

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title Senior Wildlife Biologist	Name Vacant
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Position Number	Reports to Position No., Class & Level Regional Wildlife Manager	Division, Branch/Unit Resource Stewardship/Fish and Wildlife Stewardship	Ministry Environment and Protected Areas
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Present Class Natural Resources 9	Requested Class
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Dept ID 069	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Regional Wildlife Manager, this is a senior-level professional wildlife biologist position accountable for design, development, delivery and management of all wildlife and wildlife habitat programs, including implementation and supporting the delivery of species at risk conservation and recovery actions within a defined management area. Within the district/region, the position acts as a primary subject matter expert, representing and operating at various levels of the Department's organizational structure. This position provides strong professional and operational support, advice and direction to various provincial level tasks, committees, strategies, policies, and processes; both inside and outside of the Branch/Division. In addition the position may represent Alberta on related negotiations and plan development with individual adjacent provinces and the federal government. At all levels this position is responsible for ensuring the long term sustainability of wildlife populations and their habitats, and in particular ensuring that all wildlife program interests related to allocation, conservation, and integrated resource management are addressed. This includes representing wildlife interests with the public, with local and regional governments, and on interagency and multi-stakeholder resource planning and management forums. This position interacts frequently with the public, landowners, stakeholder groups and Indigenous communities through formal and informal engagements and consultation processes. This position provides ongoing mentoring to other branch staff within the larger region, and provincially, on various topics and projects.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**1. Resource Management - General**

This position is responsible for wildlife management activities including resource management, population management, and habitat and land management within a defined management area of the Region. The position leads the integration of wildlife management outcomes with approval writers within and across Departments responsible for sustainable management of forestry, lands and water. Manages complex scientific, planning, and operational workload. Determines wildlife population and habitat requirements and identifies/secures those requirements within various operational, planning, and strategic/policy forums. Develops district work plans and develops, or contributes to, regional and provincial level work plans. Manages budgets and the budget of some multi-stakeholder funds (government-industry partnerships). Identifies specific work and broad program priorities to other professional and operational staff, including government (inter-department and intra-department), industry, and other stakeholders. Provides leadership to regional and provincial program committees, project teams, and specialized work units. Contributes to, or develops, and is responsible for selected regional and provincial program direction. Provides regional or provincial scientific and management review, and develops wildlife and habitat outcomes related to major resource development project proposals. Accountable for all related public and stakeholder consultation. Provides public service and information on a daily basis.

**Activities**

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- Develops district and/or project work plans, establishes priorities, monitors performance and manages tasks to ensure outcomes are in line with program objectives.
- Develops resource management approaches and solutions to resolve conflicts between user groups, resource protection goals, and political direction; at the district level, and in many cases at regional and provincial levels.
- Provides leadership necessary to develop effective partnerships with other resource management professionals, academia, peers, and team members to achieve efficient and effective results. Accountable for undertaking or guiding provincial level public/user group consultation programs to integrate input to provincial wildlife resource planning and management. Leads or participates on regional and provincial level branch, divisional, intra-departmental or inter-departmental committees or task teams to develop policies, guidelines, review major resource development projects or in the development of landscape or resource management strategies (e.g. land use standards and conditions, forest management planning, sub-regional/regional planning, and habitat protection guidelines). Is responsible for identifying biodiversity targets and advising actions to achieve those targets. Provides provincial level specialist advice and guidance to branch staff, senior managers, partners and key stakeholders.
- Provides scientific and operational review of various project proposals and reports of other organizations (various partnership associations, universities, resource industries, institutes, etc.) including providing input, recommendations and branch endorsement for management implementation.

## **2. Resource Management – Species/Population**

Position is responsible for all species allocations, conservation, and population management at a district level, and contributes to all aspects of species/population management at the regional level, and in some cases provincially. Position identifies species/population management issues of regional/provincial concern, and represents those issues to senior managers at a provincial level. As a regional professional subject matter expert, provides operational input into district, regional and provincial level species at risk recovery plans, determines related research priorities, provides for technology transfer, provides provincial guidance to action plans, monitors progress and reports on district/regional level outcome indicators (e.g. species and habitat). Provides program direction to district and regional enforcement priorities. Develop and implement programs, which protect the public from financial loss, related to human-wildlife conflicts and from wildlife related public safety concerns. Accountable for all related public and stakeholder engagement/consultation.

### **Activities**

- Responsible for the delivery and implementation of population assessments required for allocation based decisions, in association with other wildlife biologists and based on identified priorities. This may include organizing and implementing Aerial Ungulate Surveys, data collection, sample collection and storage, data entry, analysis and reporting. This will include prioritizing time and setting of deliverable dates for these activities in order to meet provincial timelines for reporting of this information.
- Participates in, and provides support to, provincial recovery teams in the assessment, development, design and implementation of recovery plans that involve complex and diverse populations and landscapes (e.g. Woodland Caribou, Wood Bison, Grizzly Bear Recovery Teams).
- Leads regional and provincial technical committees that may be struck from time to time to assess precision and effectiveness of current management processes, identifying and implementing improvements; and identifying data gaps and resources to resolve them.
- Contributes to regional and provincial development of provincial species management plans for select game species. Includes population and habitat status assessments, health and productivity, development of management objectives and strategies, establishes management and research priorities, monitoring and inventory protocols.
- Contributes in a leadership role or participates in inventory and monitoring for non-game and species at risk. May take leadership role or participate on provincial and/or national recovery teams for species at risk, and leadership of recovery implementation efforts in a district, regional or provincial context.
- Leads the scientific assessment and management need for additional species research requirements. Participates in committees tasked with development of provincial population inventory standards, methods and protocols.
- Participates/supports in provincial species status reports.
- Represents the Branch/Division at various provincial, inter and intra-government and national research, science and management forums relative to species management.

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- Prepares and actions detailed public wildlife related depredation and problem wildlife management programs, in association with individuals and groups, local/regional governments, human-wildlife conflict specialists and Fish and Wildlife Enforcement Services.
- Responsible for all district level and some regional/provincial wildlife survey programs, public engagement, and recommendations for annual wildlife regulation changes for all wildlife species.
- Key representative for all district level, and some regional/provincial consultation with First Nations and Metis communities.

### **3. Resource Management – Habitat Conservation / Land Management**

Provides local and in some cases regional/provincial guidance to staff in land management decision making processes and practices designed to mitigate the impact of industrial, agricultural, and recreational activities on wildlife resources. Provides input to the design and development of district, and some regional and provincial, landscape management policies, guidelines, practices and regulations. Leads local and regional committees to resolve difficult conservation/development conflicts. Ensures program objectives are adequately addressed in resource development regulatory approvals. Provides scientific, management and operational biological input to various integrated resource management policies and processes that ensure wildlife resource management objectives are satisfied. Negotiates solutions and agreed upon courses of action during local, regional and Provincial processes within the Division, intra-Departmental, inter-Departmental and with stakeholders and clients, and with the public.

#### **Activities**

- Provides district/regional goals and objectives for various resource management programs as it pertains to wildlife management (e.g. Industrial land management including timber, oil and gas, mining, agriculture development on crown and private lands and water management.).
- Provides professional advice, guidance and support to staff involved in major resource development project reviews and regulatory approval processes in order to mitigate impacts on wildlife resources (e.g. Detailed Forest Management Plans, Operating Ground Rule development, FireSmart, Caribou Operating Guidelines, Mineable and InSitu oil sands development and reclamation, refining Geophysical Operating Conditions, etc.).
- Primary wildlife representative for discussion/resolution of district land use issues as related to wildlife population and habitat management and conservation, both at project-specific and landscape levels.
- Organize, lead and chair government/stakeholder/client committees and working groups to resolve difficult wildlife management/development issues (e.g. Boreal Sensitive Species, Riparian, Seismic guidelines, etc.).
- Provides Branch input to long-term landscape management planning activities.
- Through negotiations with government personnel, stakeholders and clients, develops provincial species management objectives (including guidelines, operating conditions and regulations for managing industrial land uses) for land and resource managers to include in approval of resource development activities.
- Negotiates species habitat needs into regional and provincial level resource management planning initiatives (e.g. Alberta Forest Management Planning Standards, Provincial Timber Operating Ground Rules, Master Schedule of Standards and Conditions).
- Develops and co-ordinates local and in some cases regional programs to inventory habitats, determine critical habitats and assess habitats used by different life stages at various times of the year (various examples).
- Provides professional advice to others and assists in habitat restoration and enhancement projects (e.g. Alberta Fish & Game Association, Alberta Conservation Association, communities, etc.).

### **4. Research**

Determines district/regional, and sometimes provincial, research needs, develops research plans based on these priorities, ensures research projects meet established outcomes, publishes research results in peer-reviewed journals or proceedings of symposia; facilitates technology transfer to provincial biological staff, professional associations, academia, and managers, through written material and oral presentations.

#### **Activities**

- Assesses local and regional needs and determines research project priorities for select species population and

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habitat management.

- Creates required scientific tools needed for management applications (e.g., RSF models, ESRI applications, etc.).
- Secure budget requirements for research activities, from both inside and outside of government as required.
- Guides staff, stakeholders and clients in design, conducting and implementation of scientific research programs. These projects may be internal to government or in partnership with others.
- Provides professional scientific review of various wildlife papers to be submitted to scientific journals.
- Provides leadership and direction to staff (district, region, province) in technology transfer of new scientific research results or tools developed from research programs to staff and to internal or external project teams.
- Maintains strong liaison with university and industry based researchers.

### **5. Education, Engagement and Community Relations**

Co-ordinates public involvement and provides resource management information to others, provides extension services, evaluates and integrates public/stakeholder input for the resolution of resource management issues and the development of resource/species/population objectives at the district, regional and in some cases provincial level. Prepares responses to ministerial inquiries and briefing notes. Represents the branch/division on a variety of resource stewardship committees at the district, regional and in some cases provincial scale.

#### **Activities**

- Co-ordinates public engagement in decision-making for management activities, including wildlife regulation amendments and changes.
- Provides resource management information and extension services to the public, clients, stakeholders.
- Evaluates and integrates public/stakeholder input for the resolution of resource management issues and the development of resource/species/population objectives at district, regional, and in some cases provincial levels.
- Prepares responses for Ministerial action requests and briefings. Completes the work related to action request commitments.
- Represents the branch/division (district, region and/or provincial level) at various resource management committees.

### **6. Finance, Administration, and Occupational Health and Safety**

Manages assigned budget, develops work-plans, monitors programs, develops strategies to achieve business plan objectives, ensures expenditures do not exceed assigned budget.

#### **Activities**

- Prepares area level budget needs for manpower and projects and submits to the senior manager. Effectively assigns allocated resources to achieve identified workload objectives.
- Ensures all budget transactions are conducted within established financial policy and procedures by maintaining accurate and up to date records, meeting quarterly budget reporting and forecasting targets.
- Responsible for the drafting and awarding of various contract services, contract management and financial oversight of tendered contracts according to established policies and procedures.
- Procures equipment to do the job, maintains accurate inventory, maintains assigned equipment according to established standards and ensures it is operated safely.
- Responsible for OH&S program within assigned work unit as per Act, regulations, established standards and protocols. Develops departmental OH&S hazard assessments where required.

### **7. Supervision**

Supervises district, and potentially regional, wildlife staff and accountable for seasonal temporary salary, wage biologists, technicians and volunteers. Responsible for all performance agreements, performance assessments, employee relations, staff development and training of direct reports. Leads project teams in the design, development, delivery, monitoring and evaluation of assigned biological programs. Mentors entry level and working level biological and technical staff (both within and outside of district) in developing their knowledge, experience and skills. Mentors junior staff from other divisions on an as need basis. Provides administrative, supervisory and resource management guidance and advice to

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NGO's, volunteers, associations, and graduate students in connection with their stewardship or educational activities. May act as training personnel for branch/division training and certification process.

**Activities**

- Mentors and provides leadership to district and regional/provincial project teams and provides development/support to team members.
- Supervises district wildlife staff, other regional biological staff, technical and wage staff related to the development of individual skills, knowledge and experience. Effectively addresses any human resource conflicts among staff and between supervisor. Mentors staff from other divisions and departments on an as need basis.
- Provides new staff orientation. Provides or plans for identified training and development needs to perform the job assigned for each employee. Ensures supervised staff are operating in a safe environment and operating according to OH&S Act and Department and/or Regional OH&S plans.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- This position conducts senior level professional work at the local district and regional level, and with respect to various provincial tasks, assignments, special tasks and committee work.
- The position operates with a high degree of independence in developing and meeting goals and objectives, provides professional program leadership, resolves complex resource management issues on a daily basis and is expected to provide strong scientific, management, and operational input to provincial program matters.
- Accountable for planning, organization, delivery and evaluation of all resource management programs in the district, including allocation, conservation, and integration of wildlife needs with development activities. Responsible for contributing to many similar programs at the regional level (e.g. moose and predator management).
- Provides wildlife program direction within the district to other agencies, government departments, resource industries, clients, NGO's, local governments, etc.
- Represents professional wildlife management interests to print and electronic media inquiries in the district, as well as to the general public.
- Develops input to district/regional and provincial wildlife and land use policy, regulations, standards, guidelines and procedures.
- Provides innovative ideas to further scientific knowledge, resolve user conflicts, land management strategies and techniques.
- Provides scientific biological advice on all matters related to environment impact assessments/review/hearings of major industrial developments.
- Participates in hearings as an expert witness and expert technical advice.
- Team leader and/or divisional representative on project or sector-level planning/management exercises and on landscape level exercises at the district, region, and in some cases provincial level.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

### **Knowledge**

- Degree in wildlife sciences with considerable experience related to some combination of wildlife, species at risk, biodiversity, or natural resource management. A minimum of 6 years of experience or equivalent is required.
- Postgraduate degree (MSc or PhD) in wildlife management strongly preferred.
- Extensive directly related practical experience in wildlife and land use management from which to apply scientific knowledge and establish a sound working level knowledge base.
- Extensive and detailed knowledge of data collection techniques, population, habitat and inventory monitoring, species life histories, population analysis, disease identification and control.
- Detailed knowledge of all local and regional game species, non-game species and furbearers.
- Extensive and detailed specific knowledge on all aspects of resource development, extraction and management techniques/constraints/activities, as they effect wildlife status, populations, and habitats (Including all aspects of petroleum and natural gas development, timber harvesting, silviculture, and all other aspects of timber/forest management, roadway construction techniques and options, public land grazing and all other public land agricultural activities, till-crop production and management on private and public lands, coal/peat and other mining practices, water management, management of public recreation).
- A comprehensive knowledge of issues and challenges related to mitigating resource development impacts on wildlife resources.
- Working knowledge of pertinent acts, regulations, policies and procedures.
- Working knowledge of OH&S legislation, policy and procedures.

### **Skills**

- Fully developed supervisory and team leadership skills including collaborative team work, establishing work plans, delegating tasks and responsibilities, motivating staff, performance monitoring, performance evaluation and correcting performance issues.
- Good administrative and organizational skills, establishing priorities, project management, financial management and reporting.
- Excellent verbal and written communication skills, including writing scientific reports, making presentations, leading team sessions, providing advice and information to a variety of audiences.
- Very good computer skills in data analysis, modelling, use of specialized programs and data base management.

### **Abilities**

- Proven experience with Geographical Information Systems (GIS), notably ESRI – ArcGIS – based platforms, including experience in spatial data analysis and geodatabase management.
- Proven experience in conducting resource risk assessments to determine the best course of action in complex situations.
- Demonstrated and highly developed problem identification and problem solving abilities to resolve complex resource management situations, resulting in effective negotiations and achievement of acceptable results during complex negotiations.
- Fully capable to operate specialized equipment (e.g. firearms, 4x4, ATV, snowmobile, various boats and motors, radio telemetry equipment, GPS, etc.).
- Capable of delivering and participating in wildlife survey inventories via aerial-based platforms (i.e., rotor-wing and fixed-wing).
- Demonstrated skill at providing clear, professional, written presentation of data from biological studies for various scientific and departmental publications.
- Requires a strong ability to work with First Nations and Metis, clients, other agencies and the general public in various forums.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Fish and Wildlife Stewardship Executive Director – program/project reporting
- Fish and Wildlife Stewardship Regional Director and Regional Wildlife Manager – program development, planning, implementation, reporting.
- Operational Services Branch staff – integration and coordination of programming, finance, administration and client services
- Lands Delivery and Regulatory Assurance staff – integration and coordination of programming and planning
- Agriculture and Forestry staff – integration and coordination of programming
- Policy/Planning staff – integration of provincial and regional programming
- Provincial licensing staff – QA/QC on permit issuance.
- Provincial Operations Team and Standing Committees – information sharing and provincial program coordination
- Parks Operations – program coordination
- Communications and Indigenous Relations – issue management, proactive messaging
- Integrated Resource Management specialists – integration of wildlife programming, biodiversity and land management programming.
- Regional staff – information and resource sharing.
- Regional municipalities - providing timely information from municipal government inquiries.
- Industry – wildlife, habitat, biodiversity and recreation management coordination
- Aboriginal communities – engagement and consultation
- Members of the public – providing wildlife/population information/status to members of the public, engagement and consultation.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position supervises 1-3 permanent employees (NR8 – Wildlife Biologist) dependant on location, not including the potential for multiple seasonal wage or temporary salaried staff.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

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*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*