

JOB DESCRIPTION

LICENSING OFFICER

Governance and Treaty Implementation

The trapping licensing officer, referred to “licensing officer,” is responsible for overseeing the implementation of the NAN and Ontario “Fur Harvesting Harmonization Agreement.” The licensing officer is primary responsible for the NAN licensing program and works directly with the NAN fur harvesters with their licensing requirements and trapline management. Perform day-to-day administration and coordination of the NAN licensing program including, but not limited to, preparing and issuing of NAN harvesters licenses, the collection and management of personal data and safeguarding the privacy information collected, and collecting license fees. Coordinate training opportunities for new trappers and the instructor training program.

Summary of Duties

The Licensing Officer provides program support to the NAN Fur licensing program and reports for compliance in accordance with provincial requirements and regulations and comply with the NAN Fur Harmonization Agreement. The officer takes directions from the Director.

- Maintain the licensing database and control inventory of all licenses issued.
- Processing applications such renewals, new and issuing NAN licenses to NAN fur harvesters, as well as verifying the validity of licenses.
- Ensure traplines are up to date and the monitoring for vacancies, and assisting NAN trappers access their traplines, including community lines.
- Remit to Ontario on the last day of each month the records of fur harvester licences issued by NAN during that monthly period.
- Collect the fur harvest data from NAN fur harvesters and the reporting once annually (by August 31) of data to Ontario in accordance with the provisions of Appendix “C” of the Agreement.
- Participate in weekly calls with our partner, Ministry of Natural Resources, to ensure the trapping program is running smoothly.
- Act as a liaison between NAN fur harvesters and Ministry officials regarding trapline issues and acquisition by NAN fur harvesters.
- The monitoring of compliance with humane trapping practices by NAN fur harvesters through the provision of information, as required, about the Agreement on International Humane Trapping Standards (AIHTS).
- Provide information to trappers about EU regulations, conservation efforts, and best practices for trapping.
- Assist and inform community members who wish to participate in commercial fur trapping about trapper training such as The Fur Harvest, Fur Management and Conservation course, as modified by the Parties as appropriate from time-to-time in a mutually agreeable manner.
- Ensure NAN trappers the opportunity to obtain contracts in the control of nuisance animals in the Treaty no. 5 and Treaty no. 9 area in Ontario.

- Inform NAN fur harvesters on an ongoing basis about the extent of the continuing application of Ontario regulations to commercial fur harvesting activities and marketing.
- Encourage and promote local involvement in conservation, harvesting studies, research, and furbearer management throughout the Treaty no. 5 and Treaty no. 9 area in Ontario.
- Ensure NAN trappers access the fur marketing tools such as the fur auction houses, NAN fur depot, and including the shipment of furs.
- Advocate on behalf of NAN fur harvesters in the development and/or modification of new and existing provincial, federal, and international furbearer policies; and
- Inform NAN fur harvesters about the application and implementation of this Agreement through community engagement (community visits).
- Handle and respond to general inquiries regarding licensing, fur management, fur depot and fur market and other related information.
- Provide technical support and liaison to NAN member First Nations pertaining to fur harvesting issues.
- Prepare various correspondence pertaining to the licensing, fur markets, and other organizational inquiries and reporting.
- Support awareness activities that may include workshops, conferences, public presentations, group-based activities, or public education campaigns.
- Act on planned program activities, workshops and training sessions and objectives related to the program.
- Assist with preparing reports for internal and external stakeholders.
- Complete all mandatory training assigned.
- Other duties as required.

Other

Must have ability to run errands and attend meetings at various locations during working hours.

This position may require some travel by car (personal or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Criminal records check and a valid driver's license.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College diploma or one year certificate of relevant education or related experience is preferred.

Credentials:

Not Applicable

Experience:

2 years of program-related experience is preferred.

Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Position must be familiar with current community resources.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Sound knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- A good understanding and interest in NAN communities, FN organizations and current events.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Oji-Cree or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in a office setting with short periods working in a warehouse setting.
- Working within communities, away from home on limited basis.
- Travelling in both commercial and smaller aircraft.
- Highway driving may also be required.
- Working with the public.
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$10,000.00.

Accountability

This position is under the day-to-day supervision of the department Director with further accountability to the Chief Administrative Officer for overall performance.