



JOB DESCRIPTION

JOB TITLE:	MANAGER – LANDS & ENVIRONMENTAL STEWARDSHIP		
Reports to:	Executive Officer	Date Created:	March 2021
Department:	Lands & Environmental Stewardship	Date Updated:	

Job Summary

Reporting to the Executive Officer, the **Manager, Lands & Environmental Stewardship** has strong management and administration skills and preferably knowledge of Michipicoten First Nation, its land use, history, and culture. The Manager's primary responsibility is to assert Michipicoten's rights on Crown lands within MFN's traditional territory. This will be done through communications with MFN citizens, Council, and staff on Michipicoten's relationship with the lands, waters, and resources and by providing expert advice to citizens, Council, and staff on the administration of laws and policies related to land administration, land and resource management, land use planning, environmental management, fisheries, and land development. The Manager will oversee the operation of the department through planning, budgeting, monitoring and staff supervision

Core Competencies

- Knowledge of land management issues and legislation affecting First Nations locally, regionally, and nationally
- Knowledge of the principles and practices of land resource planning and management
- Strong communication skills
- Ability to problem solve
- Ability to prioritize and rank issues in relation to the overall goals
- Time management and organizational skills
- Ability to assume responsibility and meet deadlines

Additional Competencies

Knowledge of:

- Policies, directives, regulations, and legislation as they relate to the management of Crown lands
- Species at Risk Act
- Canadian Environmental Protection Act
- Canadian Environmental Assessment Act
- Fisheries Act
- Mining Act Regulations
- Crown Forest Sustainability Act
- Policy Framework for Sustainable Forests
- Selected Supreme Court of Canada Summaries relevant to the Crown's duty to consult and accommodate

- MFN policies
- Memorandums of Understanding and Impact Benefit Agreements
- Service Agreements
- Knowledge of implementing and utilizing terms of reference for appraisals,
- Environmental assessments and audits
- Monitoring and remediation processes
- Land Use Planning Process
- Compliance Strategy Process
- Environmental Management Plan process

Skills:

- Presentation
- Dispute resolution skills
- Project management
- Financial management

Ability to:

- Participate in the negotiation and submission of land instruments for approval and registration
- Monitor and ensure compliance of land instruments
- Assist in analyzing, interpret, and apply policies, directives, regulations, and legislation as they relate to the management of Crown land within MFN's traditional territory
- Analyze, interpret, and apply basic contract law
- Interpret environmental assessments and audits
- Identify appropriate Indian Act legislation as it relates to instrument type and purpose
- Establish and maintain a record keeping system or record management system using a central filing system
- Prepare correspondence, statistical, and narrative reports
- Conduct effective presentations for the transfer of information relevant to land related issues
- Participate in the development and implementation of Land Use Planning
- Participate in the development of By-laws

Direct Reports

Mineral Development Advisor (to be filled)

Lands and Resources Coordinator (to be filled)

Environmental Monitor(s) (to be filled)

Forestry technician (to be filled)

Primary Responsibilities

In consultation with the Executive Officer, prioritizes overall department goals and objectives

- *Identifies resource management and planning priorities based on MFN's strategic priorities, industry and government initiatives, and available funding*
- *Incorporates priorities into annual workplans for self and department staff*
- *Conducts ongoing review of short/long term goals and objectives*

Develops and implements forest, mineral, aggregate, water, fisheries, wildlife, and species-at-risk management plans

- *Develops and implements management plans and monitoring projects to support rights and title and stewardship responsibilities*
- *Provides input and direction on the development of MFN laws, policies and processes that support MFN's rights and title and stewardship responsibilities; undertakes ratification processes as needed*
- *Develops, implements, and reports on community engagement processes*

- *Manages the completion of comprehensive reports, briefing notes, and other recommendations with respect to departmental activities*

Responds to all land use inquiries from governments and industry proponents

- *Informs federal and/or provincial officials of MFN's views, values, goals, concerns and recommendations as directed by the Executive Officer or Gimaa Kwe and Council and ensures government's obligations are fulfilled.*
- *Maintains an inventory of all land use inquiries, consultation requests and permit applications notices and a record of all responses to proponents*
- *Develops and maintains a data management system for MFN land use information and critical values located throughout the traditional territory*
- *Oversees the organization and facilitation of community consultations and workshops*
- *Determines the need for consultants/contractors and monitoring the work of consultants and contractors engaged for assessing and recommending mitigation measures for potential economic, social, and political impacts to MFN*
- *Participates in field-based activities including monitoring and research assistance.*
- *Drafts communication responding to consultation requests for those projects ensuring responses are provided in a timely manner and within imposed regulatory requirements*
- *In a Team negotiate terms for financial compensation*
- *Negotiate conditions of land use activities by applicants and monitor activities to ensure compliance with terms and conditions of approved use*

Liaise with federal, provincial, regional, and local service agencies; advocates MFN views and recommendations as an appointee on various committees and working groups, including:

- *Attends or coordinates participation at quarterly, monthly, weekly meeting, as the case may be*
- *Reviews and corrects meeting minutes*
- *Retains and archives records on engagement*
- *Reports decisions or actions of these committees that may affect MFN economic, social, and political to EO and C&C*
- *Distributes communications materials to citizens – Job Board, Flyer, Website & Social Media—as required*
- *Periodically assesses and makes recommendation on MFN's ongoing participation on boards and committees*

Responsible for overseeing the day-to-day operations of the Lands & Environmental Stewardship department

- *Works with HR to develop staffing plans, job descriptions, and annual work plans for departmental staff*
- *Onboards and trains new staff*
- *Oversees the delivery of departmental programs and services*
- *Provides direction and approves staff workplans*
- *Reviews and approves timesheets and leave requests*
- *Communicates priorities and provides timely feedback for input on processes*
- *Conducts regular performance evaluations*
- *Initiates disciplinary action when required*
- *Ensures compliance with Health and Safety regulation and reports job related injuries to HR*

Assists in the preparation of departmental budgets

- *Practices fiscal responsibility by assisting the Finance Director in the preparation of the Lands budget for inclusion into organizational budget.*
- *Monitors expenditures and reports financial state as required.*
- *Identifies and applies for grants to support the department's functions and assesses and completes final reports as required.*

Ensures the activities of the department adhere to relevant MFN policies, procedures, and by-laws, and other associated legislation, acts, and regulations with respect to environmental impacts, and natural resources issues:

- *Demonstrates a clear understanding of applicable MFN policies, procedures, and by-laws that impact the delivery of departmental operations*
- *Demonstrates a clear understanding of federal and provincial laws, regulations, impact assessment processes and the Crown's duty to consult obligations*
- *Provides commentary on legislative revisions that impact MFN's rights and title and stewardship responsibilities*

Works collaboratively with the Executive Officer, MFN departments, and contracted consultants and experts

- *Establishes and maintains positive and effective working relationships*
- *Prepares monthly reports for the EO regarding all important aspects of the department's functions and operations, highlighting both achievements and areas of concern*
- *Conveys written and oral communication, as appropriate, to all individuals using clear and concise language*
- *Actively seeks the opinions and feedback from others and, in turn, provides feedback in a respectful manner to others*
- *Participates fully in achieving collective goals*

Projects

- Fish Biomonitoring Project
- Caribou Monitoring, Translocation, and long-term Strategy development
- Nextbridge East-West Tie Transmission Project Construction Environmental Monitoring
- Newmont Gold Borden Gold Environmental Monitoring
- Missinabie Forest Management Corporation
- Customized Consultation Work Plan & Toolkit
- Values and Land Use Mapping
- Enhanced Forest Resource Inventory Knowledge Transfer and Tool Development Program – Red Spruce (funding pending)

Qualifications

- Degree or diploma in on or more of the following: Natural or renewable resource management, environmental studies, land management, or similar field
- Five (5) or more years experience in land and resource management or a related field
- Five (5) or more years working with First Nations communities
- Five (5) or more years in a management role
- Driver's License
- Reliable Transportation
- Criminal Records Check
- First Aid Training
- WHMIS
- ATV/UTV Safety Course
- Familiarity with Federal and Provincial funding regimes
- Demonstrated ability to research and synthesize large amounts of information in preparation of briefing notes, reports, and other communication tools
- Ability to identify critical lands and resource management areas through citizen consultation and respond to citizens concerns and issues raised

Term Full-time, Permanent

Acknowledgment and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name:

Date: