

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Land Management

COMPETITION: STD-01-01-18-23

DEPARTMENT: Siksika Land Management

POSITION: Policy Administrator

DATE POSTED: 01-18-23

SALARY: Based on Education & Experience

DEADLINE: 02-10-23

STATUS:

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 PM (NOON)

General and Responsibilities: Duties include but are not limited to:

The Policy Administrator is responsible to lead the planning, research, development, implementation and maintenance of Land Management plans, policies and program developments and initiatives. Examine Land Management Plans and related technical tools to evaluate their proficiency, report on finding, and propose new and/or amendment of policies and procedures for overall efficiency of department service delivery.

Duties & Responsibilities: Duties include but are not limited to:

- Assist LPC and Service Area Land Manager in devising strategy and work plans to implement and monitor Land Management plans, policies, guidelines, and procedures
- Oversee the creation of forms and manuals for various land use applications and approval forms, letter templates, activity forms, process mapping and decision summary sheets in document and electronic format for internal and external purposes;
- Consult with Technical Advisor for Geographic Information System (GIS);
- Attend meetings and other functions as assigned
- Submit progress reports, briefing notes and occasionally ad hoc reports;

CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Excellent analytical, record keeping and communication skills. Exceptional writing and presentation skills. Proficiency in use of spreadsheets, Adobe program, standard Microsoft office applications and data storage applications. Knowledge in HIS programs. Good organization skills and be self-motivated. Be a team player and have good prioritization skills. Strong relationship building skills to engage and achieve consensus amongst diverse stakeholders

Education and Experience:

- Post-Secondary Certificate in Administration, Project Management or related field required.
- Two years' experience in First Nation land management or land use planning required

Other:

- Must have a Valid Class 5 Driver's License and satisfactory driver's abstract.
- General knowledge to understand the Siksika Language & Culture.

Please Contact the Human Resources Department.

Tennie Running Rabbit - Generalist Recruiting Manager

Email: TennieRR@siksikanation.com

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