands and Environment and Consultation unit, including completion of performance agreements, learning plans, semi-annual performance reviews, workload/task management, and staff coaching.
- Attend meetings as required and assigned, within and outside the community.
- Contribute to annual reports and presentation materials.

- Ensure documentation, correspondence, reports, etc., are appropriately saved and filed in the PTFN network drive or equivalent, following information management policies and procedures.
- Attend appropriate workshops, seminars, and training sessions as outlined in the position learning plan to remain current and up to date on topics of concern to the First Nation relating to land management.
- Other duties/tasks as required and as assigned.

**QUALIFICATIONS (Required):**

- High School Diploma.
- 2+ years experience leading and supervising staff.
- Familiarity with industries such as forestry, oil and gas, pipelines and other natural resource activities that triggers the duty to consultation with First Nations.
- Strong computer skills (MS Office Suite) and the ability to learn new software applications and platforms are essential to this position.
- Knowledge of First Nation and Indigenous culture and traditions.
- Excellent verbal, listening, and written communication and interpersonal skills.
- Effective presentation and public speaking skills.
- Very strong attention to detail and well-organized.
- Dependability, integrity and strong work ethic.
- Must live within Peerless Lake or Trout Lake.
- Willing to provide a copy of your class 5 driver's license and a current driver's abstract.
- Willing to provide an RCMP Police Information Check as requested for review every 12 months.

**QUALIFICATIONS (Assets to have):**

- 2-year post-secondary diploma in a discipline relevant to the position, such as land and resource management, land use planning, business administration, law or paralegal studies, property/asset management, and/or real estate services or an acceptable combination of certificates in related fields.
- Minimum of three years of relevant and ongoing experience in land management or land use planning/development on First Nation reserves.
- Experience in writing requests for proposals, grant applications, briefing notes, and funding reports.
- Knowledge of the legislative and regulatory regimes applicable to First Nation reserves.
- Knowledge of Treaty and Aboriginal Rights regarding First Nations consultation.

Please submit a cover letter and resume citing ***Manager, Lands and Environment*** in the email subject line to: **Hr@ptfn.net**.

***We thank all candidates for their interest, however only qualified candidates selected for an interview will be contacted.***

**Deadline: January 24, 2025, at 12:00 p.m.**