



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: Permitting Officer
DEPARTMENT: Lands, Leasing & Tax Department
SUPERVISOR: Manager, Lands and Leasing
TERMS: Full-Time, Permanent
REFERENCE #: 2022-103

PURPOSE OF POSITION:

The purpose of this position is to plan, manage and administer the execution of 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 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.

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 registers all Permits, License and related BCR's as approved by Chief and Council.
 - Advises 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, account searches and on-site visits and where necessary proceeds to default letters, and follow-ups with Permittee's, Licensee's.
 - Provides information, action or consent to complete transactions for 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 Clerk on an as needed basis.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Attends and participates in various meetings.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. 5% Other related duties as necessary.

Professional Certification, Education and Experience:

- Must have education and/or training for a 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 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.

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.
- 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 maybe required.

PAY GRADE: As per current TteS wage grid.

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 August 26, 2022 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/job-application-form/>, **by email,** resume@ttes.ca

or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

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

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