



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Leasing Officer (Permits, Licenses)
DEPARTMENT: Lands, Leasing & Tax Department
SUPERVISOR: Manager, Lands and Leasing
TERMS: Full-Time, Permanent
REFERENCE #: 2024-060

Purpose of Position:

The purpose of this position is to plan, manage, draft, administer, execute and monitor TteS Permits, License and related Band Council Resolutions considering Indigenous Services Canada ("ISC") policies and procedures, various TteS bylaws, laws, regulations, guidelines, masterplans, designations, land use plans policies and procedures while negotiating terms and conditions of Section 28 (2) Permits, Section 58 (4) Timber, Sand and Gravel Permits, Section 81 Water Licenses under the *Indian Act* and in accordance with TteS Section 60 Delegated Authority. Additionally, this position supports and assists with day-to-day operations and special projects of the Department.

Duties and Responsibilities:

- **Maintains current knowledge to plan, manage, draft and administer the execution and monitoring of Permits, Licences and related BCR's considering the various Acts, Regulations, By-laws, Laws, Guidelines, Master Plans, Designations, Land Use Plans, policies and procedures while negotiating terms and conditions of the agreements (95%)**
- Assists with administration of by-laws, laws, guidelines, master plans, designations, land use plans, policies and procedures, ensuring the development, and the implementation of all established policies, procedures and agreements while negotiating terms and conditions of Section 28 (2) Permits, Section 58 (4) Timber, Sand and Gravel Permits, Section 81 Water Licenses under the *Indian Act* and in accordance with TteS Section 60 Delegated Authority.
- Researches, reviews, drafts processes and collects related registration and other fees when registering all Permits, License and related BCR's as requested by or approved by Chief and Council.
- Provides Notice to Permittee, Licensee of upcoming Appraisals required and assists outside appraisers with fee reviews which includes providing various documentation and communications.
- Conducts encumbrance checks and Land Status Reports.
- Updates computerized systems, spreadsheets of registered documents and where authorized distributes to designated staff, TteS departments, outside agencies of any significant information, as necessary.

- Conducts monitoring and compliance through desk audits to ensure:
 - o Permittee, Licensee timelines are met by sending Notice of Fee Review, Expiry, Insurance renewal and other covenants identified in the registered documents are met;
 - o account searches and on-site visits and where necessary proceeds to default letters, and follow-ups with Permittee's, Licensee's.
- Fulfills the TteS fiduciary obligations, conducting research and recommending needed changes to policy and bylaws.
- Provides information, action or consent to complete transactions for Permittee, Licensee, Members and Council.
- Maintains current working knowledge of the various Acts, jurisprudence, environmental and other relevant regulations to legislation.
- Mediates, assesses and drafts permit, licenses their related BCR documents in accordance with the policies, procedures, and requirements.
- Monitors, reviews and interprets Permittees and Licensees draft land survey plans, ensures accuracy and compliance with By-law and where required requests re-processing incorrect documents.
- Drafts various legal documents and correspondence using precedents, prepares drafts reports, briefing notes and docket responses for the Permittee, Licensee, Minister, Chief and Council and Management.
- Communicates and assists with all team member to ensure efficiencies and effectiveness within the department and department projects and provides succession for the Lands and Leasing team on an as needed basis.
- Provides updates for the Lands and Leasing section of the TteS Website (Lexéy'em, other forms of communication) Strategic Plan, Action Items and High-Level updates.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Attends and participates in various meetings, team activities, projects and workshops.
- Maintains confidentiality on all matters relating to the affairs of TteS.

- **5% Other related duties as necessary.**

Professional Certification, Education and Experience:

- Must have education and/or training in Reserve Land and Environmental Management
- Must have 1-3 years work experience in a similar work field including, real estate, surveying, First Nation Land Studies.
- Experience in FN lands, environment, law and contract management.
- Experience/training in keyboarding, word processing, spreadsheet, the Internet, photocopier, scanner, databases, Indian Land Registry System, Google Earth, ERips and other standard computer applications.
- Prefer Paralegal expertise in Native Property Law and Legislation.
- Prefer experience in computerized record keeping.
- Prefer knowledge of the Indian Land Registry System (ILRS).
- A diploma in Business Administration, Law, or related discipline or education in a related field.
- Must have a current valid Class 5 BC Drivers License.

Financial Responsibility:

This position does not have direct budget responsibility, however:

- is responsible to ensure ongoing annual permit, license revenue is up to date (ie: appraisals are initiated for Rent Reviews and expiries, and advancing defaults when accounts are outstanding);
- communications include charges fees where applicable (ie: searches, registration, Property Transfer Tax and other document fees)

- At the direction of the Lands & Leasing Manager assists with research, preparing Expression of Interest and applications for ISC and/or other funding programs

Supervision or Training Duties:

This position does not have any supervisory duties however may be required to mentor staff or summer students.

Skills and Abilities:

- Excellent planning and organizing skills, time management and multi-tasking skills.
- Must display a positive attitude and have service orientation skills.
- Must be self-motivated have a strong work ethic and able to work under pressure.
- Must have the ability to create and ensure a cohesive team that displays lateral kindness.
- Must have excellent record keeping skills and the ability to verify, research and collect data to update files and prepare reports and other documents.
- Exceptional interpersonal and written communication skills with ability to use tact and diplomacy.
- Strong knowledge of FN Lands, Leasing and Environment management, related laws, Bylaws, Acts, regulations.
- Strong working knowledge of contracts and processes, policies and program delivery
- Ability to build rapport with stakeholders.
- Ability to take initiative, with proven ability to set priorities and meet deadlines.
- Must have strong problem-solving skills
- Ability to work in multi-cultural settings and interest in learning about TteS Language, Culture and History.
- Flexible, committed, and enthusiastic.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$22.59-\$33.22/hour depending on education and experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is July 23rd, 2024 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.