



Career Opportunity
Lands and By-law Manager
(Full-time Permanent)

Closing:

January 24, 2025

Anticipated Start Date:

Immediate

Salary Range:

(Based on Qualifications and Experience)

General Description:

Under the direction of the Director of Operations this position will be responsible for the effective management of Sipekne'katik First Nation lands and natural resources, conducting research, evaluating and creating land-use plans/ development and related consultations, as well as programs and services within Sipekne'katik First Nation lands. This position works closely with the community and fosters strategic relationships with lands and environmental management groups, other First Nations, Provincial, and Federal governments.

Under the By-law responsibility the candidate will be responsible for assessing by-law needs, leading the development of band by-laws, enforcing the Indian Brook First Nation by-laws and providing public education and awareness programs and services to ensure the protection of residents and property.

Responsibilities:

Lands Duties

- Prepares regular briefing notes for submission to the Directors of Operations and Administration, and Chief and Council.
- Participates in environmental monitoring of Sipekne'katik First Nation lands.
- Establishes and maintains a current land registry and other filing systems.
- Organizes and facilitates community consultations and workshops.
- Manages delivery of land management practices, projects, and services for Sipekne'katik First Nation lands and resources.
- Collaboratively develop land management legislation as well as related aspects of land management systems and framework: policies and procedures, goals, and work plans.
- Participate in applicable committees, technical working groups, symposiums, conferences, meetings and consultations with the community and key associates.



- Receive and review applications for access and land use activities to Sipekne'katik First Nation lands such as quarries, road construction, and residential, capital and commercial building; negotiating terms and conditions of land use activities by applicants and monitoring activities to ensure compliance with terms and conditions of approved use.
- Practice fiscal responsibility by preparing Land's budget for submission to the Directors of Operations and Administration for inclusion into departmental budget; monitor expenditures and reporting financial statements as required.
- Assess and complete reports as required.

Bylaws duties:

- To assess, develop and enforce the Sipekne'katik's by-law regulations, investigates complaints and issues warnings and citations to residential property owners and occupants.
- To enforce various by-laws and regulations governing animal control, maintain records & reports.
- Responds to citizens' complaints concerning stray domestic animals and wildlife; issue warnings and citations to owner and addresses residents and animal safety issues.
- Promote the safe treatment of animals.
- The ability to work with the community and agencies to effect by-law administration.
- Performs other duties as required.

Qualifications and Experience/Skills:

- Post secondary education/training in one or more of the following: natural or renewable resource management, land management, environmental studies or relevant field. A combination of relevant education and experience will be considered.
- Must have a valid drivers license and access to reliable personal vehicle with insurance.
- Ability and willingness to learn about land management issues and legislation affecting First Nations both locally and nationally.
- Time management and organizational skills, ability to assume responsibility and meet deadlines.
- Ability to negotiate contracts, manage projects and work independently as a self starter.
- Ability to comprehend and develop policy papers and present technical data to supervisors, community members and other key partners.
- Ability to communicate effectively and diplomatically, both verbally and in writing with coworkers, community members, and with outside agencies, partners and business associates.
- Strong working knowledge of Microsoft Office software suites.
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- Open to, and interested in, obtaining the required skills and competencies for this position.



- A criminal records check is required. Having a criminal record is not necessarily a determinate factor.
- Must have a valid driver's license & reliable vehicle with automobile insurance.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.