



Malahat Nation

110 Thunder Road | Mill Bay, BC | V8H 1B8

Tel: (250) 743-3231 | Fax: (250) 743-3251

info@malahatnation.com | www.malahatnation.com

DIRECTOR OF LANDS & GOVERNANCE

REPORTS TO Chief Administrative Officer (CAO)

START As Soon As Possible

COMPENSATION \$92,489.41 - \$101,738.35 (ELG: 3)

STATUS 1 - Fulltime Permanent

- the above rates are subject to education, experience, and/or a combination of both.

35-hours per week

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is a progressive First Nation community that has taken significant strides to build out our governance framework. Malahat Nation has adopted a Land Code pursuant to the First Nations Land Management Act, Financial Administration Law (FAL) pursuant to the First Nations Fiscal Management Act, and a Custom Election Code. This work is vital to enabling the development of Malahat IR 11 lands, and future treaty lands, in a manner that reflects the values of Malahat Nation membership, promotes community wellbeing, and protects the long-term health of the environment. This position is ideal for you if you are an innovator able to engage in the community and you have a strong desire to make a difference in our community. Our staff are offered opportunities for professional growth and development.

PURPOSE: Reporting to the Chief Administrative Officer (CAO), the Director of Lands & Governance supports the implementation and maintenance of Malahat Nation laws and governance. This role supports the implementation of the Malahat Nation Land Code, and preparation for the potential transition to a Treaty governance environment, overseeing land use policy, environmental regulation, and enforcement frameworks. *This position is a fulltime permanent position based in the office with the possibility of a hybrid working arrangement and minimal local travel as required.*

RESPONSIBILITIES:

Land Management Administration

- Supervise Lands and Governance staff to support their respective projects, professional growth, and progress towards meeting departmental objectives.
- Administer and implement the Malahat Nation Land Code and provide expert and strategic advice on all matters pertaining to Malahat Nation IR11 and Land Code
- Take a lead role in the development of land administration and resource related policies, procedures, and laws
- Develop the annual department budget, work plan, policies, and procedures
- Develop, negotiate, and process land lease agreements, sub-leases, permits, rights of way, additions to reserve proposals, allotments, transfers and other legal documentation pertaining to Malahat Nation Lands
- Develop and implement information management systems for the Lands and Governance Department
- Facilitate the Land Management Advisory Committee to be able to provide information to members and third parties about the status of their lands and issues related to the granting, alteration, transfer or alienation of interest in those lands
- Assist with monitoring and ensuring compliance of all leases on First Nation Lands to ensure terms and conditions are being met
- Assist with development and management of natural resource-based initiatives, including fishing and forestry, both on and off reserve
- Receive and review applications for land interests on IR 11, develop briefing notes for Malahat Nation Chief and Council, identifying key facts, issues, and recommendations in response to applications for land interests on Malahat IR 11
- Participate in external meetings with government or development representatives upon request;
- Strategic planning, in cooperation with other Malahat Nation departments
- Other duties may be requested in accordance with the evolving needs and opportunities of Malahat Nation.

Environmental Governance

- Oversee the implementation of the Malahat Environmental Management Plan (EMP)
- Coordinate the development of environmental and cultural resource management responses identified therein
- Review applications for proposed activities and land interests on IR 11 to determine whether an environmental review is required in accordance with the *Malahat Nation Environmental Review Policy*
- Communicate with land use applicants, indicating when an environmental review is required and outlining information requirements in accordance with the *Malahat Nation Environmental Review Policy*

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.

Treaty Advancement and Law Development

- Participate in the modern treaty process and other self governance initiatives
- Providing advice and support services in researching and developing laws, policies, regulations, resolutions and overseeing the implementation, maintenance, and amendment of Malahat Nation laws and policies
- Lead the implementation of Malahat Nation laws and supporting regulations and policies, including engagement with Malahat Nation staff, Council and community members as required

Human Resources and Communications

- Assist in the hiring process for the Lands and Governance staff in collaboration with Human Resources
- Direct, supervise, monitor, and evaluate performance of employees and discipline where necessary in accordance with the HR Policy
- Manage relationships with external consultants and legal advisors, including the scoping and negotiation of contracts and workplans
- Liaise with other departments, internal and external land use applicants, as well as Advisory Committee members, facilitating clear communication amongst all parties

Financial Management

- Maintain the Malahat Nation Lands and Governance Department in accordance with legislative and professional standards
- Implement and follow Land and Governance related policies, practices and procedures to align with Financial Administrative Law and Malahat Nation law and policy
- In coordination with the Malahat Finance department, manage the Lands and Governance departmental budget and participating in quarterly budget reviews, annual planning activities, and monitor expenditures and accounts receivable etc.
- Prepare and submit funding proposals as required

FOUNDATIONAL KNOWLEDGE REQUIRED:**Indigenous Perspective**

- Recognizes and respects all cultural diversity and has an understanding and respect for Malahat Nation culture

Western Ways

- Bachelor's degree in community planning, natural resource management, environmental studies, public policy, or a related field required
- Minimum of 5 years of relevant technical experience is required
- Minimum of 3 years supervisory experience in the environmental field required
- Criminal Record Check (CRC) required
- Valid BC Driver's license and reliable vehicle required.

Other Education & Experience

- Master's Degree in a related field preferred
- Relevant professional designations (e.g., RPP, RPBio or PMP), or ability to register upon hiring an asset

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of land and environmental management issues and legislation affecting First Nations both locally and federally (Indigenous Land Code & the Framework Agreement with Canada, resource and environmental management legislation, regulations and policies) in addition, consultation requirements and Aboriginal Rights and Title required
- Knowledge of the principles and practices of land zoning, building and development permitting, and environmental management
- Knowledge of Land Leasing process, estates process and Individual Land Holdings on reserve
- Ability to utilize the First Nation Land Registry System or Indian Lands Registry System
- Financial literacy, experience managing budgets and programs
- Demonstrated oral, written, facilitation, presentation, negotiation, and interpersonal communication skills with the ability to establish, maintain effective and cooperative working relations with Chief & Council, staff, membership, Malahat business partners, and the public
- Proficiency in Microsoft Office (Word, Excel, Access, Publisher, PowerPoint and Outlook) and internet applications; general knowledge of GIS and database management required

Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Please reference the JOB TITLE in the SUBJECT LINE.

Human Resources Department, Malahat Nation
In person, fax 250-743-3251 or via email

EMAIL: careers@malahatnation.com

WEBSITE: <https://malahatnation.com/jobs/>

DEADLINE: Recruitment Open Until Position Filled.