



Fort Nelson First Nation

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INTERNAL-EXTERNAL POSTING

Job Title:	Land Code Coordinator (temporary)	Posting #:	41-2022
Department:	Corporate-Administration Services	Level:	G5-L4-C6
Office:	2026 Kennay-Yah Road	FTE:	1.0 (temp)
Supervisor:	Director, Corporate Services	Rate:	\$29.72 /hr.
Key Areas:	Project Management, Community Engagement	First Posted:	2022-09-08
Effective Date:	October 03, 2022 - March 31, 2023	Closes:	2022-09-22

SUMMARY / SCOPE

Background:

The road to the Framework Agreement on First Nation Land Management (FNLN) began in the late 1980's, driven by 14 First Nation Chiefs seeking resolution over land management and economic development issues experienced under the paternalistic constraints of the Indian Act. After years of discussions and negotiations, the Chiefs collectively entered into a government-to-government agreement with Canada in 1996 – the *Framework Agreement on First Nation Land Management*. Thereafter, Canada enacted Bill C-49, the First Nation Land Management Act, as part of its obligation to ratify the Framework Agreement. It was given royal assent on June 17, 1999. In March of 2003 the Agreement was amended to allow additional signatories to participate, and actively develop land codes. As of March 2017, seventy (70) First Nations have signed on to the Agreement, and many more are wait-listed to participate (“rolling” participation is restricted). Fort Nelson First Nation is one of a number of First Nation's in Canada who has applied to be a party to the Framework Agreement on First Nation Land Management.

The purpose of the Framework Agreement is to recognize the governmental authority of First Nations to take control of their lands and resources for the use and benefit of their members without outside interference, and to provide a basis for First Nations to replace up to 44 of the land management related provisions of the Indian Act with a First Nation's own land law – typically called a Land Code. In doing so, this work is guided by the following principles: (1) Recognize the inherent right & jurisdiction of a First Nation as the governmental decision-making body over its reserve lands & resources, (2) Empower First Nations & their members to design laws that work for them & to make decisions according to their Land Code, (3) Support decision-making to take place at speed of business, (4) Protect reserve land base from ever diminishing in size – lands can only be added, never sold., (5) Increase transparency & accountability to First Nation members.

To date, Fort Nelson First Nation has completed community driven work on this project, through a previous Land Code Development Committee, which focused on on-reserve land use planning, permitting, and economic development matters. Council approved the draft FNFN Land Code on May 01, 2018 by Band Council Resolution. In accordance with the Fort Nelson First Nation Community Ratification Process, dated February 13, 2018, voting took place on June 20, 21, and 22, 2018, and while the number of ‘Yes’ votes outweighed the number of ‘No’ votes, the necessary threshold (25% of eligible voters) was narrowly missed, and the Fort Nelson First Nation Land Code was not ratified.

This role has been filled continuously since September 2020, but due to a planned relocation out of the area the current employee will no longer be available past October 14, 2022. We hope to secure a replacement in time to cross-train with the employee currently holding this role. The successful incumbent will finish the project and their term by March 31, 2023.

The Job:

Reporting to the Director of Corporate Services, and supporting the Executive Director, the Land Code Coordinator will be responsible for all Secretary and Clerical Duties necessary in supporting and overseeing the work of the Land Code Development Committee, in doing so, this employee will assist Council in its selection of Land Code Committee members, and will also work with the *First Nations Lands Management Regime*. Expectations include developing comprehensive knowledge and expertise of the approved draft Land Code and applicable Acts and other relevant subject matter to support the Land Code Development Committee in leading community information sessions, culminating in a second Ratification Vote. Responsibilities include ensuring necessary communications, organizing, planning and scheduling are executed in a manner that achieves maximum community outreach and engagement and comprehensive knowledge sharing. Duties will include, but are not limited to: (a) scheduling meeting and engagement sessions and ensuring documentation of same, (b) preparing communications and publications that inform and engage, ensuring comprehensive knowledge is shared, (c) developing material expertise in the subject matter to support and facilitate meetings; (d) in general,



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arrange and support on-reserve and off reserve virtual cafes, door-to-door outreach, knowledge integration, facilitate and lead group and one-to-one discussions about the draft Land Code to implement the ratification process.

Candidate Profile

The Land Code Coordinator has graduated from a recognized certificate program, supplemented by related work experience. The Coordinator has strong interpersonal, communication, and organization skills, and is a critical thinker who is skilled in community engagement. Maintaining a courteous approach in all matters, and possessing exceptional listening and observation skills, as well as exceptional written and verbal communication skills is key for this team player who is comfortable with deadlines, multi-tasking/task-switching, and prioritizing a busy workload. The ability to work independently requires this employee to be self-motivated and independent with attention to detail. This employee is responsible for assisting the Land Code Development Committee with the development, verification and ratification processes.

COMPETENCIES

- Outreach/Engagement
- Time Management
- Organization/Planning
- Communication/Feedback
- Collaboration/Teamwork
- Diplomacy
- Documentation
- Proactive/Initiative
- Knowledge Integration

MINIMUM QUALIFICATIONS

- Mature individual of professional presentation with a post-secondary certificate in a relevant discipline
- Three (3) years' experience in a relevant field, with some supervisory experience
- Experience includes consultation and program implementation, facilitating meetings, and leading presentations and workshops
- Communication skills are professional (written and oral); including written, oral, and social media communications; able to listen to understand and ask questions and seek clarification; able to produce written documents with clearly organized thoughts using proper sentence construction
- Organization skills include ability to develop work plans, project schedules, and organize others
- Interpersonal skills include ability to interact in a neutral manner with employees, staff, Council, the membership, and external stakeholders; able to maintain diplomacy with all
- Proficient computer skills, including document formatting and file management and able to use MS Office Suite, Google, and internet
- Able to use virtual presentation platforms (i.e. Zoom, Google) to moderate virtual meetings and engagement sessions
- Able to work effectively in groups, as a team player, and independently
- Experience conducting research and integrating knowledge while adhering to vision/goals of the project
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccinations.
- Successful completion of a Police Information Check
- Valid BC Driver's License
- Satisfactory driver's abstract.

DESIRED QUALIFICATIONS

The aforementioned as well as:

- Experience preparing agendas and taking notes.
- Experience working for or a relational understanding of First Nations Governance is an asset.
- Ability to speak Dene and/or Cree an asset.

WORK CONDITIONS

- Ability to lift up to 10 lbs. boxes, file-boxes, and equipment.



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- Intermittent physical activity including walking, standing, sitting, and lifting materials to facilitate information sessions.
- Interacts with senior administrators, Committee, Chief and Council, management staff and personnel, community members and visitors, government agencies/personnel regarding land code matters.
- Manual dexterity required to use desktop computer and peripherals.
- Visual concentration to interpret observations and integrate into evaluation.
- Auditory concentration is constantly required in meeting sessions to listen attentively, to be alert and to obtain and interpret information correctly.
- A higher than normal level of attentiveness is required when assessing spoken language.
- Driving/Travel is a requirement, must be willing to drive to multi-sites, this may include travelling in winter road conditions for distances up to 20 kilometers
- May be exposed to unpleasant dealings in emotionally charged situations.
- Overtime must be approved by authorizing manager.

APPLICATION INSTRUCTIONS

Closes: September 22, 2022 at 4:30 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a reply.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.