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EMPLOYMENT OPPORTUNITY – Land-Use Planner

Staffing Process Number: ACFN/DLRM-2023-025

The Athabasca Chipewyan First Nation (ACFN), Dene Lands and Resource Management (DLRM) department is seeking to fill one (1) full-time, permanent position of **Land-Use Planner**. This permanent role consists of 5 days on, 2 days off: Monday to Friday, 7.5-hour days, and 37.5 hours per week. However, schedule and work location may change from time to time to meet operational requirements.

The role reports to the Director, Lands and Rights. The Land-Use Planner is responsible for ACFN/DLRM land-use planning activities; ACFN/DLRM land code planning and activities; coordination and management of land-use data/information issues; and administers the reserve remediation. This is a local position to **Fort McMurray, AB.**, and the successful candidate is responsible for their own accommodations and transportation.

GENERAL RESPONSIBILITIES

- Comply with internal policies, standards, protocols, and procedures.
- Maintain strict confidentiality.
- Provide information and support in the development and review of the DLRM Strategic Plan.
- Administer the reserve remediation program affairs consistent with the Mission, Vision, and Values Statements and formal approved DLRM plans.
- Provides support by assisting with the financial matters per approved DLRM finance policies and procedures.
- Contribute to the overall plans and objectives of DLRM.

Coordinate and participate in land-use planning activities in a non-political environment, to include responsibility for:

- Support and implement procedures for the development, revision, updating, and evaluation of the land-use plan.
 - Identify and prioritize land-use planning issues, research, information, and knowledge gaps; and, preparing recommendations to resolve issues and close information gaps.
 - Review and integrate geographic, cultural, scientific, and other relevant information.
 - Present up-dates and lead planning workshops.
 - Manage the land use information and data and ensuring all records, maps, interviews, and other data are correctly and securely stored and preserved.
 - Contribute to the development of consultation procedures for addressing the Nation's "rights and traditional uses."
- Provides assistance in facilitating and managing any applications, permit requests from resource developers, and consultations between the Athabasca Chipewyan First Nation (ACFN) and government and industry involving land-use planning, to include responsibility for:
 - Review and monitor land applications for land development permits.
 - Review and monitor land leases and permits.

- Liaise with regional, provincial and federal bodies responsible for land use planning and natural resource management.
- Liaise with stakeholder groups.
- Disseminate external information (external meetings and discussions).
- Participate in the scheduling and preparation of meetings.
- Communicates and engages with Leadership, Elders, and ACFN Members on land-use planning, issues, and concerns in the region, to include responsibility for:
 - Manage land use planning consultations with the First Nation to obtain input and advice
 - Provide background information and context for land use issues important to the First Nation's membership.
 - Prepare presentations for meetings with the Board of the DLRM, the Elders, and Members.
 - Implement a communication strategy that includes organizing community meetings and producing multi-media materials.
 - Engage the Elders and Members in specific land-use planning activities.
 - Assist with the establishing and implementing processes and protocols within the community to access and protect traditional land use and knowledge.
 - Continuously updates the CKK system with knowledge collected.
- Contributes to the ACFN/DLRM, to include responsibility for:
 - Assist with the development of the annual DLRM work-plan.
 - Contribute and utilize the database of Elder's feedback and interviews for use in validating the Nation's concerns and issues.
 - Participate in applicable regional initiatives, workshops, conferences, and meetings to build expertise and capacity.
 - Contribute to DLRM communication strategies and activities such as news bulletins, membership, and Elders meetings and retreats.
- Apprise the supervisor of sensitive and essential land-use issues and events that may affect the ACFN/DLRM.
- Other duties, as assigned.

QUALIFICATIONS AND EDUCATION

- Graduation with a degree from a recognized post-secondary institution in Land-Use Planning, Geography, Environmental Science, or Natural Resources Management with specialization in a field relevant to the duties of the position or an acceptable combination of education (High School Diploma or GED), training and experience (Three to Four (3-4) years of experience in Land-use planning) may be considered.
- Three to Four (3-4) years of experience in Land-use planning.
- Experience in traditional land-use and occupancy mapping.
- Experience in natural resource management and planning and applicable legislation, policies, and regulatory agencies.
- Experience working with First Nation communities related to land-use planning.
- Knowledge and understanding of First Nation's needs, issues, and concerns about land issues and protection, including treaty rights concerning the land.
- Knowledge and understanding of First Nation's culture, communities, and their respective organizations.
- Knowledge of the regional environment and awareness of the industry and resource development in the area.

- Knowledge and understanding of the applicable Provincial and Federal Regulations and regulatory processes.
- Microsoft computer skills (MSWord, Excel, and Outlook).
- Excellent interpersonal skills.
- Strong research skills.
- Strong project coordination skills.
- Ability to multi-task and adapt in a flexible and fast-paced environment
- Ability to work with a team and independently, with minimal supervision
- Ability to communicate effectively, orally, and in writing.
- Valid Class 5 Driver's Licence.
- Ability to be successful with a pre-employment drug and alcohol test and a criminal record check.
- Ability to be in the forest for several consecutive days at a time.
- Willingness to work flexible hours, including nights, week-ends and holidays.
- Willingness to travel and is a condition of employment.
- Willingness to sign a Confidentiality Agreement.

Salary will be dependent on experience and qualifications.

Interested candidates are invited to e-mail a covering letter and résumé quoting **Staffing Process Number: ACFN/DLRM-2023-025**, in confidence to HR@acfn.com
Closing Date: Résumés will be accepted until a successful candidate is found.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they identify and are a member of the following group: Indigenous People (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous People.

Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.