

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

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:

Public lands related issues and initiatives are typically sensitive and involve multiple and competing social, economic, environmental and political perspectives. This specialized senior professional position is responsible for leading the development and implementation of policies, directives, disturbance standards for activities on public land that support department and GoA priorities and Alberta's economic prosperity. This position contributes significantly to an aligned and integrated approach to addressing policy gaps related to public land. The work involves project management (from design to execution) to develop or amend public land-related policies, and guidelines and when required amend public land related legislation. The position also leads the communication and training for internal and external stakeholders in new or amended policies.

The position builds collaborative working relationships across Department, GoA, stakeholders, Federal and municipal governments, indigenous communities, external interest groups, and various industries. This position needs to manage political sensitivities related to the potential impacts of new policies on public land that can impact a variety of business sectors, which range from small businesses to large corporations and municipalities. Work involves development of comprehensive assessments, jurisdictional reviews,

options development and development of scientifically-sound, evidence-based policy recommendations. This position will need to have strong relationships within the Department and across government such as Environment and Protected Areas. As this position is responsible for providing coordination, management, and direction of a suite of provincial policy with departmental and inter-departmental scope many of which can be complex or interrelated with other issues, jurisdictions and legislation. Ultimately public land policies need to be well integrated across government programs.

## Responsibilities

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

1. Lead the development of public land policies and provide support to operational staff by providing advice and guidance related to effective management of activities on Alberta's Public Lands. This includes the following key activities:
  - Providing project management leadership on complex multi-stakeholder projects; developing project charters and work plans with goals, resource allocations and time frames.
  - Develop and evaluate policy options for identified issues for a variety of activities on public land which could include industrial, commercial, recreation and rangeland activities on public land.
  - If a legislative update is identified working with the Crown Land Legislative Specialist to prepare proposed legislation, regulation and required documentation for Ministerial and Cabinet approval.
  - Review and provide advice on operational policies being developed by regional staff.
  - Identifying and developing relationships with relevant stakeholders- Rural Municipalities of Alberta, Alberta Sand & Gravel Association, ENGO, and the different recreation organizations.
  - Developing and implementing stakeholder & indigenous engagement strategies for program development, implementation and on-going maintenance.
  - Ensuring programs, policies and tools are evidence based and consider place-based differences (e.g., Forest Reserves, green area, and white area public land) while balancing overall provincial outcomes.
  - Prepare and provide briefings and presentations when requested to senior officials (Senior Managers, Executive Managers, and elected officials) on policy initiatives.
  - Analyze and review issues and information to ensure senior department representatives have appropriate input advice, and briefings to make strategic decisions and provide advice and recommendations to the Minister and senior government officials.
  - Monitor and conduct environmental scans to identify potential policy issues for agriculture, recreation, industrial and commercial activities.
  - work closely with Environment and Protected Areas, Agriculture and Irrigation and senior managers within Forestry and Parks to ensure that policies can be effectively implemented and address operational delivery issues.
2. Develop and maintains relationships and strategic alliances with internal and external stakeholders to promote shared stewardship of Alberta's Public Lands. This involves the following key activities:
  - Identify and fosters relationships with key stakeholders (such as recreation associations, Rural Municipalities of Alberta, Alberta Sand & Gravel Association, Power Generation sector).
  - Identifying opportunities to work with other Ministries (e.g. Environment and Protected Areas, Energy, Municipal Affairs, Agriculture and Irrigation) to develop strategies and programs to improve management of activities on public land that may include, agriculture, industrial commercial or recreation.
  - Identify policy tools (incentives, disincentives) that will achieve desired outcomes.
  - Identifying and raising awareness of issues and concerns from the environmental community, and providing department executive with risk assessments and recommendations for solutions.
  - Developing and maintaining relationships with research institutions, agencies and associations (ie. such as universities and Alberta Innovates) to influence research and program priorities to align with department interests.
  - Developing workshops and presentations to promote the Department and GoA's perspective and reputation as a leader in agriculture, industrial and commercial management on public land.
  - Enabling responsible 'low footprint' development that also meets economic and social outcomes for public land management.
3. Work collaboratively with multiple stakeholder interests and ensure priorities are effectively

represented in Government of Alberta interdepartmental initiatives and when required federal government initiatives. This involved the following key activities:

- Participating on local, ministry or cross-ministry committees/working groups to access and share knowledge, best practices and trends.
- Proactively identify municipal, cross-ministry, or federal government forums for presentations/briefings to advocate for Alberta's interests.
- Assist with other policy initiatives to support government priorities as assigned by the Manager.

4. Provides specialized expertise, engagement and strategic advice to senior Department representatives and officials, program areas, stakeholders, and partners to facilitate the integration and alignment of crown lands legislation, regulations and policies to support regulatory transformation.

- collaborates with colleagues to ensure crown land use policies, strategies, directives, standards and guidelines pertaining to public lands use are aligned with the public lands legislative and regulatory framework, including consulting with senior Department and government representatives, stakeholders and consultants as appropriate.
- Leads development of briefings, analyses, reports and responses relating to public lands legislative and regulatory issues and initiatives for submission to senior Department representatives, the Executive Team, Minister, Executive Council or Cabinet as appropriate.
- Coordinates and delivers presentations and information sessions to Department representatives and stakeholders in relation to public land regulatory framework and policies.

## Problem Solving

Typical problems solved:

The Public Land Policy Specialist has significant latitude to develop policies, tools and disturbance standards related to land management on public lands. Policies are typically approved by the Executive Director or potentially Deputy Minister or Minister and legislation and regulations are approved by elected officials and Cabinet. However, strong policy options and advice from this position are critical for effective decision-making by those levels. This position has authority (and responsibility) to work with stakeholders, senior managers, Executive Directors, industry leaders/associations, municipal staff and officials and indigenous groups to develop such options.

Development of public land policies in an integrated manner that considers the operational needs of the agriculture, commercial, industrial and recreational users. In addition policies need to consider minimizing the environmental footprint of development, and the need to respect Indigenous Treaty Rights to access vacant lands for hunting, trapping, fishing as well as for traditional use activities and ceremonies.

Types of guidance available for problem solving:

- Manager and Senior Manager with in Forestry and Parks, in addition other policy analysts from Forestry and Parks and other departments.
- The Manager provides general guidance, reviewing work in terms of quality of analysis, recommendations and solutions provided and a level of professional judgment demonstrated.
- Other senior policy and professionals in the Department, and within Forestry and Parks.
- Guidance in existing Acts, Regulations and regional plans (Public Lands Act, Trails Act, Forest Reserves Act and Wilderness Areas, Ecological Reserves, Natural Areas, Heritage Rangelands Act primarily)
- Emerging applied and academic research into development and minimizing the impact of development on the environment and habitats.

Direct or indirect impacts of decisions:

-The Position has a direct impact on Alberta's economic agenda in that development of natural resources are a large component of Alberta's economy. Ensuring that the policies and legislation for development on public land are enabling, while being environmentally responsible is critical to ensuring development continues to contribute Alberta's growing economy.

-Indirectly this position has impacts on the conservation and recreation strategy for the Department and GoA in that policies for commercial, recreation and agriculture development must consider the environmental footprint on the land.

## Key Relationships

Major stakeholders and purpose of interactions:

**Forestry and Parks Executives:**  
 Provide advice, updates, reports and recommendations on linkages, alignments and performance.  
**Forestry and Parks Delivery**  
 -provide advice, updates and discuss linkages and alignments.  
 -coordinate development and delivery of programs

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation

If other, specify:

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

The position requires a post secondary degree in natural resource management, public administration, public policy, a related degree or relevant work experience and several years of experience in project and issues management. This position requires knowledge in the following areas:

- Strong understanding of related crown land legislation, regulations and policies
- Strong Project Management skills and experience in project managing policy packages
- Research, analysis and information management
  - Technical and scientific understanding of environmental issues and how it relates to crown land management.
- GoA, Ministry and related ministry strategic plans, objectives and mandates
- GoA policy development and decision making process
- Decision-making, evaluation and assessment methodologies and tools
- Government organization and direction and the roles, responsibilities and relationships across the GoA
- GoA performance management and reporting systems
- Political environment, policy-making and implications

The position requires the following skills and abilities:

- Anticipate future issues and impact on the Ministry mandate/strategies/commitments
- Build productive relationships with Ministry, GoA and other stakeholders

- Lead and manage a variety of processes and projects through integration of diverse and multi-disciplinary initiatives
- Analyze complex issues and synthesize findings into recommendations.
- Work independently with general direction
- Excellent organizational management skills to balance multiple demands and timelines.
  - Strategic thinking, systems thinking and analytical skills
- Superior communication skills (written, verbal and presentation), including the ability to convey ideas and listen to others and develop 'win-win' options that address all interests as effectively as possible.

## 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		
<b>Systems Thinking</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Integrates broader context into planning:</b> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> </ul>	

		<ul style="list-style-type: none"> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul>	