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ANCIENT SPIRIT, MODERN MIND

Job Posting

Full Time Position: Lands and Permitting Administrator

Location: Port Alberni Government Offices

Salary Range: is based on education and experience

Authority Relationship: Reports to the Director of Lands & Natural Resources

Position Summary:

Administering and is the primary contact for HFN lands and natural resources related activities, including community physical development planning, land use and zoning bylaw development; administering leases, permits, allotments, transfers, harvest card applications, referrals/engagements and land use agreements; involved in taxation management with respect to land use as applicable. A

Job Duties:

- Acts as the primary contact for lands and natural resources administration matters.
 - Responds to preliminary enquiries and follows up as necessary.
- Manages the various lands application processes.
 - Provides information to applicants and advises on application processes.
 - Logs and tracks applications.
- Maintains the Huu-ay-aht Lands Registry database and document filing system.
 - Administers and monitors the annual billing cycle for tenures on Huu-ay-aht lands.
- Manages the lands and natural resources related office administration and correspondence processes.
 - Takes responsibility for office procedures and routine administrative tasks.
 - Maintains all filing and document management systems for lands.
- Maintains document library.
- Works cooperatively with Huu-ay-aht and other resource agencies in support of the responsible management of Huu-ay-aht land and natural resources interests.
- Develops and presents information materials related to lands and land management.
- Attends staff meetings, committee meetings and other meetings as required.

Operational Requirements:

- Valid class 5 driver's license.
- Occasional work in Anacla Government Office (AGO).
- Some travel, including overnight and or weekends.



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- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification and reference checks.

Education and Experience Requirements:

- Demonstrated ability and experience in upholding the HFN Organizational Values: Professionalism, Respect, Health, Effective Communication, Trust, Support.
- 2+ years of experience in a lands and natural resources administration or related role.
- Understanding of, and familiarity with, common land administration tools, legal documentation, and registration processes.
- Strong interpersonal skills and customer service orientation.
- Strong technical writing skills with attention to detail.
- Good computer skills and report writing skills.
- Strong organizational skills.
- Must be reliable, diligent, and accountable for time and actions on the job.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org, by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide St., Port Alberni, B.C., V9Y 6N4. Please quote Lands and Permitting Administrator. Closing date for this position is October 18, 2019 at 4:00pm.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other