

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Wildfire Specialist

Requested Class

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Forestry Division, Wildfire Management 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:

Wildfires have the potential to range from catastrophic to providing an ecological benefit depending on location and circumstances. Reporting to the Director of Wildfire Transformation the Senior Wildfire Specialist is essential in the analysis and examination of current programs within the Wildfire Prevention and Wildfire Operations sections of the Forestry Division. This position provides leadership and an evaluation of the overall program in order to further continuous improvement within the Branch. This involves analysis, provide recommendations, adjustments and/or changes to achieve greater efficiencies and delivering more cost effective programs. The Senior Wildfire Specialist will be the project lead and responsible for analyzing current resources configurations, identifying opportunities that increase efficiencies, while confirming regulatory responsibilities and thereby set the conditions for the future evolution of the wildfire management program. The position is integral in the development, coordination, direction and strategic implementation of the provincial wildfire program. Due to current trends, this important effort is needed and must be managed concurrently alongside daily wildfire operations, without jeopardizing response capabilities.

This position leads and participates in working groups, task forces and committees to develop strategic reporting that outline new and enhanced approaches and training initiatives to meet and exceed wildfire management operational expectations and business goals at the provincial level. In addition, the Senior Wildfire Specialist leads and/or participates in provincial incident management teams during situations of extreme wildfire activity. This position is relied on to provide direction and expert advice to ensure the

safety of firefighters and the protection of values according to the Provincial Wildfire Priorities while mitigating fire losses on crown and private lands during wildfire incidents. The planning and delivery of wildfire programs and the improvement of these requires effective working relationships with staff, partners and stakeholders.

Responsibilities

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

1. As a subject matter expert, assess and analyze the current wildfire management program and develop strategic reports that outline options that will enhance operational capabilities while adhering to the wildfire management priorities and existing legislative mandates. The team will also assess existing resources and the allocation of capital assets and contracted resources to meet the objectives of the provincial wildfire management program. The Senior Wildfire Specialist will be the project lead on a variety of wildfire transformation projects.
2. Assist in the development and implementation of a comprehensive project plan that will examine and analyze the following transformation projects:
 - a. The provincial wildfire detection program
 - b. The provincial airtanker program
 - c. The allocation and distribution of Initial Attack and Sustained Action crews across the province
 - d. The allocation and employment of Indigenous Firetack crews and the potential for further development of these crews within the province
 - e. The operational command and control function related to wildfire management across the ten Forest Areas
 - f. Wildfire facilities including warehouses, and other assets required to support the wildfire communications networks as well as operational and logistical support function for wildland firefighter crews
 - g. The role of the Hinton Training Centre and the delivery of wildfire training
3. Develop and manage a comprehensive communications plan with stakeholders, staff and other members of the GoA.
 - a. Provide regular and comprehensive updates on projects to various working groups in the Forestry Division such as the Wildfire Operations Group, Wildfire Prevention Committee, Senior Foresters Group and the Wildfire Management Specialist Committee.
 - b. Develop a change management plan to help address potential cultural change within the organization, using years of experience to influence staff to accept value in the proposed changes to the wildfire program.
 - c. Assist in the internal and external communications and engagement to ensure clarity and understanding among staff and stakeholders.
 - d. Consult with colleagues and various other working groups.
 - e. Represent the Forestry Division at various strategic planning and business planning efforts.
4. Incorporate information technology capabilities into future considerations.
 - a. Ensure there is a strong connection with the Wildfire Management Technology Transformation (WMTT) Project and any proposed adjustments to the wildfire program will be supported by existing or proposed information technology solutions within this project;
 - b. Maintain close connections with the Business Collaboration Group, ensuring alignment with the WMTT project and expected deliverables.
 - c. Consider IT assets and solutions that may exist in other jurisdictions and any efficiencies that could be achieved.
5. Collaborative relationships are established with stakeholders, (e.g. Indigenous communities, municipalities, agencies), the forest industry and private sector organizations to distribute information, resolve issues and advocate for compliance with and participation in wildfire management programs.
 - a. Participate in meetings with timber companies and industry stakeholders to develop and foster partnerships and exchange relevant information.
 - b. Collaborate with Indigenous peoples and communities to provide training and employment opportunities

and discuss and resolve any wildfire issues.

c. Work with local governments and industry to provide wildfire operations-related training programs and support cross training opportunities.

d. Promote, plan and participate in public involvement program and initiatives.

6. Leadership, expertise, active participation and contributions are provided to support planning and delivery of integrated wildfire management, wildfire prevention and forest management programs.

a. At the provincial level, facilitate strategic wildfire operations and prevention planning, consistent interpretation of legislation and policy development.

b. Participate in a variety of provincial working group meetings to inform staff and receive required feedback that will be incorporated into effective program development that is focused on cost effectiveness and improvement.

c. Collaborate in the development of policy, business rules, standard operating procedures (SOP) and provides input into strategic wildfire management plans and goals.

d. Integrate with other staff and subject matter experts throughout these projects to assist with specific concepts or elements of the wildfire management program.

e. Jurisdictional scan of wildfire management programs and a comparison to evaluate relevancy and applicability of other jurisdictions programs.

7. Participate in wildfire roles such as provincial incident command teams to contain and suppress escaped wildfires.

a. Maintains certification levels to enable participation on incident command teams

b. Provides knowledge and expertise relating to establishment of incident command teams.

c. Mentors and coaches incident command team members.

Problem Solving

Typical problems solved:

The Senior Wildfire Specialist requires significant problem solving skills to influence the future state of the provincial wildfire management program. This position requires the experience, skills and ability to resolve complex and challenging problems that are brought up during the evaluation and analysis of the overall wildfire management program. The position plays a key role in collecting information, analyzing and creating reports that outline new approaches and systems to be used by the Forestry Division.

The information can be complex and require the ability to mitigate solutions that may have competing interests and priorities, requiring the incumbent to think strategically. During the evaluation, the Senior Wildfire Specialist must consider the impacts (direct & indirect) and consequences new systems or processes will have on the wildfire program. There is a high degree of independence in assisting and leading projects that will impact the wildfire program. There are unique challenges requiring significant problem solving skills. The position will be responsible to review, coordinate, develop branch wide documents and track work progress against timelines, maintain systems to ensure issues and responses are completed in a timely fashion.

The incumbent needs to work in an ever changing environment with competing priorities and pressures. The position does have accountability to deliver programs and requires considerable creativity and strong program solving abilities to provide comprehensive technical services and project design.

In addition, the position applies systems design and change management principles to ensure the most effective and efficient approaches to data collection and management are implemented.

This position collaborates with staff throughout the Division to identify issues, impacts of programs, planning in order to provide advice to the Director. There is a need to be able to influence behaviour and strong communication skills are required to deal with potential changes to programs. The job requires the ability to communicate effectively with staff, clients and stakeholders.

Types of guidance available for problem solving:

The position works closely within the Transformation team, section, branch and division leadership to discuss, determine and implement innovative solutions to increase efficiencies and further continuous improvement. The position also engages colleagues and managers from across the Division and Ministry, to gather insight and determine the best solutions to the identified problems.

Direct or indirect impacts of decisions:

Analysis and efficiencies created by this position impact the wildfire programs of the Forestry Division. This position plays a key role in creating efficiencies and setting the conditions for the future evolution of the wildfire management program. The position is integral in the development, coordination, direction and strategic implementation of the Forestry Divisions provincial wildfire program.

Key Relationships

Major stakeholders and purpose of interactions:

- Senior and Executive Management: provide recommendations for performance measurement, data collection and management, design and implementation of processes and systems, evaluation and reporting.
- Section co-workers and manager: provide information, assistance and leadership in completing assigned responsibilities; provide ideas and input to enhance Section and Division performance.
- Other Ministry staff: provide information and assistance, as needed, as well as gather information to complete assigned responsibilities.

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:

University graduation (4 years) in Forestry or natural resources plus 6 years experience

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

Experience as a Wildfire Operations Officer, Wildfire Prevention Officer or Wildfire Management Specialist would be an asset.

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"/>	Integrates broader context into planning: <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 	This position is required to apply critical thinking in the assessment of the wildfire program and determine potential adjustments which will lead to greater efficient and more cost effective approaches, without gravitating towards preconceived notions or bias. It is important that decisions are weighed on a provincial process throughout the project.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and 	This position must work according to the project plans and of meeting stated milestones for the

		<p>proactively addresses project challenges</p> <ul style="list-style-type: none"> • 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>Wildfire Transformation Team. Due to the timeliness of the work, this will be necessary for successful completion of the project</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>This project has wide ranging implications so it will be critical to work collaboratively with the Transformation team but with subject matter experts and other Divisional staff to gain additional advice and guidance on a variety of topics.</p>
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 	<p>The incumbent must maintain an open mind and be willing to consider innovative and creative options to enhance the provincial wildfire program. This will include checking personal bias or history to honestly assess new methods/ ideas to complete the work that contributes to the Wildfire Management Branch mandate.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain 	<p>This position must be adaptable to the changing environment and adjusted priorities within the provincial government. While it does have accountability to deliver programs, the incumbent requires considerable agility, creativity and strong program solving abilities to provide comprehensive technical services and project design. Being flexible in the approach is</p>

		situations and creates a backup plan	critical to the success of the project.
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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

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature