

## Lands Administrator

### Lands Agent

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| <b>Position Title:</b> | <b>Lands Administrator</b>        |
| <b>Department:</b>     | Lands                             |
| <b>Reports To:</b>     | Director of Lands                 |
| <b>FTE/Hours:</b>      | Full-Time                         |
| <b>Location:</b>       | Merritt, British Columbia, Canada |

### ABOUT LNIB

The Lower Nicola Indian Band (LNIB) is a vibrant and growing First Nations community in British Columbia, committed to the well-being, culture, and prosperity of its members. LNIB provides a wide range of programs and services including health, education, social development, governance, and economic development initiatives.

We value innovation, collaboration, and respect for our traditions, and we are dedicated to fostering a supportive, inclusive, and safe work environment for all employees. LNIB follows Indigenous governance principles and prioritizes community engagement, cultural knowledge, and sustainable development in all its operations.

Join LNIB and be part of a team that is making a meaningful impact in the community while contributing to a dynamic and culturally rich workplace.

### POSITION SUMMARY

The Lands Agent supports the administration of Lower Nicola Indian Band reserve lands, focusing on **land use, land access, and property administration** under the authority of the LNIB Land Code and the First Nations Land Management Act.

This role is responsible for coordinating land transactions, maintaining land records, supporting compliance processes, and assisting with land governance administration. The position provides technical and administrative support and does not exercise delegated decision-making authority regarding land approvals or enforcement.

The Lands Agent plays a key role in ensuring accurate documentation, supporting community access to land information, and maintaining the integrity of LNIB's land management systems.

## **KEY RESPONSIBILITIES**

### **LAND USE & PROPERTY TRANSACTIONS ADMINISTRATION**

- Coordinate processing of land use applications, leases, permits, licenses, and rights-of-way
- Prepare land documentation packages for review and approval
- Track application timelines and ensure completeness of submissions
- Coordinate document execution and registration processes

### **LAND RECORDS & REGISTRY MANAGEMENT**

- Maintain accurate land and property records, files and digital record systems
- Update and manage entries in the First Nations Land Registry System
- Conduct land status and property information searches and prepare land reports
- Ensure secure storage and confidentiality of land records

### **COMPLIANCE & GOVERNANCE SUPPORT**

- Monitor land agreements for compliance with approved terms
- Support documentation required under the LNIB Land Code
- Assist with preparation of reports for the Lands Director, Advisory Committee, and Council
- Support audits, policy implementation, and governance processes

### **COMMUNITY & STAKEHOLDER SUPPORT**

- Provide information to members and stakeholders regarding land use, access, and property administration processes
- Support communication related to land applications and approval
- Coordinate with internal departments and external professionals

### **OPERATIONAL SUPPORT**

- Assist with land use planning initiatives and departmental projects
- Maintain effective working relationships with community members and partners
- Perform other related duties as assigned

### **COMMUNITY, GOVERNMENT & STAKEHOLDER RELATIONS**

- Build and maintain positive relationships with LNIB Members, other First Nations, government partners, funders, and community organizations.
- Represent LNIB with professionalism and cultural integrity.
- Support economic development initiatives, in collaboration with the Lower Nicola Indian Band Development Corporation.

- Engage with community members on key issues, priorities, and opportunities.
- Promote transparency, community engagement, and culturally respectful communication.

## **OTHER DUTIES**

- Provide crisis management, conflict resolution, and emergency administrative response when required.
- Participate in community events, ceremonies, and gatherings when appropriate to role.
- Valid BC driver's licence.
- Perform other related duties as assigned by the Director of Lands.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of First Nations **land governance frameworks, land use processes, and property administration.**
- Understanding of the LNIB Land Code and FNLM legislation
- Strong organizational and records management skills
- Ability to interpret legal land documentation
- Strong communication and interpersonal skills
- Proficiency in computer systems and land registry tools

## **QUALIFICATIONS**

- Diploma in Lands Management, Business Administration, Legal Administration, or related field; **OR**
- Equivalent combination of relevant education and experience
- First Nations Lands Management [Certification](#)

## **WORKING CONDITIONS**

- Fast-paced environment with frequent interruptions and urgent deadlines.
- Extended periods of computer use, meetings, and seated work.
- Must maintain a current and clear Criminal Record Check.

## **PREFERENCE**

The Lower Nicola Indian Band (LNIB) follows Section 25 of the Human Rights Code, giving preference to Indigenous applicants where applicable.