

## **Teme Augama Anishinabek Job Description**

**Position** Lands & Resources Manager

**Department** Lands & Resources

**Position Reports To** Executive Director

**Employment Status** Full Time

**Hours** 35 hours per week

**Employment Type** Permanent

### **Position Summary**

The Lands & Resources Manager provides overall leadership, direction, and accountability for the Lands & Resources Department, overseeing the planning, development, and implementation of programs and initiatives related to land stewardship, environmental protection, and resource management within the Traditional Territory. The role is responsible for setting departmental priorities, managing staff and resources, supporting land governance and consultation processes, and ensuring that all activities align with Teme Augama Anishinabek values, policies, and long-term strategic goals. The Manager works closely with leadership, community members, and external partners to balance environmental stewardship with responsible development and sustainable land use.

### **Primary Responsibilities**

#### **Department Leadership and Strategic Direction – 25%**

Provide leadership and direction for all Lands & Resources programs, services, and initiatives. Establish departmental priorities, develop workplans, and ensure alignment with community goals, land stewardship principles, and organizational strategies. Monitor overall performance and adjust priorities to respond to emerging issues and opportunities.

#### **Staff Supervision, Performance Management and Team Development – 20%**

Supervise department staff, including Supervisors, technical roles, and support staff. Provide leadership, coaching, and direction to ensure effective performance and accountability. Lead performance evaluations, support professional development, and address performance or workplace issues as required. Foster a collaborative, respectful, and high-performing team environment.

#### **Land Governance, Consultation and External Relations – 20%**

Lead and support consultation processes with governments, industry, and external

stakeholders to ensure community interests and land stewardship priorities are represented. Provide oversight and guidance on land governance matters, including Land Code implementation, land use decisions, and regulatory compliance. Build and maintain strategic partnerships that support departmental objectives.

#### **Program Oversight, Planning and Policy Development – 15%**

Oversee the development and implementation of land use plans, policies, procedures, and environmental initiatives. Ensure programs are effectively delivered, monitored, and evaluated. Support the development of proposals, reports, and funding applications to sustain and expand departmental initiatives.

#### **Financial Management and Resource Allocation – 10%**

Develop and manage departmental budgets, including planning, monitoring expenditures, and ensuring financial accountability. Allocate resources effectively to support program delivery and operational needs. Oversee funding agreements, reporting requirements, and financial compliance.

#### **Community Engagement and Organizational Support – 10%**

Support communication and engagement with community members regarding land stewardship, development activities, and departmental initiatives. Participate in organizational planning, leadership meetings, and cross-departmental initiatives. Perform other duties consistent with the role.

### **Qualifications**

#### **Education & Experience**

Diploma or degree in Natural Resources Management, environmental studies, planning, or a related field, or an equivalent combination of education, training, and experience.

Minimum of five (5) to seven (7) years of progressive experience in lands, resources, environmental management, or a related field, including demonstrated leadership or management experience. Strong knowledge of land governance, consultation processes, environmental stewardship, and Indigenous land management practices. Demonstrated ability to lead teams, manage programs, and support strategic decision-making.

Experience with budgeting, funding proposals, and program reporting. Strong communication, leadership, and organizational skills, with the ability to work effectively with community members, leadership, and external partners.

#### **Certifications, Licences and Requirements**

Valid Ontario Class G driver's licence with the ability to be insured.

Satisfactory Criminal Record Check.

**Physical & Sensory Demands**

Work involves a combination of office-based responsibilities, meetings, and occasional field visits. Requires sustained attention to detail, sound judgment, and the ability to manage multiple priorities, deadlines, and complex situations.

**Work Environment**

Work is conducted in office, meeting, and field environments, with regular interaction with leadership, staff, community members, and external partners. Travel within the Traditional Territory and to external meetings may be required.

**Health and Safety Statement**

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_