



Tsleil-Waututh Nation
PEOPLE OF THE INLET

MNP
EXECUTIVE SEARCH &
PROFESSIONAL RECRUITMENT

Lands and Planning Manager North Vancouver, BC \$96,825 - \$133,133

ABOUT TSLEIL-WAUTUTH NATION

On behalf of Tsleil-Waututh (səlilwətaṭ) Nation (TWN), we are searching for a Lands and Planning Manager. Archaeological evidence and oral history show that Tsleil-Waututh people have lived in their traditional territory for thousands of years. As one of the Coast Salish groups in the Pacific Northwest, the Tsleil-Waututh Nation, "People of the Inlet," traveled throughout the territory, maintaining villages where seasonal resources were plentiful. Their lands and waters have shaped their culture and will remain central to their way of life for generations. They hold a sacred trust to care for and restore their traditional territory to its former state. Stewardship of the land, air, and water is deeply ingrained in their culture, as they understand the health of their people is interconnected with the environment they inhabit.

The Tsleil-Waututh Nation's vision is reflected in every action and decision made as a sovereign people. They consciously acknowledge their anger towards the damaging changes from colonial contact but choose to set it aside, focusing on creative ways to move forward. In land management and economic development, they aim to balance smart, ethical growth with preserving Tsleil-Waututh values and territory. To sustain and strengthen their culture, they think big and act decisively to care for their lands and waters, build strong relationships based on trust and mutual respect, participate in social, economic, cultural, and political activities on their lands, and share their wealth of knowledge with the broader community. We encourage applicants to learn more about their Mission, Vision, Core Values, and their 2022 to 2025 Strategic Plan ʔəxʔixəltəl [Paddling Together], which aims to build upon past work and lead the Nation into a brighter future for all Tsleil-Waututh people.

ABOUT THE ROLE

Reporting to the Director of Public Works, the Lands and Planning Manager will administer the Tsleil-Waututh Nation Land Code and develop and implement laws, policies and procedures related to land administration, land & resource management, planning, environmental management, land development and land transaction registration. Relying on a broad range of expertise such as development planning, land use planning, community planning, and urban design, this position oversees permanent staff as well as a variety of consulting teams towards the development of a range of planning studies, recommendations, lands use policies, law amendments, and interpretation of applicable planning policies, guidelines, and laws. The individual in this role requires strong project and staff management skills, as well as negotiation and relationship building abilities, in addition to analysis and reporting.

DUTIES AND RESPONSIBILITIES

Lands Management

- Implementing the TWN Land Code and exercising the statutory authority delegated to the Manager of Lands contained within the Land Code.
- Developing and implementing laws, policies and procedures related to lands administration, resource management and planning on reserve.
- Management of contractors and staff, including hiring, training, supervision and evaluation.
- Developing and administering community-based plans and other initiatives.
- Providing expert and strategic advice on the Land Code, and land, resource, and planning issues.
- Development and maintenance of accurate and well-organized records.
- Authorization and monitoring of revenues and expenditures within approved budgets.
- Applying for government and other funding and maintaining funding agreements.
- Management of effective and accessible communications, including:
 - Regular reporting to the community.
 - Addressing questions & complaints in a sensitive, timely and effective manner.
 - Facilitating community meetings or consultation processes, where required.

Planning

- Working in a supervisory capacity, the Lands and Planning Manager assigns and reviews work, provides staff support and training, and establishes clear and consistent procedures.
- Oversee complex projects such as large-scale development proposals, comprehensive land use plans, applicable planning policies and laws such as urban design, environmental, land use, etc.
- Collaborate with the Legislation team to identify planning regulatory gaps and lead the development of associated legislative tools to support the management of TWN Reserve Land.
- Prepare budget and work plan for Planning for each fiscal year.
- Participate in budget preparation and administration, monitor budgets, schedules, and other key performance indicators to ensure that projects are progressing as planned. Perform and manages complex and sensitive professional planning projects, including research and analysis of financial proformas, land use studies, and development standards.
- Prepare presentations, briefing notes, and reports, and facilitate meetings, consultations, or workshops related to the projects under planning responsibilities.
- Support in the delivery of Capital Planning process through the management of parks, strategic decision making, and/or regulatory review of capital projects as required.
- Support staff with the review of development projects, to ensure plans and proposals comply with TWN laws, bylaws, policies and standards.
- Consider and plan for long term planning goals for TWN.
- Use "out-of-the box" thinking to lessen the timelines on the rezoning and development permit issuance.
- Advise the Public Works Director on all planning-related matters.
- Collaborate with and build relationships with staff, and external organizations to address planning related matters.
- Apply for external project funding to support ongoing planning projects.
- Performing other duties as required.

Supervisory Responsibilities:

- Hire staff in consultation with HR.
- Supervise, train and mentor staff.
- Ensure probationary reviews and annual performance evaluations are completed.
- Develop and maintain an environment that facilitates cooperation with and amongst the staff.
- Ensure TWN HR Policy and Procedures are adhered to at all times.
- Ensure positive communication strategies are used with and among staff, and between staff and community members and/or families served.

REQUIRED SKILLS AND QUALIFICATIONS

The ideal candidate shares TWN's values of Community, Innovation, Integrity, Service and Teamwork, and can demonstrate the following qualifications:

- Master's degree in Planning, Land Administration, Land and Resource Management, or Public Administration from a recognized institution, or a relevant undergraduate degree and 7 years of experience in a government setting in one or more of the areas of developing and implementing strategic plans, policy or bylaw development, land or resource planning, and community consultation and facilitation processes
- May consider a combination of relevant education and experience.
- Minimum of 5 years' experience in the planning profession, preferably within a First Nations government sector, and a minimum of 2-3 years of management or supervisory experience, directly related to the position.
- Previous experience working within a First Nation community is preferred.
- Current member or eligible to fulfill the requirements for membership with the Canadian Institute of Planners.
- Knowledge of First Nations reserve land and applicable jurisdictions
- Knowledge of land registration and land administration principles and procedures.
- Excellent communication skills, including the ability to articulate ideas clearly and concisely, both verbally and in writing, and to present information and respond to questions in a respectful and accessible manner.
- Manage emotional clients or difficult situations and seek 'win-win' solutions.
- Ability to develop databases
- Must be willing to participate in job-related workshops, training, seminars and conferences to upgrade skills and training as required.
- Must successfully pass a Criminal Record Check.
- Valid BC Driver's License.

REQUIRED COMPETENCIES

- Knowledge of Tsleil-Waututh Nation culture and traditional territory is an asset.
- Ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively, both verbally and in writing.
- Track record of successful project leadership with supervision of subordinates in a team-focused, fast-paced workplace environment.

- Excellent interpersonal skills to serve as critical focal point between multiple parties at the Council and management level; and to provide strategic advice, counsel, and guidance on critical issues with respect to current and future needs for TWN lands.
- Advanced knowledge of the principles, trends and best practices of urban planning, development and community engagement to identify risks and leverage opportunities.
- Strong finance and budgeting skills with experience managing teams and large budgets.
- Advanced research, analytical and problem-solving skills, with the ability to identify improvements for existing recreation facility infrastructure.
- Excellent written and verbal communication skills with the ability to negotiate, influence, and liaise effectively.
- Experience leading and directing staff on departmental strategies and delivering on corporate objectives.
- Skilled at facilitation and conflict resolution, particularly as it relates to negotiations with developers and teams.
- Tolerant of pressure and capable in succeeding in a changing and demanding work environment.
- Thorough working knowledge of Microsoft Office programs, Microsoft Team, ClickUp, with a familiarity of social media, graphic design software, and GIS an asset.
- Comprehensive knowledge and understanding of relevant TWN, provincial, federal and municipal jurisdiction and legislation, and familiarity with Indigenous Services Canada, the Indian Act, and the First Nations Land Management Act.
- The ability to make decisions independently, when needed.

TOTAL REWARDS AND APPLICATION PROCESS

As a member of the team, you will have access to a wide range of employee benefits including:

- Competitive salary (\$96,825 to \$133,133).
- 100% employer paid health benefits and extended health care coverage including dental care.
- Long-term disability benefits.
- Employee and family assistance program.
- Employee and dependent life insurance.
- Strong defined contribution pension plan with an employer contribution after eligibility period.
- Paid vacation.
- Two (2) weeks winter holidays.
- Access to training and professional development opportunities through TWN's training programs, including the San'yas Indigenous Cultural Safety Training course.
- Collaborative and dynamic work environment.
- Centrally located with free parking, close to nature, Cates Park, Trails, shops, restaurants, and services.

Tsleil-Waututh Nation is committed to fair hiring practices and a respectful, inclusive workplace. Applications from all qualified individuals are welcome, with accommodations available throughout the recruitment process. Interested candidates should apply through MNP's official process by sending their resumes to kam.ketler@mnp.ca, avoiding direct approaches to Tsleil-Waututh Nation.

In accordance with Section 15 of the Canadian Charter of Rights and Freedoms, preference may be given to qualified candidates with Aboriginal ancestry.