



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: Leasing Officer (Industrial Subdivision)
DEPARTMENT: Lands, Leasing & Tax Department
SUPERVISOR: Manager, Lands and Leasing
TERMS: Full-Time, Permanent
REFERENCE #: 2023-006

PURPOSE OF POSITION:

The purpose of this position is to plan, manage, draft, administer, execute and monitor Industrial Subdivision Leases including their sub-interests considering the various by-laws, laws, guidelines, masterplans, designations, land use plans, policies and procedures while negotiating terms and conditions of the agreements. Additionally, this position supports and assists with the day-to-day operations and special projects of the Department.

DUTIES AND RESPONSIBILITIES:

- **Maintains current knowledge to plan, manage, draft and administer the execution and monitoring of Industrial Subdivision interest 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 and procedures while negotiating terms and conditions of the agreement focusing on but not limited to Section 53 of the *Indian Act*.
- Researches, reviews, drafts, processes and collects related registration and other fees when registering documents as requested by or approved by Chief and Council, specializing in, but not limited to, the development and execution of Industrial Subdivision Leases and their sub-interests.
- Provides Notice to Industrial Subdivision Lessees of upcoming Appraisals required and assists outside appraisers with rent reviews which includes providing various documentation and communications.
- Conducts encumbrance checks.
- 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 to ensure:
 - o Industrial Subdivision tenants timelines are met by sending Notice of Rent Review, Expiry, Insurance renewal and other covenants identified in the registered documents are met;
 - o account searches and on-site visits and liase with other TteS Departments for updates to ensure Industrial Subdivision tenants are compliant in their respective areas and where necessary proceed to default letters, and if not cured proceeds with cancelation.

- Fulfills the TteS fiduciary obligations, conducting research and recommending needed changes to policy and bylaws.
- Provides information, action or consent to complete transactions for Industrial Subdivision and Council.
- Maintains current working knowledge of the various Acts, jurisprudence, environmental and other relevant regulations to legislation.
- Mediates, assesses and drafts land transaction documents in accordance with policies, procedures and requirements.
- Monitors, reviews and interprets 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 draft reports, briefing notes and docket responses for the Industrial Subdivision, Chief and Council, Management, and Minister,.
- Communicates and assists with all team members to ensure efficiencies and effectiveness within the department and department projects and provides succession for the Leasing Officers 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, team activities, projects and workshops.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. 5% Other related duties as necessary.

Professional Certification, Education and Experience:

- A diploma in Business Administration, Law, or related discipline or education in a related field.
- Must have 1-3 years work experience in a similar work field including, real estate, surveying, First Nation Land Studies and/or training such as the Reserve Land and Environmental Management.
- Experience in FN lands, environment, law and contract management.
- Experience/training in keyboarding, word processing, spreadsheet, the Internet, databases, Indian Land Registry System, Google Earth, ERips and other standard computer applications
- Preferred Paralegal expertise in Native Property Law and Legislation.
- Prefer experience in computerized record keeping.
- Must have a current valid Class 5, BC driver's 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 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 communication skills with ability to use tact and diplomacy.
- Strong knowledge of FN Lands, Leasing and Environment management, related laws and 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: \$22.83 -\$27.74 depending on experience and education.

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 February 16, 2023 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.