

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 evening and weekends based on program requirements

Posting Date: May 26, 2026

Closing Date: June 9, 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.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interviews will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email hr.recruitment@oneida.on.ca.