Esquimalt Nation is hiring!

Esquimalt Nations mission is to build a legacy for present and future generations of Esquimalt Nation members by ensuring our work is rooted in the teachings and natural laws that flow from the Sacred Trust. We promote and advance holistic health, self-sufficiency and safety of Esquimalt Nation members by offering meaningful programs and services and working with our partners for mutually beneficial goals.

Director of Lands & Natural Resources

Full-time 80 hours biweekly **$49.81 - $58.60/hour**

POSITION SUMMARY

The Director of Lands & Natural Resources manages the day-to-day activities of infrastructure, public works, housing, and activities related to the development of land for individual, collective, and economic purposes for Esquimalt Nation. The Director of Lands & Natural Resources oversees various projects, initiatives, staff, and budgets and is a point-of-contact for external agencies who wish to engage Esquimalt Nation on various initiatives. The Director of Lands & Natural Resources will work to implement Esquimalt Nation's Land Code, which will include planning, community consultation, recruitment, department development and more. This position also leads service agreements, water/wastewater operations, infrastructure projects and housing issues that fall outside of policy, as well as overseeing housing budgets and fulfilling reporting commitments to CMHC, BC Housing, and Indigenous Services Canada's (ISC) NAHS program. In addition, the Director of Lands & Natural Resources oversees land use as a whole and develops policy for the Nation. This position shares the responsibility of Emergency Preparedness and Response with the Director of Operations and oversees the marine department, including various initiatives and projects. This position is a member of the management team.

Operations & Maintenance:

- Oversee day-to-day activities of the department. Supervises the Housing, Emergency, and Lands/Building Maintenance team members. Monitors performance of staff and ensures a healthy and safe work environment;
- Schedules and delegates day-to-day activities;
- Develops and maintains the tool/equipment inventory;
- Monitors the Esquimalt Nation asset management plan and updates the asset management database as required;
- Oversees the maintenance of common areas and grounds including roads, commercial and residential parcels, playgrounds, waterfront, and wharf.

Infrastructure & Housing

- Oversees sewage treatment plant including inspections, cleanup, and documentation;
- Oversee water testing program;
- Work with various contractors on an ongoing and project basis;
- Oversees the maintenance of fire hydrants, roads, and streetlights;

- Provides oversight and strategic direction to the Housing Manager & Housing Department.

Lands:

- Develops, negotiates, and processes land lease agreements (residential, commercial, retail industrial and occupation agreements), subleases, permits, licenses, allotments, transfers, mortgages, bylaws etc.
- Develops land policy and procedures;
- Operates and maintains the Band's Land Registry;
- Communicates with lessees and members on lease related issues and with trustees, executors, solicitors, and provincial or federal agencies on land disposition;
- Assists and provides information to Chief and council on land and land use issues;
- Monitors and administers documents and issues with respect to Fee Simple Lands;
- Analyzes appraisal and market survey reports and provides recommendations in setting leasehold rates.
- Consults with land advisors and professionals (lawyers, land assessors).
- Coordinate the response to external land referrals and requests for archaeological support

Natural Resources:

- Develops, negotiates, and processes land lease agreements (residential, commercial, retail industrial and occupation agreements), subleases, permits, licenses, allotments, transfers, mortgages, bylaws etc.
- Develops land policy and procedures;
- Operates and maintains the Band's Land Registry;

Partnerships and Collaboration:

- Proactively build and nurture collaborative and respectful working relationships with Indigenous Services Canada's RLEMP team, Lands Advisory Board (LAB), potential business partners, and local government agencies: utilize these relationships as an avenue to assist their community in achieving its economic and housing goals and objectives;
- Respect cultural protocols and acknowledge and embrace the diversity of knowledge systems;
- Serve as a liaison, connector and convener between the community and its development partners;
- Oversees the implementation of the Municipal Trades Services Agreements (MTSA) relevant to lands and infrastructure.

Communications:

- Provide technical advice to Esquimalt Nation's leadership and ED to improve land management processes and housing conditions;
- Collaborate and partner with Indigenous Services Canada, local contractors/trades people, and local municipal departments to build effective partnerships that will improve the prosperity of land development;
- Facilitate communication with the above-mentioned partners to help maximize commercial and MTSA arrangements;
- Communicate effectively with community members and diverse partners about

commercial opportunities and challenges in an informed and knowledgeable manner.

Management Team

- As a member of the Management Team, serves as a role model of Esquimalt Nation's core competencies and guiding principles.
- Ensures that all new staff are hired and managed in accordance with the Xwsepsum Human Resource Policy Manual.
- Works with the Management Team to provide information relating to the Nation's strategic direction to assist them in development operational workplans.
- Plans, develops, and executes multiple complex manager meetings, professional development workshops and government negotiations.
- Supervises the Lands & Natural Resource team.

Other related duties as assigned.

TEAM CORE COMPETENCIES

- On time, ready to work each day.
- Desire to serve the Nation members and the ability to put the greater good before personal feelings and resentments.
- Belief that traditional processes of inclusiveness, dealing with conflict, respectful communication, and the connectedness to the spirit of the land is the respectful way to carry out all Nation business.
- Share in a spiritual base upon which to build all conduct and decisions.
- Share in a commitment to living life today following the teachings of the elders, we honor the Esquimalt Nation traditions and will attempt to use them in our daily work life.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Esquimalt/Indigenous people and culture.
- Strong interpersonal skills and ability to interact with people from various backgrounds.
- Excellent member/client service skills.
- Project management skills.
- Desire to advocate on behalf of Nation members.
- Knowledge of municipal, provincial, and federal laws related to lands, economic development, environmental protection, and housing.
- Experience and understanding of financial best practices.
- Advanced understanding of human resource functions.
- Strong communication (verbal and written) skills.
- Ability to maintain confidentiality.

- Attention to detail and accuracy.
- General office administration skills.
- Ability to operate standard office equipment (phone, fax machines, photocopier, printer, etc.).
- Advanced proficiency in Microsoft Windows and Microsoft Office.
- Experience supervising, developing and disciplining staff.
- Ability to work well under pressure and meet multiple conflicting deadlines.
- Ability to collect, analyze and communicate information in an unbiased manner.
- Awareness and knowledge related to First Nation treaties within Canada.
- Comprehensive understanding of the Indian Act.

TRAINING, EDUCATION, AND EXPERIENCE

- Degree in Civil or Geotechnical Engineering, Community Planning, Lands and Resource Management or related field
- Minimum 3 years of Project Management experience
- Minimum 3 years of budgeting experience
- Minimum 3 years of Supervisory experience
- Experience working in an Indigenous Community (preferred)
- Experience in working with Defense Construction Canada (DCC) (preferred)
- Municipal public works experience (preferred)
- Water/wastewater certifications (preferred)
- Land Manager Training (NALMA) (preferred)
- Pursuant to Section 41 of BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry (First Nations, Metis, and Inuit), with the required combination of education and experience.

CRITICAL SUCCESS FACTORS

Committed to our guiding principles:

- Every individual reflects the whole
- Connect our spirituality to our work
- Promote self sufficiency

Resumes can be sent to: Indeed Posting Link