



# Sahtú Land Use Planning Board

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## Job Description Land Use Planner

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### 1. Position Summary

The Land Use Planner is responsible for the provision of comprehensive planning in the implementation of the Sahtú Land Use Plan. He/she will support or lead planning and communication activities to assist the Board in meeting its mandate, as outlined in the *Sahtu Dene and Metis Comprehensive Land Claim Agreement (SDMCLCA)* and the *Mackenzie Valley Resource Management Act (MVRMA)*. This may include the organization of public workshops and events, review of applications regarding proposed land use activities, preparation or issue of papers, briefs, reports, amendments, and sections of the Sahtú Land Use Plan and related documents.

### 2. Accountability

This position reports to the Executive Director.

### 3. Specific Duties

Under the direction of the Executive Director, the Land Use Planner is responsible for fulfilling the following functions:

#### ***Land Use Planning***

Assist the Executive Director, through a combination of support and leadership roles, to complete/fulfill the following activities and responsibilities required for the monitoring, implementation, and revision of the Sahtú Land Use Plan:

- Identify and prioritize land use planning issues, research, information, and knowledge gaps,
- Make recommendations to resolve issues and close information gaps,
- Research, consider and incorporate both traditional and scientific knowledge in the planning process,
- Present planning updates and lead planning workshops,
- Participate in working groups and external initiatives which inform, or are affected by, the planning process,
- Meet or correspond with industry, government, academics, consultants, and private individuals, to discuss planning issues and applied research findings,
- Prepare correspondence, reports and other documents in support of the planning process,



- Consult with and solicit input from the residents of the Sahtú Settlement Area, government, industry, non-government organizations and other interested or affected parties / individuals for amending and revising of the land use plan, and
- Review applications for proposed land use activities to support board decision making regarding land use plan conformity and granting of exceptions.

### ***Communications***

Assist the Executive Director, through a combination of support and leadership roles,

- Develop and maintain strong, effective relationships with government, communities, organizations and agencies,
- Ensure appropriate and timely opportunities for public involvement in the planning process,
- Develop and maintain information and promotional materials to increase understanding and awareness of Board activities amongst communities, planning partners and the general public, which may include the preparation of graphics and presentations,
- Provide land use planning information in different media and relevant languages to all sectors of the community (community radio, schools, etc.) in the Sahtú Settlement Area,
- Maintain the Board's website and distribution list to provide access and timely distribution of information to planning partners and the public,
- Organize consultations, meetings, public hearings and other events, including logistics, preparation of agendas and meeting materials, recording minutes,
- Develop and maintain the Board's public registry on the website and in hardcopy,
- Update, organize and maintain the Board's library, and
- Coordinate translation and preparation of plain language summaries of planning documents and communication materials as required and appropriate.

### ***Other Duties***

Perform other duties as required by the Executive Director, such as but not limited to:

- Troubleshooting of computer and electronic hardware in the office, and coordinate for their repair when needed.

## **4. Qualifications**

The Land Use Planner requires technical expertise and excellent communication skills. He/she must be friendly and people-oriented, possessing strong political acuity and cultural sensitivity to build effective relationships with a variety of planning partners. As a public representative of the Board, the individual must be professional, respectful, and courteous at all times, and must be able to diffuse emotionally charged situations while remaining calm. The position requires strong analytical, organizational, and time management skills to research and assess multiple values, resources and options, balance competing priorities, and meet deadlines.

The ideal candidate will possess the education, experience, and skills described below.



## ***Education and Experience***

- University degree (Master's preferred) or equivalent in Land Use planning, Geography, Natural Resource Management, Environmental Science, or a related field, and
- 2 years of relevant professional experience.

## ***Specific Skills***

### **Land Use Planning**

- Knowledge of northern planning and resource management challenges and issues,
- Knowledge of resource management legislation, policies, processes and regulatory bodies/agencies in the Sahtú Settlement Area and Mackenzie Valley,
- Experience evaluating and balancing Indigenous culture, social well-being, ecological conservation, and economic development related to the conservation, development and utilization of the land, waters and other resources,
- Familiarity with northern ecosystems, environmental and wildlife issues,
- Knowledge and respect for northern Indigenous social and cultural values and priorities,
- Familiarity with traditional land use and occupancy mapping and traditional knowledge,
- Understanding of socio-demographic and economic modeling,
- Knowledge of sustainable development principles and their application to land use planning,
- Understanding of industrial development processes, opportunities, issues and constraints in the Mackenzie Valley; and
- Understanding of geo-spatial analysis and modelling techniques in land use planning.

### **Communications Skills**

- Excellent oral and written communication skills with the ability to communicate effectively, using a variety of media, to diverse audiences,
- Experience coordinating multi-partner consultation processes and facilitating meetings,
- Experience managing websites and distribution lists, and
- Experience creating graphics and charts for documents and presentations.

### **General Skills**

- Able to work in a small northern community in a cross-cultural environment,
- Excellent analytical and organization skills,
- Ability to manage a heavy workload and balance multiple priorities,
- Excellent interpersonal and cross-cultural skills,
- Good political acumen, diplomacy and judgment,
- Intermediate to advanced knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Outlook), and
- Intermediate knowledge of general IT maintenance and troubleshooting.



### **Personal Characteristics**

- Excellent analytical and organization skills,
- Excellent time management skills,
- Detailed and process oriented,
- Motivated/Self-starter,
- Dedication to continuous improvement, and
- Good political acumen, diplomacy and judgment.

## **5. Working Conditions**

The incumbent will work from the SLUPB Office in Fort Good Hope, NT.

- Physical and sensory demands will be consistent with a regular office environment with prolonged use and exposure to computer screens, maps, charts, spreadsheets, and reports.
- Mental demands will include leading stakeholder engagement sessions and delivering public presentation involving potential exposure to conflict and hostility resulting from contention over land use proposals and decisions.
- Work will be performed during SLUPB office hours with some evenings or weekends to attend workshops, meetings, trainings, and consultations.
- Travel will be required on an as-needed basis often in small aircraft and/or ice roads in remote areas.