

Manitoba Government

Job Opportunities

Crown Land Coordinator

CL4 Clerk 4

Regular/full-time

Agriculture and Resource Development
Lands, Ecosystem Management Division

Neepawa MB, Minnedosa MB

Advertisement Number: 38107

Salary(s): CL4 \$48,399.00 - \$55,132.00 per year

Closing Date: November 22, 2021

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

Introduction

The Manitoba Government has a comprehensive benefits package, which includes extended health, health spending, dental, vision, long-term disability, supportive employment program, maternity and parental leave, and a defined pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers).

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must be willing to travel with occasional overnight stays
- Must have a valid Manitoba Class 5 Drivers Licence
- Must be capable of lifting 30 lbs

Qualifications:

Essential:

- A degree or certificate related to land use, agriculture, science, environment, legal or administrative assistant, and/or in records management, or an equivalent combination of education, training and experience
- Experience in land administration, application review, and working with land survey systems
- Experience preparing legal documents with accuracy and attention to detail
- Strong interpersonal skills in working with internal and/or external colleagues, clients and stakeholders
- Sound analytical skills with the ability to make recommendations using sound judgment
- Strong verbal communication skills with the ability to provide presentations, lead teams, and foster collaboration
- Strong written communication skills
- Ability to collect, analyze, and summarize data from a variety of sources
- Experience planning and managing projects
- Strong organizational and time management skills
- Experience using data management software applications (ArcGIS, Crown Land Registry System, Agricultural Crown Lands Computer System, Property Assessment, Land Titles)
- Proficient using Microsoft Office applications (including Word and Excel)

Desired:

- Knowledge of land management and planning principles with ability to interpret legislation and policy

Duties:

Manitoba Agriculture and Resource Development is seeking to hire two (2) Crown Land Coordinators within the Lands Branch. The incumbents will provide support for allocations under the Crown Lands Act, including coordinating provincial reviews, file and records management, research, analysis, and providing recommendations to management. As part of a team, the incumbent(s) will also provide general reception, respond to public inquires, manage electronic and manual records, support the agricultural leasing program and Treaty Land Entitlement Program, coordinate public and stakeholder reviews, and assist with the preparation of issue papers, policies, and Orders In Council. The work involves a high degree of collaboration, initiative, planning, attention to detail and strong reading and comprehension skills.

Apply Now:

Advertisement # 38107
Service Centre 4
Human Resource Services
600-259 Portage Avenue
Winnipeg, MB, R3B 2A9
Phone: 204-945-7518
Fax: 204-945-0601
Email: govjobs@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions may be grieved and appealed by internal applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request