Job Posting

Land Management Tech
(Term July-September 20, 2021)

The Land Management Tech position is responsible for supporting Planning staff with land acquisition and conservation tasks related to the Canada Nature Fund (CNF) project and other planning support. The CNF project is a multi-partner, provincially managed, federal government program to fund the purchase, designation, and stewardship of conservation lands.

Primary functions of this position include researching and designating protected wilderness areas, preparing reports, and landowner outreach and public inquiries. Duties also include preparing and conducting public engagement activities and materials. They act as liaison between landowners, citizens, and government agencies. This position reports to the Municipal Planner.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

Deadline for resumes is Thursday, July 8, 2021 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Land Management Tech-Term"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Land Management Tech - Term

HR & Community Facilities Department

Overview

The Land Management Tech position is responsible for supporting Planning staff with land acquisition and conservation tasks related to the Canada Nature Fund (CNF) project and other planning support. The CNF project is a multi-partner, provincially managed, federal government program to fund the purchase, designation, and stewardship of conservation lands.

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Behavioral Competencies

Behavioral Competencies are how we behave, act and think in the workplace. They are attained through formal and informal education, training, life and work experiences and in our relationships. The core competencies required for this position include:

- Communication
- Customer Service
- Innovation
- Relationship Building
- Teamwork
- Working Strategically

Key Outcomes and Responsibilities

This outcome can be best achieved by completing the following responsibilities:

- Develop and implement landowner and community engagement plans for the Canada Nature Fund Project, in collaboration with the Municipal Planner and other staff;
- Work to designate Municipal lands as Protected Wilderness Areas under provincial regulations;
- Evaluate and research target land acquisition areas and prepare educational materials;
- Collect a variety of statistical data and prepare reports and maps on conservation topics;
- Conducts field evaluations and assessments;
- Attends and assists with the preparation and organization of public consultation, and public meetings;
- Attends a number of evening and weekend meetings; and
- Performs other duties, as may be assigned from time to time.

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Minimum Qualifications

- University degree in environmental studies / geography / sciences, or related field (preferably at the Graduate Level).
- One year of experience in land acquisition, conservation, or related field.
- A valid Driver's License.

Preferred Experience

- Previous municipal or other government experience.
- Conducting research, analyzing data, reporting.
- Preparing planning documents, i.e., plans, briefings, reports, newsletters and other community-facing materials.
- Familiarity with land acquisition, conservation, engagement trends and best practices.
- Attending and participating in community and stakeholder meetings (e.g., public speaking, making presentations).

Knowledge

The successful candidate will have working knowledge of many or all of the following:

- Land Conservation and Protection legislation (e.g., Wilderness Areas Protection Act).
- Project management and organizational principles.
- Data analysis (e.g., coding and theming feedback) and report preparation methods.

Skillsets

- Proficiency in Microsoft Office Suites (Word, Excel, Publisher).
- Working with a wide range of computer software applications including Microsoft Office and Google Applications.
- Inputting data and mapping with Geographic Information Systems; ArcGIS/QGIS
- Maintaining and updating filing systems.
- Preparing business correspondence and reports.
- Designing print and online graphics products with CorelDraw, Adobe, MSPublisher.
- Developing public engagement materials and planning and participating in public engagement events.
- Working independently and collaboratively in a team environment.

Terms and Conditions of Employment

This is a term position from July to September 20, 2021.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.