

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Fisheries & Aqua Bio

Requested Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Lands, Hunting and Fishing Branch

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:

This is a professional fisheries management biologist position that reports to the Aquaculture lead in the Hunting and Fishing Branch within the Ministry of Forestry and Parks working within the Aquaculture program.

A key component of this Branch is the management of fisheries and allocation of fisheries resources and regulatory management of the aquaculture industry (private and commercial). Fisheries policy, allocation and aquaculture shares work and supports fisheries work of other departments such as Environment and Protected Areas who are responsible for monitoring fish populations and managing species at risk.

Responsibilities include the development and delivery of the aquaculture program including the management of stocked cultured fish within Alberta and fisheries management related program activities designed to ensure the sustainability of the fish populations and fisheries. Provincial level focus of the responsibilities concentrate on the use of cultured fish but also extend to recreation, Indigenous and commercial uses, from lotic to lentic to stocked fisheries and the fish species that inhabit those waters.

Responsibilities

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

Responsibilities include:

1. Management of Aquaculture and Fisheries Resources

- Assisting in developing and planning fisheries management related projects that include policy development and implementation, planning and participating on teams responsible for single and multi-year projects, participating in research activities, providing data analysis, interpretation, and reporting, under the supervision of senior staff.
 - The incumbent is expected to operate with a high degree of independence and responsibility and is influential in developing and implementing strategies that relate to the management and inspection of aquaculture activities and facilities within Alberta.
 - The position helps ensure that the fisheries policy and the allocation program are represented and integrated within the provincial fisheries management system.
- 2. Information, Consultation and Engagement**
- Represents the program and province in interactions with professional staff from other provincial and federal levels of government on trans-boundary fisheries management issues and resource management initiatives.
 - Responsible for the collation and organization of data, the analysis of data and the reporting of statistical figures as they relate to the provincial aquaculture program.
 - Responsible for data management, and organization as they relate to data collected for the aquaculture licensing program.
 - Able to interact with colleagues clearly and articulately within the department, in other government departments and with organizations and groups outside of government including the public.
 - Be involved with engagement and consultation processes which includes developing informative materials, developing schedules, reviewing documents, interacting online and face-to-face with recreational, Indigenous and Metis stakeholders.
 - Contribute to the development of education, information, presentations, info-graphic products used to inform and educate stakeholders and interest groups/clubs.
 - Maintain strong communications with fisheries management and fish culture staff, to ensure that hatchery fish produced are of the quantity and quality, (e.g., size, genetic stock and health), required for fisheries management objectives and stocking objectives.
- 3. Regulatory Licensing**
- Fundamental to the aquaculture program and promotion of the industry in Alberta is effective, predictable regulatory programming. Licensing, inspections and working with industry are key components of this job. Assisting in implementation of licensing for recreational, commercial, facility and aquatic animal import licenses.
 - Approves and sets out the conditions for the issuance of fish research licenses in the Aquaculture program, and tracks the compliance with conditions and data returns, and determines appropriate action for non-compliant licensees.
 - Leading data input, data management, and analysis as it relates to the provincial aquaculture licensing program.
 - Leading or overseeing inspection of licensed locations and facilities including commercial aquaculture facilities, private stocked waters and bioassay and research labs.
 - Liaises with commercial, recreational and facility license holders to advise on changes and updates to the licensing process and provide information on the program as requested.
 - Assisting or leading compliance monitoring for licensed activities within the aquaculture portfolio, including compliance checks, risk assessments and oversight of on-site inspections for facilities and other licensed activities.
 - Responding to requests for information from the public, other government departments and federal agencies as they relate to activities licensed by the provincial aquaculture program.
- 4. Aquaculture and Fisheries policy development**
- Participate on provincial level teams for aquaculture related initiatives and will function as a member of an integrated team of fisheries professionals at a provincial level.
 - Be familiar with scientifically accepted methods and analyses in fish and fisheries management and be confident

to make recommendations to policies, regulations, and species management plans as they relate to wild and cultured fish species. These data and recommendations would be conducted in a manner that supports the Fish Conservation and Management Strategy, as well as supporting standards and policy.

- Participate in the review and development of policy, management frameworks, management objectives, standards that support the effective and sustainable management of fish and fisheries.
- Become familiar and able to rationally discuss Alberta's fisheries management system including, assessment programs, status assessments, engagements, Fisheries Management Objectives, and regulation cycle that integrates with management frameworks.
- Provide risk assessments of management options and regulations that will be considered by managers.
- Collaborating and supporting the development and delivery of the provincial fish stocking and transfer programs in collaboration with the Aquaculture specialist.
- Directly supports the design and delivery of the provincial fish-stocking program, in close cooperation with the regional biological teams and the provincial Fish Culture system.

5. Program management and research

- Develop and implement provincial production plans by planning and coordinating the stocking requirements and the production of fish for stocking into public waters in association with EPA and Fish Culture.
- Create innovative solutions to modernize aquaculture program delivery.
- May be involved in the design, direct or support, and or the implementation of scientific research programs and projects to address identified gaps in knowledge.
- Establishes and or develops collaborative partnerships with other agencies and academic institutions to cooperate on priority fisheries research activities.
- Provides professional advice and scientific review of fisheries reports and papers to be published by the Branch or are being submitted to peer-reviewed publications.
- Present and or publish results of fisheries programs and make management recommendations to managers based upon quantified evidence.

6. Staffing/Safety/Budget

- Supervise technical or administrative staff as necessary (likely seasonal) including identification of work priorities and developing and monitoring of Performance Agreements/work plans.
- Ensure staff meet performance expectations, carry out staff recognition/service awards and/or appropriate disciplinary actions.
- Provide support to project teams and provide development/support to team members.
- Identify training needs, recommend training needs, and ensure training is to appropriate standards.
- Procures necessary equipment, maintains inventory and ensures proper use.
- Abide by safety plans when required and adhere to OH&S standards within Government of Alberta.
- May represent the Branch to provincial level OHS initiatives or committees.
- Prepares budget needs as well as business cases for resources and equipment.
- Ensures all budget transactions are conducted within established financial policy and procedures.

Problem Solving

Typical problems solved:

Compiles information and informally conducts risk assessments that support informing and prioritizing work items.

Represents program areas in various regulatory and non-regulatory functions

Provides administrative, supervisory, resource management guidance, and advice to a diversity of stakeholders in connection with their fisheries stewardship or project or educational interests and activities.

Types of guidance available for problem solving:

Contributes to science-based fisheries resource management regulations, negotiates strategies and solutions to complex fisheries management and allocation problems, and synthesizes proposals for ministerial approval as requested.

Conducts informal conservation-based risk assessments that support prioritizing work activities.

Experience and demonstrated ability to resolve complex resource management problems through effective utilization of interpersonal skills e.g., negotiation, conflict resolution, to achieve desirable solutions or program outcomes.

Direct or indirect impacts of decisions:

Recommendations could directly impact the sustainability of Alberta fisheries (Indigenous, Recreation, Commercial use) or fish population.

Recommendations could include allocation of fish amongst users, development of management strategies/regulations that ensure the sustainability of fish stocks and fisheries and guidance to fish and wildlife enforcement services.

Recommendations could influence future direction of provincial fisheries management.

Recommendations could influence economic development and benefits related to the sustainability of fisheries for example may directly impact Indigenous, recreation, or commercial use fisheries as well as the general public who have interest in the impact of development on the environment.

Key Relationships

Major stakeholders and purpose of interactions:

Involved and influential for providing information to stakeholder consultation programs to obtain stakeholder input on the aquaculture program and fisheries management initiatives.

Responsible for communicating with stakeholders, using data and following provincial policies, strategies, and frameworks, ensuring the sustainability of the fisheries resource.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Science		

If other, specify:

Minimum of 4 years of directly related fisheries experience.

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

Working knowledge of the Alberta Fisheries Management program and the Alberta aquaculture program, including program standards, guidelines, and policies.

Experience working with resource management staff and regulators to address the common challenges of resource management at a staff level.

Experience in writing and presenting technical reports including management recommendations to managers, colleagues, and external stakeholders (e.g., public groups, special interest groups).

Experience in leading team sessions and workshops.

Demonstrated ability to resolve complex resource management problems through effective utilization of interpersonal skills to achieve desired outcomes.

Position requires a minimum of a four year Bachelor of Science degree in Natural Resources or Biology and preferably with a specialization in Fisheries Management or Aquatics Ecology. Including an in-depth understanding of fisheries and aquatic ecological principles, data analysis and interpretation, project management, and the development of fisheries management plans.

A minimum of four years of directly related practical experience in fisheries management.

Experience and ability to design and conduct field data collection and monitoring programs involving junior staff,

technicians, or contractors. Components include scientific study design, field operations planning, budget management, program supervision, statistical data analysis, writing and reporting.

Incumbent must be eligible for a Fisheries Guardian appointment.

Incumbent must hold a valid Class 5 (or higher) drivers licence.

Proficiencies: Trained and experience operating off-highway vehicles (4X4, ATV, snowmobile), motorized boats (jet and propeller), use of firearms, specialized fisheries equipment including radio/acoustic telemetry, gill nets, trap nets, electro-fishing (backpack and boat), limnological and water sampling and other fisheries management sampling equipment. Current certifications to operate off-highway vehicles, motorized boats, and electro-fishing equipment are highly desirable, as well as certificates for First Aid and CPR.

Knowledge of relevant provincial and federal acts, regulations, policies, and procedures. Specifically, Alberta Fishery Regulations, Federal Fisheries Act, Fisheries Ministerial Regulation, General Fisheries Alberta Regulation, Fisheries Alberta Act, Federal Fisheries Act, Federal Species at Risk Act.

Familiarity with provincial issues and challenges related to mitigating resource development impacts on the fisheries resource.

Demonstrated proficiency in use of computers including MS Office specifically Word, Excel, PowerPoint. Working knowledge of data analysis, modeling, GIS and database management software.

Supervisory experience is an asset, involving development and assessment of work plans, assessment of staff performance and identification of training and development needs.

Effective and efficient personal work habits specifically in organizing work, establishing priorities, managing multiple projects, shifting priorities, and establishing performance measures and work plans for direct reports. Some experience in financial expenditures and reconciling budgets is desirable.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>-Appreciating to understanding the concept of sustainability and or socio-economic models</p> <p>-Connects the dots of the fisheries management adaptive cycle</p> <p>-Understands current issues/challenges but can see the path and develop the path to the desired state.</p> <p>-</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from 	<p>-Thinks outside the normal box/innovative</p> <p>-Understands the difference between certainty and uncertainty</p> <p>-Researches and uses examples from other jurisdictions/govts to</p>

		<p>other areas to solve problems</p> <ul style="list-style-type: none"> • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>help develop current system or solve issues</p> <p>-</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>-Challenges current thinking/system and supports innovative ideas/direction/products</p> <p>-</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when 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>-Involves a diversity of specialties for their input to help develop innovative products</p> <p>-Is positively critical/asks questions that may expose issues and lead to innovation</p> <p>-Willing/able to compromise</p> <p>-</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>-Sees the bigger picture/challenges/hurdles and proactively addresses issues/challenges</p> <p>-Remains principled</p> <p>-</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature