

Ministry

Environment and Protected Areas

## Describe: Basic Job Details

### Position

Position ID

Position Name

Environmental Management Specialist

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

### Employee

Employee Name (or Vacant)

### Organizational Structure

Division, Branch/Unit

RSD-AWS-Resource Management



Supervisor's Position ID

Supervisor's Position Name

A&WResourcMangr-Athabasca

Supervisor's Current Class

Senior Manager (Zone 1)

## Design: Identify Job Duties and Value

### Changes Since Last Reviewed

Date yyyy-mm-dd

2023-10-24

Responsibilities Added:

Responsibilities Removed:

### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Athabasca Region Air and Watershed Resource Manager, the Environmental Management Specialist coordinates the implementation of the GoA's air and water environmental management programs for the Athabasca Region. The position provides expertise to deliver stakeholder and community engagement initiatives, analysis of environmental data and project/contract management to support the development and implementation of regional and provincial environmental management frameworks and the identification and prioritization of management options, with an emphasis on cumulative effects management.

This position also supports the development of regional and sub-regional management plans and programs (and respective updates). Excellent technical, project management, interpersonal, and communication skills are needed to manage the work of various working groups, sub-teams and stakeholder forums (comprised of representatives from stakeholder groups, regional municipalities, utilities, airsheds, watershed alliances, and government agencies).

## Responsibilities

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Coordinate the implementation of environmental management programs.

- Working with subject matter experts (SME) on technical analysis to support the identification, prioritization and implementation of the management actions.
- Coordinating the project management phases necessary to implement the Athabasca Region environmental management frameworks and achieve respective goals, including specific deliverables, and timelines.
- Managing projects and contracts to facilitate the implementation activities of sub-teams, stakeholder groups and consultants.
- Coordinating integration activities to align management activities across media (air, water, land, etc.), EPA Divisions, stakeholders initiatives.
- Coordinating the incorporation of cumulative effects management into regulatory and non-regulatory decision-making processes or policies.
- Coordinating the preparation of technical and management reports with respective SME's and supporting the GOA publication process (branding, communications, etc.) as required.

Support the development of regional and subregional environmental management frameworks.

- Coordinating literature review and data analysis to identify relevant parameters for monitoring and management.
- Participating in trend analysis and issue formulation to develop triggers and performance indicators.
- Managing projects and supporting stakeholder engagement processes.
- Participating in the preparation of technical reports and framework documents.

Manage workflow through various phases.

- priority issues related to the implementation of the environmental management frameworks and plans are actioned,
- relevant process millstones and targets as set out in frameworks are achieved,
- any framework integration into regulatory and non-regulatory programs are actioned and documented,
- the status, issues, and risks of the cumulative effects management programs are managed and documented.

## Problem Solving

Typical problems solved:

The incumbent, under the supervision of the Resource Manager, addresses ongoing resource management challenges:

- **Alignment and execution** - Provides clarity about the required implementation actions, structures, and procedures with defined objectives. A variety of project management skills and tools are needed to ensure timely delivery of results within the resource constraints.
- **Change management.** Alberta's cumulative effects management system is evolving. This position coordinates the development of new policies and programs and their integration into the existing programs. Innovative management approaches are needed to address emerging issues and sustain the wise use and enhancement of Alberta's natural resources.
- **Issue resolution.** Anxiety and trust are issues for some stakeholders because the resource management decisions are far reaching and have the potential to influence the Alberta economy. The resolution of complex environmental, social and economic issues requires the collaboration among industry, communities/municipalities, provincial agencies and the federal government.

Types of guidance available for problem solving:

The Environmental Management Specialist will work with a wide range of air and water quality policies, guidance documents, databases and regulatory requirements in support of resource management decisions. These decisions are made under the mandates of *Environmental Protection and Enhancement Act (EPEA)*, *Public Lands Act*, *Water Act*, and *Alberta Land Stewardship Act (ALSA)*.

Project and program management follows relevant government financial and administrative policies and procedures.

The position has opportunities to take technical and OH&S training to expand the knowledge base and skill set.

Direct or indirect impacts of decisions:

This position plays an important role in initiating and executing the management response process mandated under the provincial and regional management frameworks. The decisions made by this position impacts the internal and external workflows, and the timely delivery of management response activities across local, regional and provincial levels.

The advice and recommendations made by the Environmental Management Specialist may affect the design and delivery of monitoring programs, focused studies, statutory decisions with respect to the *Environmental Protection and Enhancement Act*, *Public Lands Act*, and *Water Act* enabling better outcomes resulting from complex causal relationships between emissions and environmental conditions.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

- Resource Managers: the position supports the regional Resource Manager in managing the development and implementation processes of regional environmental management programs and frameworks.
- Environmental Management Framework Teams: the position participates in the Management Response Team and Science and Technical teams of regional management frameworks on a monthly to quarterly basis.
- Athabasca Region project teams: the position manages projects and prepares technical reports and management documents.
- Technical & professional staff (SME): the position works with SMEs on technical tasks and process management.

### External

- Airsheds and WPACs: the position coordinates the stakeholder engagement and may interact with Airsheds and WPACs in supporting their activities such as monitoring, environmental reporting, management planning, and management responses.
- Stakeholder organizations: the position interact with representatives of industrial organizations and ENGOs to receive their inputs and recommendations regarding environmental management.
- Regional municipalities: the position interacts with municipal representatives as required when managing projects and contracts.
- Federal representatives: the position interacts with federal representatives as needed during the implementation of water and air frameworks.
- Consultants: the position manages projects and contracts as required on work that are carried out by consultants.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

Knowledge of air and water quality issues and management, objectives/guidelines and broader cumulative effects management approaches.

-Ability to apply that knowledge and understanding to develop operational programs and work with air quality and water quality Subject Matter Experts (SMEs), approvals engineers, and stakeholders.

-Specialized knowledge and an in depth understanding of project management tools, techniques and how they can be applied for superior performance and results. Extensive experience and skills in application of tools for full spectrum of activities from project design, governance and initiation through management of priorities, tasks, deliverables and stakeholder engagement to project completion and closure.

-Good understanding of risk analysis and tools for evaluation. Knowledge of systems thinking and sustainable behavior change theories.

-Broad contextual understanding of the role and practices of the Alberta provincial and municipal governments. Specific knowledge of Environment and Parks' mandate and responsibilities and those of its partners.

## Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
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"> <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>	The Environmental Management Specialist balances strategic outcomes for regional environmental management programs in the region, provincial-scale policy and programming, and cumulative effects management, which requires creative problem solving to address conflicting direction and to capitalize on opportunities.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	The Environmental Management Specialist works collaboratively with internal and external stakeholders to address place-based water quality issues, often with limited policy or regulatory guidelines to follow. The position must have broad knowledge of environmental systems and stakeholder needs to enable meaningful participation by all parties in environmental management initiatives.
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"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	The Environmental Management Specialist must be aware of changes to provincial policy and programming that may affect regional management approaches. The position must be informed of stakeholder perspectives and have sound knowledge of external issues and management actions and issues that may affect regional management approaches.

Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>he Environmental Management Specialist implements place-based management frameworks, which require the achievement of the desired environmental outcomes through direct and indirect influences on various parties to take necessary actions. The position must be able to work independently and collectively with others to leverage internal and external resources in achieving the goals of cumulative effects management in Alberta.</p>
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