

1. Position Information

Title	Registrar, FNLGR
Unit	First Nation Land Governance Registry
Reports to	Director, Land Code Governance
Date of Last Review/Update	February 2024

2. Scope

The First Nation Land Management Resource Centre (RC) in partnership with the Land Title and Survey Authority of BC (LTSA), is embarking on a multi-year, multi-million-dollar national program to establish and operate a First Nations run, independent, non-profit, incorporated organization focused on delivering services to First Nations in Canada.

Reporting to the Director, Land Code Governance, and in collaboration with RC & LTSA staff, the Registrar will be the subject matter expert to engage resources, define, and apply legislative, regulatory, policy and procedural changes to establish the organization.

Ongoing, reporting to the Chief Executive Officer the Registrar of the First Nation National Land Registry (the FNNLR) will provide subject matter leadership and expertise as the lead regulatory decision maker that acts on FNLGR related items. They will also provide expert, professional advice on registry examination issues, acting as an escalation point for land registry related regulatory decision making when required.

The Registrar leads the administration of FNLGR regulations and applicable legislations, the development and implementation of related FNLGR plans and initiatives. The Registrar fulfills a quasi-judicial role, applying regulatory authority and making a determination of registration issues, practices, procedures, and the interpretation of records.

3. Key Responsibilities

- Oversees the business of the land registry offices to ensure that FNLGR management and staff conduct business in accordance with the requirements of applicable legislation and regulation:
 - Provides leadership and guidance to senior FNLGR staff to ensure processes, performance and metrics are met
 - Provides coaching, guidance and support to FNLGR staff as needed
 - Oversees the recruitment, selection, and training of the Deputy Registrars to ensure strong talent management and ongoing succession is in place
 - Ensures formal performance management processes are in place to support a strong customer service orientation, consistently improve employee engagement, and the development of a continuous improvement culture
 - Works closely with the Director, Land Code Governance to improve integration and deliver better customer service
- Provides strategic management on legal and other regulatory matters related to FNLGR developing strategies, priorities and policies to ensure initiatives meet the service needs of customers and ensure consistency with legislation.

3. Provides input into land registry related programs in consultation with the Director of Land Code Governance and has quasi-judicial regulatory decision-making authority over all land registration activities.
4. Implements final, authoritative decisions on the application of various statutes on FNLGR land transactions, conducting ongoing development of appropriate legal standards to address issues and establish and maintain certainty and continued credibility of land registration practices.
5. Conducts necessary legal research to facilitate resolution of land registry issues raised by complex or contested applications, communicates appropriate legal decision orally or in writing to the applicants.
6. Contributes to strategies for the introduction of corporate business changes and technological advances within the division, evaluating the feasibility and impact of such changes.
7. Ensures the regulatory duties of the Registrar are reflected in the business of the FNLGR, so that all registration applications are processed in an expeditious manner, without error.
8. Contributes to the definition of division goals and objectives, establishing priorities, operating plans and mentoring management staff on legal and managerial aspects of their duties and related division initiatives.
9. Provides high level cross-operations domain-specific expertise to the organization.
10. Provides analysis and recommendations with respect to federal legislative proposals which affect the FNLGR program.
11. Maintains a comprehensive knowledge of the FNLGR mandate, priority initiatives, significant current and emerging issues and linkages with other jurisdictions and agencies. The Registrar, as a spokesperson for regulatory and legal matters, must establish and maintain strong working relationships internally and externally with all stakeholders, including First Nations, legal professionals, the public, governments, the LAB, FNLRC, and FNLGR staff.

4. Position Requirements

Education and Experience

- Solicitor in good standing with a minimum of a seven-year call to the Bar is preferred, other education and experience may be considered (such as considerable experience working in a Land Title Office).
- Considerable real property law experience preferred. Must be able to act as an officer of the Court and take evidence, administer oaths, summon witnesses and to referee disputes under the *FNLGR regulations*.
- Experience in providing leadership and team building
- Experience in applying, interpreting and ensuring compliance with laws, regulations and procedures

Knowledge

- A sound working knowledge of all existing and future relevant Acts and regulations pertaining to registration of First Nation land on reserve.
- Extensive knowledge of processes and procedures related to the registration of First Nation interests on-reserve.
- Knowledge of First Nation land governance systems.
- Knowledge of legislation and legislative processes.
- Familiarity with Indigenous culture.
- Ability to establish and maintain effective working relationships with a wide variety of individuals or groups both internal and external to the organization;
- Strong analytical, strategic and conceptual thinking;
- Excellent interpersonal skills and ability to maintain strong business relationship with the FNLGR stakeholders
- Exemplary verbal and written communication skills;
- Maintains a high level of competence and personal and professional integrity and ethics;
- Demonstrates strong leadership skills, transition and change management;
- Computer literate and sound working knowledge of Microsoft Office products.

Skills

- Exemplary verbal and written communication skills;
- Excellent research and analytical skills
- Exercises a high degree of problem solving and conflict resolution skills;
- Strong interpersonal skills.
- Strong leadership skills, transition and change management skills.
- Excellent presentation and public speaking skills, including virtual presentations.
- Excellent time management skills.
- Strong attention to detail.
- Proficiency with software programs such as Adobe Suite, Microsoft office and various virtual meeting platforms.

Abilities

- Ability to plan, develop, implement, and monitor program delivery.
- Ability to think strategically, set priorities and plans to achieve goals.
- Ability to work cooperatively, foster a climate of shared respect, and collaboration in managing employees.
- Ability to work independently and as part of a team.
- Ability to communicate effectively orally and in writing for a variety of audiences.
- Ability to develop and maintain effective interpersonal relationships with a wide variety of individuals or groups, both internal and external to the organization.
- Demonstrate tact and sound judgment.
- Confidentiality

5. Working Conditions

- Home office setting with occasional travel.
- Exposure to disagreeable elements such as eye strain, time pressures and stress of multiple demands and leading a team.
- Some exposure to safety hazards related to travel and working with the public.

6. Effort

Mental Effort

- Daily activities require a high level of concentration and attentiveness.
- Frequent pressure related to balancing the responsibilities of directing multiple staff and supporting the senior management team may lead to mental or emotional fatigue.
- Must be able to work effectively within a cross-cultural environment.

Physical Effort

- Moderate level of physical effort required, mainly due to long periods of sitting and typing.

NOTE: This job description describes the general nature and level of the duties and responsibilities required by this position. This is not a completely exhaustive list of duties; additional related duties may be assigned from time to time at the Employer's discretion.