

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The Parks Land and Resource Coordinator is the provincial coordinator and subject matter expert for Parks Division land and resource management programs which includes leading the disposition and permission management programs and contributing to the regional parks planning program.

Operating with a high degree of independence and responsibility, the work of this coordinator directly impacts how land and resource management is delivered within Parks across the Province. The core responsibility of this role involves the strategic organization, program development and leadership, and operational coordination of the land and resource management programs within Alberta Parks. This includes developing plans, policies and procedures, and training that support a Parks Land Management Program, and where appropriate operationally leading portions of the program. The coordinator also works directly with Lands Division and other departments to ensure the Parks program is aligned with provincial best practices and programs. The Coordinator leads working groups to advance initiatives and provides expert guidance for external and internal programs related to land and resource management. As the primary specialist in this area, this position provides clarity and consistency to Parks Division leadership, staff and partners through the development and implementation of the program.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Lead the coordination of the Parks Disposition and Permissions programs through the following activities:
 - a. Leading the efforts of provincial committees and working groups with the aim of increasing consistency and effectiveness in delivery of Parks Act disposition and permission programs.
 - b. Working directly with appropriate staff in Lands Division to ensure that Provincial Parks Act disposition and permission programs are implemented as per the Joint Operations Plan (or successive agreements).
 - c. Providing operational training and development opportunities for department staff to understand the legal basis and regulations concerning Parks Act disposition and permission.
 - d. In conjunction with the data management staff in Parks Division, actively monitor and manage the operation and effectiveness of the digital permitting system.
 - e. Supporting Parks Division in meeting red tape reduction initiative requirements as they pertain to dispositions and permissions
 - f. Support financial processes, data recording and record keeping as it relates to managing revenue associated with Parks Act dispositions and permissions.

2. Develop and improve the management of Parks Act dispositions and permissions through:
 - a. Periodic strategic reviews and work plans of the disposition and permission processes in Parks.
 - b. Updating and developing appropriate policies, procedures, forms, templates and processes.
 - c. Leading the development of internal and external communications products related to disposition and permission rules and regulations.
 - d. Streamlining disposition and permission management practices for Capital Infrastructure projects in cooperation with Capital Infrastructure Development and Improvement (CIDI)
 - e. Working directly with Lands Division staff to ensure processes between Parks Division and Lands Division are aligned to the extent possible.
 - f. Representing Parks Division in government of Alberta initiatives to modernize disposition management (e.g. Disposition Regulatory Assurance System- DRAS)
 - g. Working directly with other departments such as Culture, and Indigenous Relations to ensure requirements of other legislation as they may relate to dispositions and permissions are incorporated into the Parks programs, and understood by department staff.
 - c. Compiling, analyze and report upon stream statistics for disposition and permission programs.
 - d. Develop annual reports, or summaries as required.

3. Provide professional referrals and subject matter expertise on resource management within Parks:
 - a. Provide specific technical and professional input into broader initiatives related to Parks Act dispositions and permissions.
 - b. Work with external stakeholder groups as appropriate throughout the course of updating operational policies and procedures.
 - c. As it pertains to Parks lands and resource management, respond to information and action requests. Providing and updating external communication products as they relate to Parks

land and resource management.

- c. Maintain land management referral process and periodically evaluate to ensure process is functioning. Track referrals and maintain appropriate records.

4. Provide strategic support for provincial initiatives:

- a. Support any strategic integration work with the Strategic Planning and Initiatives team and regional planners in order to facilitate required outcomes for the particular initiative or project.
- b. Collaborate with regional senior planners to ensure integrated land management strategies and appropriate land management considerations are included within Parks planning initiatives.
- c. Support enhancement initiatives with the Parks Information Management System (PIMS)
- d. Contribute to provincial resource management projects and initiatives as they arise from time to time (e.g. environmental liabilities program, invasives programs, etc.)

5. Contribute to consultation and engagement

- a. Support consultation processes with Indigenous communities, stakeholders, and the public to ensure land and resource management decisions reflect diverse perspectives and legislative requirements.
- b. Participate in engagement sessions and provide technical expertise to inform discussions on land-use planning and resource management when required.
- c. Support the development of communication materials and tools to facilitate transparent and effective engagement with stakeholders.

Problem Solving

Typical problems solved:

Examples of difficult and challenging situations this position is routinely expected to solve includes:
-Adapting and aligning sensitive processes between two divisions (ie. Lands Division and Parks Division) related to Parks disposition management in a manner that fosters cooperation and the best outcomes.
-Developing new or updated policy to deal with emerging Parks land use issues or concerns such as mobile food vendors.
-providing oversight for a provincial system implementation of the parks disposition program involving training and mentoring staff, conducting audits, making recommendations, and completing reports which include strategic improvements.

Types of guidance available for problem solving:

Key pieces of legislation and policy that set parameters and expectations for the work include the the *Provincial Parks Act*, Provincial Parks (General) Regulation, Provincial Parks (Disposition) Regulation, Public Lands Act, Public Lands Administration Regulation as well as policies, guidelines, and procedures established by Cabinet, the Minister and Deputy Minister.

This position requires the ability to draw on and analyze information from a variety of sources and

perspectives, forecast trends, and synthesize the information as the basis for formulating directives, programs, and operational plans.

This position must be able to operate in an environment where resources are significantly constrained, and there are significant uncertainties. The position should develop creative and actionable solutions to complex problems in a way that can effectively be implemented.

Direct or indirect impacts of decisions:

This position has direct strategic impact on the implementation of the Parks Land and Resource Management Programs. This includes disposition and permission management, as well as Park Management Planning. This position provides leadership and advice to a large number of Parks staff throughout the entire province.

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with team members and field staff to monitor trends and operationalize strategic solutions

Interacts weekly with supervisor (Senior Manager) to receive direction, receive/provide advice, exchange information, discuss work progress, identify issues and develop solutions.

Interacts routinely with Managers and Directors at all levels within the division to collaborate on projects, seek and provide advice, identify issues and develop solutions.

Interacts frequently with other government divisions such as Lands Division, Alberta Culture, and Indigenous Relations to ensure strategic program alignment, and develop collaborative solutions.

Interacts on an ongoing basis with external agencies and stakeholders as it relates to the development and management of the disposition and permission programs.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

Other

If other, specify:

Park or Environmental Management, Parks Planning, Municipal Governance, or other related fields.

Job-specific experience, technical competencies, certification and/or training:

Formal training should include a Bachelor's Degree (or higher) in the fields of environmental or park management, parks planning, or municipal governance. Other formal training can be considered if candidate has sufficient experience in wildfire management.

6 years of progressively more complex related experience in above noted fields.

This combination of experience and education is necessary in order to have sufficient theoretical knowledge base and subject matter expertise to be the Provincial expert for Parks Resource Management

The position requires thorough knowledge and understanding in the following areas:

- Related provincial, federal and municipal legislation, regulations, policies and procedures
- Land use disposition and permitting knowledge
- Intermediate understanding of legal principles related to public land use
- Planning knowledge
- Ecological knoweldge

The position requires the following skills and abilities:

- Ability to develop new (and adapt existing) innovative procedures, directives, and practices where none currently exist.

- Ability to solve problems with limited precedents and limited context and information
- Ability to identify gaps and risks in operational delivery
- Ability to build effective relationships with internal clients at various levels across the organization.
- Ability to effectively collaborate with parties external to the organization including contractors, consultants, local authorities, not-for-profit agencies, various stakeholder associations, media, politicians and the public.
- Ability to lead a variety of initiatives/projects from inception to completion.
- Ability to analyze issues and synthesize findings to identify actions and solutions
- Ability for strategic and tactical planning - development, update, tracking
- Innovative and creative thinking as well as strategic thinking skills
- Strong communication and interpersonal skills

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Position is required to recognize, analyze, and integrate system wide processes in a complex provincial system in order to best ensure the disposition and permission systems in Parks are designed and operated effectively.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	This position develops harmonized and effective solutions to operational delivery problems focusing on tangible delivery results in an uncertain and changing environment.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<p>Aligns different groups to achieve goals and realize broader outcomes:</p> <ul style="list-style-type: none"> • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics 	This position focuses on achieving program delivery outcomes through effective strategic planning, organization and management of resources. This position has a high emphasis of delivery of key work and achieving objectives.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Involves a wide group of stakeholders when	This position works directly with many staff

		<p>working on outcomes:</p> <ul style="list-style-type: none">• Involves stakeholders and shares resources• Positively resolves conflict through coaching and facilitated discussion• Uses enthusiasm to motivate and guide others• Acknowledges and works with diverse perspectives for achieving outcomes	<p>within the department and across departments in order to achieve collaborative and effective results.</p>
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