



# EMPLOYMENT OPPORTUNITY

Swan Lake First Nation  
Box 368, Swan Lake, Mb R0G 2S0

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<b>POSITION:</b>	<b>Lands Manager</b>	<b>DEPT:</b>	Administration
<b>TERM:</b>	Full-Time	<b>SALARY:</b>	Based on Experience
<b>REPORTS TO:</b>	Chief & Council	<b>CLOSE DATE:</b>	Open until filled

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## **SUMMARY**

The Lands Manager will be responsible for the overall management of Swan Lake First Nation's Lands Management Department. Evaluating and creating land use plans/development as well as programs and services in administering laws and policies related to land & resource management, environmental management and land transaction registration.

## **DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities of the Lands Manager will include, but are not limited to, the following:

### **Manage the Swan Lake First Nation Lands Department:**

- Collaboratively develop land management legislation as well as related aspects of land management systems and framework
- Take a lead role in the development and implementation of laws, policies and procedures related to lands administration, resource management and on-reserve planning
- Manage delivery of land management practices, projects and services for Swan Lake First Nation lands and traditional territory; participate in environmental monitoring of lands and traditional territory
- Implement the Swan Lake First Nation Land Code
- Maintain a current land registry
- Receive applications for the use or alteration of traditional lands; review & recommend applications for access and land use activities ie: road construction, etc., and negotiate terms and conditions of land use activities to ensure compliance with terms and conditions of approved use
- Prepare and submit proposals and reports, prepare project budgets, monitor and authorize expenditures within approved budgets
- Develop yearly work plans and multi-year strategic plans; develop procedures and goals; modify to meet as needed to meet operational guidelines and requirements
- Advocates Swan Lake First Nation views and recommendations as an appointee on various working groups and forums
- Responds to consultation requests from Federal and Provincial/territorial government proposed legislative amendments; ensure Federal and Provincial/Territorial governments fulfill obligations
- Field work will be conducted when required to meet the objectives of the Lands Department
- Determine staffing need requirements for the Lands Department; manage/supervise Lands department staff and students
- Provide clear, concise and accurate information and/or explanation to Chief & Council, meetings, forums, conferences and community as required
- Contribute in the community emergency response plan as required
- Actively participate in multi-departmental initiatives as required
- Perform other related duties as required



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## **KNOWLEDGE, SKILLS & ABILITIES**

- Strong manager/supervisory skills
- High proficiency computer skills
- Proficient with Microsoft Office programs and Autocad
- Knowledge of land registration and land administration
- Be familiar with all government financial legislation, policies and procedures relating to First Nation Land use
- Have a strong understanding of relevant Federal and Provincial legislation, policies and procedures
- Working knowledge and understanding of land surveying
- Ability to collect and analyze relevant data to produce mapping and reports as required
- Ability to create and generate accurate queries, reports and documents using a variety of software programs
- Ability to organize and conduct presentations
- Ability to manage varied workloads and changing priorities
- Decision making skills
- Excellent communication, organizational and leadership skills
- Time management skills
- Ability to meet deadlines

## **WORKING CONDITIONS**

The Lands Manager will be working with technical experts, consultants and contractors in the development of land use. The Lands Manager will be expected to work with assisted drafting software and computer equipment. Physical working conditions include sitting for extended periods of time, working in various weather conditions when circumstances warrant; may come in contact with hazardous materials, gases and environments. Manual dexterity will be required to operate and calibrate field equipment and tools. Travel will be required.

## **CONDITIONS OF EMPLOYMENT:**

- Access to reliable transportation to and from work as travel will be required.
- Valid Class 5 Drivers License.
- Clear Criminal Record and Vulnerable Persons check and Child Abuse Registry check.
- Applicants must be bondable.
- Must be willing to submit to random drug testing.

### **Deadline for submission: Open Until filled**

Please submit resume, cover letter and references with position applying for in subject box to:

**Human Resources Manager – Swan Lake First Nation**

Email: [careers@slfn293.ca](mailto:careers@slfn293.ca)

Tel: (204) 836-2101 Fax: (204) 836-2255