



# Kluane First Nation

## Job Description

<b>Title</b> Lands Manager	<b>Department</b> Lands, Resources and Heritage
<b>Reports to</b> Director of Lands, Resources and Heritage	<b>Classification</b> Permanent Full-Time
<b>Supervisory Responsibility</b> Lands Planner  Consultants (as required) Summer Students/Trainees (as required)	<b>Wage Classification</b> L3 – Managers Level 1-10
	<b>Approval Date</b> March 8, 2021

## Summary

This position reports to LRH Director. They are responsible for all aspects of lands management and co-management within Kluane First Nation traditional territory as it pertains to settlement land, planning and implementation of a settlement land registry. They are responsible for the overall coordination of the KFN Lands Committee and communicating decisions to leadership. This involves reviewing traditional and commercial lease applications. In addition, they are responsible for the review of land use policy and procedures, the development of land use plans for KFN settlement lands and participating in other local and regional land use plan initiatives. This position will require in-depth working knowledge of ESRI ArcGIS including ArcGIS Desktop, ArcGIS Pro, ArcGIS Online and associated apps. This position supervises the Lands Planner position and occasional casual position and summer students.

## Job Duties

- Meeting Final Agreement obligations regarding land related responsibilities; have a thorough understanding of land claims history in the Yukon and an understanding of Category A and B lands; be able to implement, understand and refer to provisions in the KFN Final Agreement.
- Reviewing and analysing land development projects and permits on settlement land; maintain inventory of land related activities and development;



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- Working with YG, KCDLP, and KFN PWMS on land survey projects as required; assist in subdivision planning and consultation; understand legislated obligations and outline necessary steps to the parties involved; organize RFP process;
- Work with lands committee to provide consultation with KFN citizens, recommendations on permit and lease applications; perform site visits; draft permits where required;
- Reviewing and providing input on YESAB applications as required;
- Hold public meetings to present plans, proposals or planning studies to the general public;
- Develop and maintain the KFN Lands Registry that will ensure marketability and mortgage ability on settlement land;
- Monitoring settlement land use initiatives, projects, and proposals to ensure compliance with land policies and legislation;
- Working with other KFN departments on potential economic development initiatives;
- Review KFN land policies and legislation to ensure accuracy and currency;
- Preparation of annual budget and work plans
- Creates, maintains, and manages spatial data used in Kluane First Nations geographic information system (GIS)
- Provide thematic maps, spatial data analysis, and presentation materials for Kluane First Nation as required
- Maintains current GIS knowledge base within a technological field that is rapidly and constantly evolving (e.g. GIS software, satellite imagery, object oriented programming, data integration, GPS and Internet technologies)

## Other Related Duties

- Participating in departmental meetings and training;
- Working with departmental staff on strategies and initiatives that affect the overall direction of the KFN government;
- Attending professional development workshops;
- Supervising trainees, summer students, and consultants as required; and;
- Other duties as required by the Lands Resources and Heritage Director.



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### Education/Experience

- Degree and/or Diploma in Lands Management, Environmental Studies, Urban Planning, Resource Management or related field or a combination of education, experience in land management and environmental assessment;
- A master's degree in one of these disciplines is a benefit;
- Experience working in a remote community, working with Indigenous/multicultural people and communities, or experience working in the North.
- Minimum of 3-5 years of management experience in land management, policy or community planning.
- High level of experience with ESRI ArcMap GIS software

### Essential Skills/Technical Skills

- Ability to research, analyse and synthesize a wide variety of documents and information.
- Ability to present highly technical information in plain-language format to a variety of audiences.
- Ability to utilize Global Positioning System (GPS) handheld units, transfer and manipulation of data.

### Management Skills

- Ability to work under pressure to meet deadlines.
- Ability to build strong working relationships, internal and external to the organization.
- A self-starter with a high degree of initiative.
- A flexible team player with a proven ability to work successfully in a First Nation's environment.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

### Backcountry Skills

- Experience in backcountry travel, wilderness survival skills
- Ability to safely operate off-road vehicles such as snowmobiles and ATV's



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### Certificates or Licenses

- Valid Class 5 driver's license or willingness to obtain within 90 days of employment. (It is each employee's responsibility to obtain liability insurance (business) on his or her car insurance)
- Standard or Wilderness First Aid certificate, or willingness to obtain

### Working Conditions

- Work time is spent in the office environment and in the field. The ability to adapt to both environments is essential.
- Travel is required on an as needed basis for meetings, community consultation and workshops.
- Ability to conduct presentations.
- Overtime as required.
- Successful candidate must have ability to be present in Burwash Landing 25% of worktime (one consecutive week per month)



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The incumbent, LRH Director and Council, agree to periodically review this job description and, if necessary, amend the duties and responsibilities herewith.

**LRH Director:** I, \_\_\_\_\_, have reviewed the duties and responsibilities herewith assigned to this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Incumbent:** I, \_\_\_\_\_, have read the forgoing duties and responsibilities and understand that they are general description of the duties and responsibilities herewith assigned to this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date