

## 1. IDENTIFICATION

<b>Position No.</b> 14-8044	<b>Job Title</b> Land Administrator - Iqaluit	<b>Supervisor's Position</b> Territorial Land Administrator	
<b>Department</b> CGS	<b>Division/Region</b> HQ	<b>Community</b> Iqaluit	<b>Location</b> Iqaluit
<b>Freebalance Coding:</b> 14310 01 1 235 1400500 01			

## 2. PURPOSE

<b>Main reason why the position exists, within what context and what the overall end result is.</b>
The purpose of this position is to provide Land administration information and advice to our regional Community Government and Services (CGS) offices, other GN departments, Nunavut communities and the public that will enable them to make decisions on Land matters that are compatible with the Commissioner's Land Act (Nunavut) and regulations. This is done within the context of the relevant Nunavut acts and regulations, CGS policies, plans and procedures, agreements between the GN and the Federal Government, and the Nunavut Land Claim Agreement.

## 3. SCOPE

<b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</b>
The position is located in the Divisional Headquarters Office in Iqaluit, this position reports to the Territorial Land Administrator. The incumbent provides assistance to the Territorial Land Administrator on complicated land negotiations, and provides detailed advice to Community Land Agents. The incumbent reviews politically sensitive community land management issues and recommends appropriate course of action to the Territorial Land Administrator. The incumbent ensures that all land administration programs and services are provided in accordance with various legislative requirements including the Commissioner's Land Act and regulations, Territorial Lands Act and Regulations, Land Pricing Policy, Land Lease Only Policy, Municipal Lands Policy and Practices, Nunavut Act and subsequent legislation and policies of the Government of Nunavut. Some decisions made following advice and information provided by the incumbent result in the generation of revenue to CGS through land leases. On average the incumbent processes, and /or deals approximately with 100 lease documents annually. The specific amount directly attributable to this position cannot be identified, but for the division, this revenue average is \$80,000 annually. The incumbent prepares and reviews legal contracts for approved land transactions by choosing appropriate terms and conditions as may be required in each circumstance. The incumbent prepares, reviews, and recommends for approval/rejection by appropriate signing authorities all land use or quarry permits on Commissioner's Lands. The

incumbent reviews by-laws submitted from municipalities for the acquisition of lands. The incumbent has a high degree of autonomy and latitude in assessing the land administration and management requirements for the region. The incumbent must exercise good judgement in the discharge of his/her responsibilities. The incumbent prepares annual work-plans with quarterly objectives, which are discussed with the supervisor on a regular basis.

#### 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

This position is responsible for preparing and/or reviewing all contracts, process applications for the disposal, use and acquisition of Commissioner's land promptly and accurately in accordance with the Territorial Lands Act, the Commissioner's Land Act and Regulations and CGS policies and procedures.

- Reviewing all draft land contracts and inserting and special clauses to meet departmental policies on land management and environmental protection;
- Providing direction on complex land transactions by interpreting relevant policy and legislation, as required;
- Approving or rejecting amendments to land contracts, as may be submitted from clients, in respect to improvements extensions of term for construction;
- Approving pricing schedules for community lots in order to ensure recovery of revenue, pursuant to the Land Valuation Policy;
- Establishing land reserves for Government departments;
- Issuing land use and quarry permits in designated municipalities;
- Referring unusual requests to Headquarters for review.
- Reviews legal instruments such as mortgages, discharges and tri-party agreements for registration.
- Prepares land contracts and other documents such as leases, assignments, amendments and notifications.
- Performs title searches.
- Meets with community officials to resolve unclear issues.

Reviewing all serious land problems referred to the Region, by a community or clients, and initiates appropriate action by:

- Researching policy and legislative options;
- Referring recommendations to the Territorial Land Administrator;
- Travelling to the community to attend meetings and directly resolve the issues and/or initiating formal correspondence to the client or community with direction as to action to be taken, including enforcement of policy and legislation;
- Acting as first level appeal opportunity for those clients who request a review or clarification of the actions of a Community Land Agent
- Sending or referring to Legal Counsel, Department of Justice, and/or Headquarters as may be required;
- Preparing cancellation of contracts for signature of the Deputy Minister, Community and Government Services, if required;
- Referring politically sensitive matters to the Senior Land Administration Specialist, for direction by

Senior Management or the Minister.

Providing advice and training in land administration and management as follows:

a) LAND CLIENTS:

- Actions required to bring land contracts into good standing, where non-compliances could result in legal action;
- Interpret of policy direction of the department as well as legal implication of legislation.
- Verifies existing land descriptions.
- Answers queries by telephone, fax and mail concerning land status.
- Interprets terms and conditions of land agreements.
- Advises community officials on the resolution of local land administration issues, occasionally attending meetings in the community or when the incumbent identifies that the issues are high profile and politically sensitive, refers matters to the Senior Lands Administrator Specialist.
- Updates land records e.g. lands inventories, document registers.
- Registers or rejects documents submitted by lawyers e.g. mortgages, assignments, surrenders.

b) GOVERNMENT OFFICIALS:

- Liaison with senior officials of various Government of Nunavut and Federal Departments on land matters to ensure integration of Federal/Territorial land management strategies
- Provides recommendations and/or briefing notes, letters, etc., on politically sensitive issues for the Territorial Land Administrator.
- Liaison with Community Development inspectors/auditors to ensure proper review of land administration practices of municipalities;
- Reviews by-laws submitted by municipalities for the acquisition of lands, and determines acceptance/rejection;
- Assist municipalities with the preparation of land acquisition by-laws;
- Provides direction and training to Community Land Agents as and when required.

Initiating appropriate action to negotiate with (private and public) landowners in all redevelopment projects to acquire lands for public and governmental use by:

- Provides final commitment to certain land negotiations;
- Negotiates amendments to existing land contracts in respect to boundary changes, easement or right-of-way;
- Prepares land transfer documents (Bills of Sale; Land Transfer; Notification of Title; and draft Commissioner's Orders) and arranges through Headquarters for registration of Land Titles Office.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

Degree in Land Management or High School Diploma plus relevant work. Related experience in the field of land administration, or proven experience in applying principles of real estate law in enforcing land contracts, demonstrated experience in land negotiations, resolving land administration issues with municipal councils would be an asset. Micro-computer skills, including working knowledge of word processing, spreadsheet, and database applications, and the ability to work in a cross cultural environment.

The incumbent does not supervise anyone directly; however, the incumbent provides expert advice and guidance to community governments, departmental, staff private and public clients.

The incumbent requires a high degree of communication skills both oral and written. Well-developed human relations skills are required to obtain agreement or assistance, to resolve complex problems and/or recommend courses of action. The ability to speak Inuktitut/Inuinnaqtun would be considered an asset for this position.

#### CONTACTS

- Senior Officials of various Government of Nunavut and federal Government Departments; land administration and procedural matters. AS REQUIRED.
- Private business and community organizations; land administration matters. AS REQUIRED.
- General Public; land administration matters. DAILY.
- Private Landowners; land administration matters. DAILY.
- Municipalities, Regional Councils; land administration and procedural matters. REGULARLY.
- Lawyers and lawyers assistants. DAILY

## 6. WORKING CONDITIONS

**List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).**

### Physical Demands

**Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.**

Much time is spent in a sitting position with frequent opportunity to move about.

### Environmental Conditions

**Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.**

The incumbent works in a closed office, a generally comfortable work environment. The incumbent is required to travel occasionally throughout the South Baffin Region. This can often result in long periods away from home.

### Sensory Demands

**Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making**

**judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.**

The incumbent is involved in preparing and reviewing a variety of technical reports, legal documents and land applications, this requires a fair amount of attention to detail and ensuring accuracy of the documents and a variety of other correspondence: this may result in eye strain and other physical discomforts.

### **Mental Demands**

**Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

The incumbent is involved in extensive and complicated land negotiations which are difficult in order to ensure reasonable compromises between various private and public landowners in a context of the socio-economic and community planning concerns of a municipal council. This is critical in order to maximize the project programs goals of the Department and often results in a high degree of mental stress. The incumbent is faced with changing priorities and short deadlines, which creates stress at times.

**7. CERTIFICATION**

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date  I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**