



Roseau River Anishinaabe First Nation Government
P.O. Box 30
Ginew, Manitoba
ROA 2R0
PH: (204) 427-2312
Toll Free: 1-888-283-8765

FAX: (204) 427-2584



Job Title:	Lands Manager	Job Category:	Administrative
Department/Group:	Roseau River First Nations Administration	Job Code/Req#:	Job Code/ Req#
Location:	Roseau River Anishinaabe First Nation	Travel Required:	Yes
Level/Salary Range:	Salary to be determined	Position Type:	Full Time
HR Contact:	Donna Hayden – Human Resource	Date Posted:	May 22, 2024
Will Train Applicant(s):	Applicant will be trained	Posting Expires:	Until filled

Applications Accepted By:

EMAIL:

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ROSEAU RIVER ANISHINAABE FIRST NATION
Donna Hayden, Human Resources
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Ginew,
Manitoba ROA 2R0

Job Description

Position Overview:

The reserve land and environment program (RLEMP) is a land management capacity building program that provides First Nations with the tools, skills and knowledge required to manage reserve lands, resources and environment and undertake Indian Act land management activities on behalf of the Minister of Indigenous Services. The Land manager will oversee work such as leasing, permitting, surveys, land use planning and other land, natural resources, and environment activities. Their role provides an important foundation for economic development in Roseau River. The Land manager will be responsible for developing and administering laws and policies related to the land administration, land and resourced management, land use planning, environmental management, fisheries, and land development. The Lands Manager will need to provide expert advice to members, Chief and Council, ISC and staff.

Program and Service Delivery

- Manages the department of lands and resources
- Ensure the department of lands and resources carry out the duties assigned to them
- Reports to the Director of Operations on the department of lands and resources and its activities
- Prepares regular briefing notes for submission to the Director/Chief Administrative Officer
- Participates in environmental monitoring of Roseau River First Nation lands
- Carries out duties in respect to Roseau River First Nation residential interests
- Prepare and finalize all land transaction documentation, such as leases, purchases, transfers, assignments, and allotments for Chief and Council approval to execute documents.

- Prepare and manage permits for any person to occupy or use Reserve lands or to reside or otherwise exercise rights on the Reserve
- Arrange surveys of Reserve lands as required and maintain an up-to-date and accurate Lands Registry and Survey Record for the Roseau River Anishinaabe First Nation
- Respond to community inquiries with respect to land use issues
- Research on and implementation of tax assessment system for the First Nation as it relates to land use.
- Maintain and protect records of historical data relating to the First Nation, particularly in relation to land matters
- Undertake field work such as land measurements, site, and area inspection
- Monitor environmental and conservation issues as they pertain to First Nation lands
- Attend all Lands Committee meetings, in a non-voting capacity
- Provide resource assistance to the Lands Committee.
- Provide monthly updates to Chief and Council on all land matters of involving Roseau River Anishinaabe First Nation.
- Advise Chief & Council, Lands Committee of legal decisions and court cases that are relevant to Roseau River Anishinaabe First Nation land matters

Relationship Management

- Establish and foster strong working relationships within and external to the Nation.
- Model and follow the policies and procedures of the Nation.
- Represent the Nation and its interest to stakeholders through professional appearance and courteous behavior.

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by direct supervisor or Chief and Council.

Knowledge, Skills, and Abilities:

- Ability to maintain strict confidentiality
- Knowledge of local Indigenous rights and history
- Ability to work with vulnerable persons
- Good time management skills with the ability to prioritize workload and pay great attention to detail
- Demonstrate dedication to the role and to the RRAFN Community.
- Knowledge of land use and environmental issues as they affect First Nations.
- Experience in administration and natural resource areas.
- Experience in general accounting and budgeting.
- Proven supervisory ability.
- Excellent verbal, written and interpersonal communication skills.
- Demonstrated computer skills in Microsoft Office software, specifically Word and Excel
- Knowledge of Aboriginal culture, communication styles and value systems.

Experience and Education Requirements:

- Certification in Lands Management OR enrolled in Lands Management program OR willing to take training is a necessary requirement
- Skill and knowledge attained by successful completion of a post-secondary degree or diploma in: community planning, lands and resource management or related disciplines, and at least 3 years' experience managing reserve lands.
- Must have successfully completed the First Nation Lands Manager training program.



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- Strong organizational and analytical skills are essential; conscientiousness with sensitive matters and materials;
- Strong interpersonal skills combined with good written and verbal communication skills along with a requirement for sound computer literacy.
- Valid class 5 driver's license in good standing
- Access to reliable vehicle

Working Conditions:

- *Physical Effort:* This position involves routine time spent working on a computer and in an office environment.
- *Environment:* Duties for this position are typically performed indoors in an office environment.
- *Mental Demands:* This position is in a busy environment subject to regular distraction with telephones and emails.

Other Requirements:

- Professional appearance
- Follow all Roseau River Policies and Procedures and display a commitment to the values and culture of the Roseau River Anishinaabe First Nation
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required

**** Screening process: only qualified applicants will be considered****