

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Lands and Estates Manager
Term: Permanent Full-Time
Department: Lands and Estates
Division: Lands and Estates, Housing
Salary: Competitive salary range
Hours: 40 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m., must be flexible to work some evenings and weekends based on program requirements

Posting Date: August 21, 2026

Closing Date: September 4, 2026, at 4:30p.m.

JOB SUMMARY:

The **Lands and Estates Manager** is responsible for the effective management and administration of the Lands & Estates Department. This role involves overseeing the land surveyors, researchers, and clerical positions, as well as other support staff as needed. The Manager is also responsible for presenting Estate approval documentation to Chief and Council.

Land transactions for the Oneida Nation of the Thames are managed internally, which is unique to the settlement. The Manager will develop and implement both short- and long-term goals, objectives, and operational strategies for the department. Additionally, the Lands and Estates Manager will oversee daily operations to ensure efficiency, quality, service, and cost-effective resource management. This position holds full responsibility for the department's operations.

EDUCATION:

1. A Post-Secondary Degree or Diploma in Public Administration, Business Administration, or a related field, or equivalent work experience.

EXPERIENCE:

1. At least 2 years of relevant experience in a management role.
2. Familiar with Oneida Nation of the Thames land transaction process.
3. Strong understanding of the organization and functions of the Council.
4. Experience in strategic planning and implementation is considered **an asset**.
5. Experience in developing work plans, budgets, proposals, policies, and procedures is considered **an asset**.
6. Training in Alternative Dispute Resolution and Conflict Resolution, or a willingness to obtain such training, is considered **an asset**.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a recent Criminal Record Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Please submit all mandatory documents electronically to hr.recruitment@oneida.on.ca or 2212-A Elm Avenue, Southwold Ontario, N0L 2G0

- Late applications will not be accepted
- We thank all those for applying however only those selected for an interview will be contacted.
- Oneida Nation of the Thames gives hiring preference to qualified First Nation applicants, with first preference to qualified Oneida Nation of the Thames members. Applicants wishing to be considered under this preference are encouraged to self-identify in their application.
- Oneida Nation of the Thames is guided by Skanā Teyukwahlwayenawakhuti "We will work together in peace" and is committed to supporting the preservation and use of the Oneida language and cultural practices.
- Oneida Nation of the Thames is committed to workplace diversity and will provide accommodations to applicants with disabilities throughout the hiring process. To request accommodations, please contact Human Resources at hr.recruitment@oneida.on.ca

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 826 or by email hr.recruitment@oneida.on.ca.