

Employment Opportunity



Position: Planning & Development Supervisor

Service Area: Land Management

Location: Siksika Nation

Salary: Based on Education and Experience

Date Posted: October 19, 2026

Closing Date: October 30, 2026

Competition Number: GIRO-01-10-19-26

POSITION SUMMARY:

A Planning and Development Supervisor manages Siksika Nation's Land Use Plan, Siksika Nation Policies, permits, zoning, and development of by-laws for internal and external land and natural resources. Administers land related projects or initiatives, and oversee Land office operations, public notices, application forms, and on-line services.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. **Department Administration:** Contribute to developmental budgets, business plans, policy improvements, and strategic initiatives.
2. **Team Leadership:** Supervise, train, and mentor planning and development staff, assigning daily tasks, and tracking performance.
3. **Schedule & Plan Management:** Develop and maintain master production projects, or media plans based on demand forecasts and targets.
4. **Process Optimization:** Monitor plan variances, resolve supply or operational bottlenecks, and improve workflow efficiency using software tools.
5. **Cross-functional Coordination:** Collaborate with manufacturing, sales, logistics, and external partners to align operations and address issues.
6. **Reporting & compliance:** Track key performance indicators (KPIs), prepare status reports, and ensure compliance with local regulations and safety standards.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Strong analytical and problem-solving capabilities.
- Regulatory compliance: Deep understanding of Siksika Bylaws, policies.
- Ability to read technical drawings, site plans and real property reports.
- Conflict Resolution: Mediation of land disputes.

Education and Experience

Post-Secondary Diploma/Degree/master's in business administration or related field required.

Minimum of three years of relevant work experience.

Knowledge of Land Designation, commercial leasing and Additions to Reserve Processes

Professional Designation/Certification/Licenses:

Professional Land Managers Certification- National Aboriginal Land Managers Association or Similar Land related Certification.

Driver's license is not mandatory, not required to drive Fleet units.

Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others