



This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

POSITION TITLE: Lands, Resources, and Infrastructure Director

PROGRAM: Lands, Resources, and Infrastructure

DATE:

REPORTING TO: Senior Administrative Officer

OVERVIEW

ʔakisq̓nuk First Nation ("AFN") is a member Community of the *Ktunaxa Nation*. AFN Administration exists for the Community and is comprised of different departments unified by our Vision, Mission, and Values. As a team, the AFN departments work together to achieve our goals and objectives as set out in our long and short term strategic plans. We continue to progress and move our community forward towards our Vision.

The broad areas of the Departmental responsibilities include: the care, maintenance, and continual improvement in our municipal services, including but not limited to housing, domestic water and wastewater, snow removal, and wildlife interface; facilities and asset management; capital projects; and safety and security within the boundaries of our reserve, matters concerning our natural resources, environmental stewardship, land development for economic and residential purposes; and regional crown and third-party referrals and Land Code development, ratification and implementation, directing and supervising Department staff.

ʔakisq̓nuk First Nation Vision Statement

Strong, healthy citizens and communities speaking our Languages and celebrating who we are and our history in our ancestral homelands, working together, managing our lands and resources as a self-sufficient, self-governing Nation.

ʔakisq̓nuk First Nation Mission Statement

Through sound, responsible leadership, we will promote the well-being and economic self-reliance of our people by encouraging and fostering education and sustainable employment.

ʔakisq̓nuk Values

The Natural Spirit of our Lands: Our Land is the most important gift that we borrow from the future. Therefore, we make all efforts to manage our lands in ways that preserve our spirit, the natural environment and wildlife



Our Language and Culture: ʔakisq̓nuk First Nation cherishes a unique culture and a language that is at the heart of all community discussions. Therefore, we strive to preserve our language and culture to encourage future generations to not only learn but preserve our history.

Family: Family is the most important social unit within our community. Therefore, we stand together to support our families.

Position Summary

The Lands, Resources and Infrastructure Director position will be responsible for the oversight of various departments. These include Lands, Public Works, and Housing. To assist with the development and monitoring of the workplans and budgets for each department within the department. Develop or revise policies as needed for approval by council for the department.

Duties and Responsibilities

- Oversee strategic and operational planning.
- Direct operating affairs of the department in accordance with ʔakisq̓nuk First Nation's Vision, Mission, and Values, and within in approved policy.
- Oversee the development of Land Code for community ratification and transfer agreement.
- Oversee the development and implementation of the land use plan for the community.
- Develop management system for external referrals.
- Communicate with membership with about department issues as needed.
- Communicate with council and develop briefing notes, background information and resolution wording for council review and consideration.
- Handle member inquiries about lands, resources, and infrastructure activities as they arise.
- Assist the lands department with applications for grants to reduce fire risk to the community.
- Manage contracts and contractors to the department.
- File reports as needed and relevant to the department.
- Develop and implement invasive species management plan.
- Ensure ʔakisq̓nuk First Nation assets are protected and properly maintained.
- Attend council meeting and general band meetings as directed.
- Prepare reports and updates to Indigenous Services Canada (ISC) and other external funders as needed.
- Prepare and present reports to council and membership.
- Supervise and evaluate all employees within the Lands, Resources, and Infrastructure department.
- Assist with infrastructure and capitol planning for ʔakisq̓nuk First Nation.
- Assist with the coordination of major repairs, maintenance, and upgrades to all AFN assets.
- Develop and maintain a prequalified contractor, and preferred vendors lists.
- Prepare and submit applications to funders to help AFN achieve its goals.
- Ensure up-to-date records are maintained for CP, Band and designated lands.

Strategic Planning



- Direct the development, implementation, and monitoring of department strategic and operational plans.
- Oversee the development of department and staff workplans.
- Ensure the interests of ʔakisq̓nuk First Nation and its members are included in the development of plans.
- Participate in Annual Strategic Planning for ʔakisq̓nuk First Nation as a whole.
- Assist with planning of capitol works with various departments as needed.

Financial

- Assist with the development and monitoring of the overall department budget.
- Development and monitoring of departmental budgets within the department.
- Enter into agreements on behalf of AFN as per policy.
- Oversee and monitor funding agreements specific to the department.
- Manage the financial affairs of the department and report out as required.

Communication

This position will be responsible for communication with other departments within ʔakisq̓nuk First Nation. They will also be responsible for communication with relevant governments and organizations as needed. Communication with AFN membership on directives and overall work of the department will be key to this position.

Inter-departmental

The department Director will work with all departments, and with the Ktunaxa Nation Council and other communities on mutually beneficial initiatives.

Position Qualifications

- Degree in Facilities or Land Management or similar would be an asset.
- Successful completion of the AANDC Land Management Program (or similar accredited program) preferred
- Excellent financial management & budgeting skills
- Ability to multi-task
- Strong project & time management skills
- Interaction with all levels of government, other First Nations organizations, & funding agencies
- Excellent oral & written communications skills
- Highly motivated & proactive with respect to large volumes of work
- Ability to use tact & good judgement in dealing with sensitive & complex issues
- Excellent conflict resolution skills
- Ability to maintain strict confidentiality
- Experience working with First Nations communities
- Class 5 Driver's license
- Working Knowledge of the Indian Land registry system.
- Proficient computer skills with MS Office.
- Ability to work independently and as a team.



- Ability to comply with occupational health and safety.
- Knowledge of Land Code process.
- Strong project & time management skills.
- Research skills.
- Negotiation skills.
- General Knowledge of small waters systems.
- Good interpersonal communication.
- Knowledge of general building maintenance.

CRITICAL SUCCESS FACTORS

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should understand AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and immerse themselves in the culture to gain a greater understanding.