



Lands & Estates Consultant – 1 year Contract

Reporting to First Nation Administrator

Administration Department

**1 YEAR CONTRACT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:

Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm





***This is an in-office
position.***

Salary:

Start Rate - **\$37.95 to
\$41.15 per hour***

*While Alderville First
Nation Salary Grid will
apply – **start rate will be
commensurate with
experience.**

Benefits:

-  Vacation Pay with each Pay.
-  Paid time off over Holiday Shutdown!
-  14 Statutory Holidays!
-  Paid Sick Leave!

JOB SUMMARY:

The ***Interim Lands & Estates Consultant*** provides short-term advisory support to the Lands Department to ensure continuity of operations, compliance with relevant legislation, and effective community engagement. The Consultant functions in a consultative and mentoring capacity, offering expertise to the Lands Clerk and related staff, while advising Chief & Council on strategic land and estate matters. The role is designed as a temporary support function focused on professional expertise, guidance, and capacity-building within the department.

KEY JOB FUNCTIONS:

- Oversees compliance with Alderville First Nation Policy & Procedures, Alderville First Nation By- Provide specialized advice on land and estate governance, laws, and administration.
- Mentor and support Lands & Estates staff to carry out their responsibilities effectively.
- Ensure departmental activities are aligned with AFN Land Code, policies, and federal legislation.
- Offer strategic advice to Chief & Council on land transactions, land use planning, and estate-related matters.
- Assist with risk identification, mitigation strategies, and long-term land management planning.
- Act as a liaison with external governments, agencies, and professional service providers.
- Provide reports and recommendations to support decision-making by Chief & Council.
- Support departmental readiness and ensure a smooth transition for continued operations.

OTHER RESPONSIBILITIES:

- Lead *or support* the development of Alderville's Land Use Plan, including community engagement, technical review, and integration with other planning processes.
- Provide guidance and ongoing support in the interpretation, application, and continued development of the Alderville Land Code.
- Attend and/or chair meetings of the Lands Advisory Committee in the absence of the Lands Manager.
- Advise on compliance with Alderville First Nation Land Code, the Framework Agreement, and applicable laws.
- Provide guidance in dispute resolution, policy interpretation, and law development.
- Support record management, land surveys, appraisals, and estate processes in an advisory capacity.
- Facilitate communication with membership and community engagement activities.
- Maintain confidentiality of all lands and estate information.

MINIMUM QUALIFICATIONS:

Minimum schooling:

- Post-secondary degree or diploma in an area related to Business Administration, Land Management or Aboriginal Land Governance.
- Professional Lands Management Certification (PLMCP) or equivalent is an asset.

Specialization Required:

- Minimum of 3 to 5 years' experience in lands management including:
 - First Nation history of land transactions.
 - Contract law and management.
 - Framework agreement, Transfer agreement, Land Code and associated federal legislation on First Nation Land Management.
 - Land registry practices and policies.
 - Financial planning.

Considered an asset:

- Finance, Business, and Land Management experience.
- Holds historical knowledge that affects the lands and people of Alderville First Nation.
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics.
- Knowledge of legislation governing First Nations.

Minimum requirements:

- Criminal Reference check required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.

PREFERRED EXPERIENCE:

- Minimum 5 years of progressively responsible experience in First Nation land management, governance, or estate administration.
- Demonstrated knowledge of the Framework Agreement, AFN Land Code, and relevant federal legislation.
- Experience working with Chief & Council, Lands Committees, and external governments/agencies.
- Strong communication, facilitation, and mentoring skills.
- Experience and/or training on the Indian Land Registry System, Google Earth, ERips and other standard computer applications.

***** For full job description, contact Human Resources*****

DEADLINE TO APPLY: *Thursday, January 8th, 2026.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 217
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.