



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Land Administrator	
Position Number	Community	Division/Region
23-14197	Yellowknife	Land Management and Administration/HQ

## PURPOSE OF THE POSITION

The Land Administrator (Administrator) is accountable to support with the administration and management of public land in the Northwest Territories (NWT).

## SCOPE

Located in Yellowknife and reporting to the Land Administration Team Lead (Team Lead), the Land Administrator (Administrator) is primarily responsible for supporting the management of public land in the Northwest Territories (NWT).

The mandate of the Department of Environment and Climate Change is to manage, administer, and plan for the sustainable use of public land in the Northwest Territories in a fair and transparent manner that reflects the interests of the people of the Northwest Territories. The Department of Environment and Climate Change operates within the central belief that land management and administration is a core public good and critical asset that needs to be effectively and efficiently managed.

The management and administration of land in the NWT occurs in a unique context and is influenced by distinct social, economic, and cultural factors and complex regulatory considerations. The NWT land management system features a unique land ownership structure that includes public lands, Indigenous-owned settlement lands, federal lands, and private lands; a complex regulatory regime governing the use of land, water, and resources; Lands, Resources, and Self-government Negotiations and Agreements; and Indigenous Rights and Consultation requirements.

The Land Management and Administration Division provides overall leadership, management, expertise, and technical advice on the development of operational policies and procedures for the administration of public land with respect to land tenure. Responsibilities include managing



and administering land dispositions and grants, land valuation and pricing, securities, regulatory coordination, consultation and engagement, survey applications record keeping, maintaining land tenure databases, revenue collection, and unauthorized use and occupancy processes.

The Administrator must possess an understanding of this distinctly northern environment within which the GNWT's land and resource management and administration obligations are carried out and demonstrate the ability to support the strategic direction that is reflective of departmental goals, objectives, and priorities.

The Administrator works within a legislative framework which includes the *Public Land Act, Commissioner's Land Act and Regulations; Northwest Territories Lands Act and Regulations; Community Planning and Development Act and Regulations; the Area Development Act and Regulations; and the Mackenzie Valley Resource Management Act and Mackenzie Valley Land Use Regulations*; as well as the settled Lands, Resources and Self-government Agreements within the NWT; Interim Measures Agreements; and the Devolution Final Agreement. The position also works within a Cabinet approved policy framework including the Land Pricing Policy; the Land Lease Only Policy; the Land Use and Sustainability Framework; Northern Lands-Northern Leadership; and the Recreational Leasing Policy.

Land administration in the NWT is primarily managed through the issuance of legal instruments of tenure which include: leases, rights-of-way or easements, licences and permissions to occupy. These instruments are collectively referred to as dispositions. Rules of tenure in the NWT define how property rights to land are allocated. Legally binding tenure instruments define how access is granted to rights to use, control, and transfer land, as well as associated responsibilities and constraints. These dispositions are executed between the Government of the Northwest Territories and third parties such as commercial and industrial users or individual residential users. A tenure instrument is not static and may change throughout its lifecycle. At the request of the tenure holder or the Department, changes to the tenure instrument may be required. These changes are broad in scope and could include amendments, assignments to another party, rent reviews, remedies to breaches, surrenders and terminations of the instrument.

The Administrator also supports the amalgamation of former Commissioner's and Territorial land administration functions including the integration of systems, processes, policies, guidelines, and legislation where applicable.

The Administrator works with a broad range of colleagues, including colleagues within the Division, Department, and with private sector companies and individuals.



The Administrator must be able to work with and provide service in a professional and courteous manner to all clients. Sound judgment, diplomacy and tact are required in interactions with clients, partners, and stakeholders.

The work of the Administrator is performed under the general direction of the Team Lead. The Administrator meets weekly with the Team Lead to review work in progress, to discuss future work requirements, and to prioritize assignments.

## **RESPONSIBILITIES**

### **1. Assists with the administration of new interests in public land.**

- Ensures applications for tenure are received by the Department and actioned.
- Reviews files, maps and plans to identify legal status, ownership, and existing interests.
- Compiles terms and conditions for insertion into legal land tenure contracts.
- Drafts and formats legal land tenure contracts for execution by clients and the Department.
- Prepares correspondence to clients explaining obligations, requirements, and decisions.
- Conducts file reviews, drafts summaries, and prepares memos for the Team Lead.
- Reviews client accounts for any outstanding lease fees or property taxes.
- Collects fees (revenues) required as terms and conditions of dispositions, including cash drawer functions.
- Reconciles account and audit functions associated with the collection of fees, including conducting daily cash drawer reconciliation.
- Conducts title searches for determination of legal ownership of land.

### **2. Assists with the administration of dispositions throughout their lifecycle.**

- Reviews inspection reports submitted by the Regional Offices and drafts file summaries and memos on the status of compliance for the Team Lead.
- Ensures inspection reports are appropriately filed.
- Ensures amendment or assignment requests are received by the Department and actioned.
- Drafts amendment or assignment documents, as well as associated correspondence, for the Team Lead.
- Reviews client accounts for any outstanding lease fees or property taxes.
- Collects fees (revenues) required as terms and conditions of dispositions, including cash drawer functions.
- Prepares and completes regular reviews of revenues (i.e. rent) owed to GNWT associated with legal tenure instruments.

### **3. Supports the management and sharing of land tenure information.**



- Assists with gathering, validating and inputting information into the land administration databases.
- Maintains a high-level of client service by providing timely communication and responding to client inquiries, in line with the Department's Client Service Standards, and escalating difficult inquiries to the Team Lead.
- Assists with the provision of land administration information to clients, departmental staff, management, other government departments, other levels of government, and the public.
- Assists with the provision of advice to clients regarding the preparation of tenure applications and interpretation of land disposition contracts.
- Provides information on land administration files to Regional enforcement staff.
- Participates in the development of directives, policies and standard operating procedures related to land administration, as required.

#### **4. Provides land administration accounting support.**

- Manages accounts receivable transactions and documents.
- Verifies conditions of payment, financial coding, GST, and quality of supporting data.
- Ensures proper receipting and system entry.
- Records daily deposits in financial system and completes a daily deposit summary.
- Prepares system invoices for rent and associated fees.
- Identifies overdue accounts and initiates collection processes.
- Reconciles client accounts with and between systems of record.
- Provides department with requested financial reports on a monthly basis, or as requested.
- Fulfills month-end and year-end closing tasks.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual conditions.

#### **Sensory Demands**

The incumbent spends in excess of 50% of their time in long periods of intense concentration reviewing data and information (transfer forms, file lists, and documents of a legal nature) that requires intense concentration to identify anomalies and to ensure compliance and legislation and procedures.



### **Mental Demands**

The incumbent will require high attention to detail and accuracy in the course of research and in the review of documents being submitted. The incumbent frequently must interact with difficult clients and respond to demands for immediate service.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of legislation, regulation, policies that govern the administration of land.
- Knowledge of and ability to apply the theories, principles and practices related to the management and administration of public land, including, but not limited to, contract law, real property law, real estate practices and environmental law.
- Knowledge of the documentation processes related to the administration of public land.
- Knowledge of accounts receivables processes and procedures.
- Knowledge of financial management systems and accounting practices.
- Interpersonal skills are required to effectively communicate, interact, and work with individuals and groups.
- Ability to understand cultural differences and how they influence communication.
- Proven time management skills, including the ability to work under tight deadlines and with changing priorities.
- Knowledge of and ability to use analysis and research methods.
- Ability to communicate at an advanced level both orally and in writing.
- Ability to draft correspondence that conveys controversial decisions.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

A diploma in resource management, land management or planning, or geography, and two (2) years of relevant experience.

Equivalent education & experience will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

#### **French language (check one if applicable)**

☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

**Indigenous language:** Select language

☐ Required

☐ Preferred