

Vuntut Gwitchin Government (VGG)**A. Identification: Lands Manager**

Department: Natural Resources

Supervisor: Director, Natural Resources

Date: revised June 2008

Status: Full-time

Level: 7

B. Job summary:

Reporting to the Director of Natural Resources, this position is responsible for managing a diverse portfolio consisting primarily of managing scientific research, land-use plans/development and related 'C'onsultations, and programs and services within Vuntut Gwitchin settlement lands and traditional territory. This position works closely with the public and fosters strategic relationships with co-management groups, other First Nation, Territorial and National governments.

C. Main Tasks and Duties:**1.) Specific**

- Actively consults the North Yukon Renewable Resources Council and general public taking into account recommendations on Lands Manager files.
- Works independently while applying direction from the Director on key land and resource files.
- Prepares regular briefing notes for submission to the Director.
- Manages International Polar Year files, activities, and organizational aspects.
- Oversees and assists in operation of the Old Crow Recycle Depot.
- Participates in environmental monitoring of Settlement and Traditional Territory lands.
- Maintains a comprehensive paper and electronic filing system.
- Maintains a current land registry.
- Arranges and executes community recycling and hazardous waste round-up.
- Works with other VGG Natural Resources staff as required.
- Organizes and seeks outside funding for summer science camp, Caribou Days, Earth Day, and other environmental awareness events.
- Amends as necessary and communicates the community spill response plan.
- Organizes and facilitates community consultations and workshops.
- Advocates VGG views and recommendations as an appointee on various working groups.
- Works with Parks Canada on Vuntut National Park related items as needed.
- Maintains a flexible, patient, and integrated attitude.

- When requested, prepare and present information at Chief and Council meetings, forums, conferences, and other functions.

2.) General

- Manages delivery of land management practices, projects, and services for Vuntut Gwitchin Settlement Lands and the Traditional Territory.
- Develops policies and procedures, goals, and work plans; implementing activities, evaluating and modifying as needed.
- Collaboratively develop land management legislation as well as related aspects of land management systems and framework.
- Participating in field-based activities including monitoring and research assistance.
- Responds to 'C'onsultation requests from Federal and Territorial government proposed legislative amendments.
- Participating in applicable committees/commissions, technical working groups, symposiums, conferences, meetings and consultations with citizens and key associates
- Preparing and submitting proposals and reports; preparing project budgets and approving expenditures
- Determining the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.
- Receiving and reviewing applications for access and land use activities to settlement land, such as quarries, road construction, and cabin building, negotiating terms and conditions of land use activities by applicants, and monitoring activities to ensure compliance with terms and conditions of approved use.
- Ensuring Territorial and Federal governments fulfill obligations as set out in the VGFNFA.
- Reviewing applications for the use or alienation of traditional lands.
- Informs federal and/or territorial government officials of VGG views, values, goals, concerns and recommendations.
- Demonstrate proficiency in using software such as ArcView and Ozie Explorer.

3.) Practices fiscal responsibility by

- Preparing Lands budget for submission to supervisor for inclusion into departmental budget.
- Following established accounting policies and procedures.
- Monitoring expenditures and reporting financial state to Director as required.
- Submitting project/third party claims as required.
- Assesses and completes final reports as required.

4.) Supervises staff by

- Conducting Performance Evaluations with staff supervised ensuring review occurs within the initial probation period and once per year thereafter.
- Providing assistance in hiring departmental staff when requested.
- Approving timesheets and leave requests in preparation for submission to the Director.
- Ensuring compliance with WCB regulations and reporting job injuries to VGG Human Resources.
- Identifying areas in need of further training.

D. Job Knowledge and Skills:**1.) Education**

- Degree or diploma in one or more of the following: natural or renewable resource management, land management, environmental studies.
- Knowledge of Umbrella Final Agreement (UFA), and Vuntut Gwitchin First Nation Final Agreement (VGFNFA).
- Knowledge of land management issues and legislation affecting First Nations both locally and nationally.
- Knowledge of the principles and practices of land resource planning and management.

2.) Management Skills

- Ability to problem solve.
- Ability to prioritize and rank issues in relation to the overall goals of the VGFN.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to negotiate contracts.
- Ability to manage projects.
- Ability to supervise and mentor staff.
- Ability to analyze, prepare and reconcile budgets and expenditures.
- Ability to research, analyze and develop strategic goals, work plans, and policies and procedures.
- Ability to comprehend and develop policy papers, technical/scientific papers, and present technical data to supervisors, citizens and other key partners.

3.) Interpersonal Skills

- Ability to function in a cross-cultural environment.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Director of Natural Resources, the Vuntut Gwitchin Government, and the Vuntut Gwitchin First Nation. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for developing procedures where none exist, setting work priorities, ensuring fiscal accountability, implementing projects, systems and services, communicating with agencies and third-party partners, and determining which recommendations are forwarded to the Director of Natural Resources.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting goals identified by strategic planning, and General Assembly resolutions.

G. Key Personal Contacts:

Contact	Purpose	Frequency
Director	Informing and discussing tasks, and receiving direction.	Weekly/as required
Staff	Supervising; information exchange.	Daily
Territorial Government	Negotiating land use and funding requests; accessing programs; reports; information exchange.	As required
Federal Government	Negotiating land use, and funding requests; accessing programs; reports; information exchange.	As required
Vuntut Gwitchin Citizens	Discussing policy; delivering programs; resolving problems and conflicts; information exchange.	As required
Boards & Committees	For discussion, planning, policy reviews, consultation, information exchange.	As required

H. Positions Supervised:

This position requires the supervision of possibly one-three, full-time seasonal employees and partial supervision of one part-time permanent employee.

I. Working Conditions:

This position is generally located in a normal office environment. Field trips are required with travel by snow machine, ATV, boat, helicopter or small aircraft.

Spiritual

- Balancing traditional beliefs and practices relating to use and conservation of land and natural resources with modern practices.

Physical

- Approximately 70% of time is in an office environment.
- Travel approx: 10 trips per year to other communities, plus field trips
- Remote living conditions in extreme temperature and light changes.
- Working occasionally in outdoor, rugged and remote environments.

Mental

- Regular need to meet deadlines (meetings, reports, ad hoc deadlines).
- Shifting priorities to respond to Vuntut Gwitchin Government and Vuntut Gwitchin First Nation requirements.
- Program and service delivery affected at times by conditions due to remote, rugged environment.

Emotional

- Dealing regularly with community members who are under personal stress, or have varying social values, or who are not comfortable with or don't understand changes in the community or use of land.

J. Conditions of Employment:

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals.
- Willingness to work extra hours to meet deadlines.
- Willingness to work in varying weather conditions.
- Standard First Aid Certificate or Wilderness First Aid Certificate or willingness to obtain.

SIGNATURES

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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