

	JOB POSTING
	Lands Manager Department: Administration Reports to: Director of Lands, Infrastructure and Planning

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Summary

Reporting to the Director, Lands, Infrastructure and Planning, the Lands Manager is responsible for the administration, development, and protection of the Nation's lands and resources under the authority of the Land Code and other Nation laws. In addition, this role provides direct supervision of public works, groundskeeping, and caretaking services to ensure the safe and sustainable use of community assets. The Lands Manager ensures the integration of land management, community planning, and infrastructure services to support the Nation's long-term vision for growth and sustainability.

Responsibilities:

Land Administration

- Implement and administer the First Nation's Land Code
- Support the development, implementation, and enforcement of the Nation's land laws and bylaws
- Ensure compliance with all land-related laws, regulations, and policies
- Maintain accurate records of land holdings, parcels, interests, and mapping records
- Coordinate Additions to Reserve (ATR) and related negotiations
- Prepare funding proposals and grant applications to support land management projects and initiatives
- Other duties as assigned by the Director
- Provide advice and recommendations on land use to the Director and Executive Director

Community Planning & Development

- Support the development of land-use and community plans
- Oversee feasibility studies, zoning, and environmental assessments
- Assist with funding proposals and project applications

Security and Facilities Oversight

- Supervise the Security Team to ensure the safety and protection of members, facilities, and assets
- Oversee hall caretaking services and community groundskeeping
- Oversee rental operations of hall and field facilities
- Develop policies, training, and schedules for security and caretaking staff
- Ensure community buildings and grounds are safe, accessible, and well-maintained

Taxation and Revenue Management

- Assist with the development, implementation, and administration of property taxation under the First Nations Fiscal Management Act (FNFMA).
- Maintain and update the property tax roll and support the issuance of tax notices and enforcement of collection procedures.
- Track Development Cost Charges (DCCs) related to infrastructure and new developments on First Nation lands.
- Ensure accurate financial record-keeping and timely reporting related to tax revenues and lease income.

Emergency Preparedness

- Support emergency preparedness planning related to land use, access routes, and evacuation planning.
- Collaborate with emergency management personnel and relevant agencies to align land governance with community emergency plans.
- Identify land-related risks and help develop mitigation strategies to protect the Nation's land and infrastructure.
- Assist in maintaining updated land records, maps, and property data to support emergency response and recovery.
- Participate in the development of land-based components of emergency preparedness plans and community training exercises.

Supervision and Reporting

- Responsible for all staff management processes, including performance evaluations in the Public Works, Hall Caretaking and Security teams.
- Develop departmental procedures, records and reporting systems.
- Prepare regular reports for the Director on land, security and facilities operations.

- Foster respectful community relations and maintain effective partnerships with government agencies and contractors.

Qualifications

- Post-secondary education in Land Management, Indigenous Governance, Natural Resource Management, or a related field.
- Certification or training through the First Nations Land Management Resource Centre is an asset.
- Knowledge of the FNLMA, Land Code governance, FNFMA, and ATR processes.
- Experience in land law/bylaw implementation and regulatory compliance.
- Familiarity with property leasing, taxation, and land information systems.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively in a First Nations governance environment.
- Proficient in Microsoft Office and relevant database/land management tools.
- Valid Class 5 driver's license and access to transportation.

This role requires sound professional skills and judgement. Knowledge of principles and practices of a First Nation governance structure and processes, strategic planning, program administration and resourcing, organizational and management practices, and financial knowledge is required. The incumbent must have advanced abilities to initiate and lead, communicate, and possess strong organizational and computer skills.

This position is nominally scheduled to work Monday to Friday dayshift 8:30am – 4:30pm but will often require flexibility and additional time to deliver its supportive mandate. Works independently and collaboratively inclusive of regular supervision.

Job Type: Full time, Permanent

Annual Salary: \$70,000 - \$90,000

Benefits: Extended Health and Dental, Virtual Health Care

Pension: Generous pension matching contributions of up to 9%

To apply, please submit your resume and cover letter directly to careers@wewaikai.com.

Deadline: November 28, 2025