

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager Wildlife Allocation and Use

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 Operations, HFB, Fisheries Section



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director Wildlife Allocation and Use

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This job exists and is funded through a Deputy Minister agreement on the split-up of Fish and Wildlife in January of 2023. The Fish and Wildlife Branch in Environment and Parks was split apart and resulted in the creation of the Hunting and Fishing Branch in Forestry and Parks. 32 FTEs (26 people and funding for 6 vacant positions) were transferred to Forestry and Parks, Lands Division to establish the Hunting and Fishing Branch (HFB). The role and mandate of the branch is statutory in nature and seeks to: "provide high quality services and opportunities for Albertans to sustainability use fish, game, and fur bearer populations, support associated economic opportunities, provide licensing, manage and promote aquaculture in the province, and reduce the severity and frequency of human-wildlife conflicts. To adequately perform the branches' role in recognition of Alberta's fiduciary responsibility to Indigenous Rights pertaining to fish and wildlife." This position is responsible to implement the branch plan and fisheries programming reporting to the Director of wildlife allocation and use who is accountable.

Responsibilities

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

Outcome 1: Effective stewardship of Alberta's provincial crown lands and forests through effective policy and programming.

Key Objective: Ensure environmental outcomes, such as biodiversity and conservation, are achieved while

supporting use and access for indigenous, social, recreational and economic benefits on Alberta's crown lands.

Activities:

- 1) Implement and lead operational wildlife policy renewal and modernization relating to improving the allocation and use of wildlife resources and to support tourism while maintaining conservation and opportunity.
- 2) Plan and lead the development and implementation of policy for Alberta's commercial outfitting industry that regulates and supports growth in the industry in the province, including formal Memorandum of Understanding outlining the Alberta Professional Outfitters Society as a Delegated Authority of the department.
- 3) Lead development and implementation of policy for Alberta's commercial trapping industry that regulates and supports growth in the industry in the province, including formal Memorandum of Understanding with the Alberta Trappers Association, establishing their role in provincial trapping license administration.
- 4) Responsible to participate on provincial and national teams to support environmental outcomes and access to resources are managed effectively for recreational and commercial hunters, First Nations and Metis users. Examples include the Fur Institute of Canada, multiple species working groups under the Association of Western Fish and Wildlife Agencies (AFWA), and the Alberta Metis Harvesting Policy and recognition process with the Metis Settlements General Council.
- 5) Responsible to implement external (and internal) wildlife education and outreach planning, and implementation relating to allocation and use of wildlife resources (webinars, on-line, social media, websites etc.).
- 6) Collect and synthesize hunter harvest data and fur harvest data, effort and use information to inform stakeholders, develop management plans, for regulatory decision making, and planning for access to resource use.

Outcome 2: Provide timely transparent direction to support environmentally sustainable forestry, natural resource, and tourism economic opportunities consistent with government plans and policy. To effectively support diversified economic prosperity, the ministry seeks to create a business environment and infrastructure upon which the forest, parks and tourism sectors can thrive and achieve their economic potential.

Key Objective: Minimize regulatory and process barriers to improve service delivery, reduce red tape, and support economic opportunities on crown lands and forests.

Activities:

- 1) Hunting and Trapping in Alberta generates between a quarter and a half of a billion dollars to the province annually. Approximately 145,000 hunters purchase over 400,000 hunting licenses annually; and over 3000 trappers purchase trapping licenses annually.
- 2) On an annual basis, produce the Alberta Guide to Hunting Regulations, the Alberta Guide to Trapping Regulations, and the Alberta Hunting Draw Booklet. This includes annual updates to ensure consistency with Wildlife Act and Wildlife Regulation.
- 3) On an annual basis, update the hunting related Wildlife Regulation to include amended season dates, regulatory changes and new opportunities and seasons.
- 4) Lead Alberta's Registered trapping program. Lead administration of 1632 Registered Fur Management Areas (RFMAs) and regulate all private and commercial trapping in Alberta. Promote the heritage of trapping in the province.
- 5) Wildlife allocation licensing, including licences relating to the use of wildlife not covered under Alberta's recreational licensing system (RELM digital licensing system) such as Collection permits, Shooting Ground licences, Damage Control licences, etc..

Outcome 3: Albertans and visitors enjoy sustainable, accessible, and safe tourism and outdoor recreation

experiences. Alberta has significant tourism and outdoor recreation opportunities which contribute to the province's economic prosperity and job opportunities for Albertans. Forestry, Parks and Tourism works with Albertans, industry, Indigenous communities and associated agencies to ensure the opportunities are sustainable, accessible and safe.

Key Objective: Work with the public, stakeholders, and Indigenous communities through an environmentally responsible policy framework to develop medium to long term strategic plans for Alberta's provincial parks system, crown land recreation, and tourism.

Activities:

- 1) Lead Indigenous consultations and public engagements around regulatory changes to trapping and hunting in Alberta. As well, engage with indigenous communities on the development of provincial species management plans to ensure Treaty harvesting rights are not infringed upon.
- 2) Ensure Alberta is meeting its legal responsibilities to Indigenous harvesters and for conservation while providing diversified recreational and commercial opportunities for Albertans and visitors to Alberta.
- 3) Lead the development of balanced wildlife management objectives to support proposed Wildlife Regulation amendments (changing hunting and/or trapping rules for allocation and use, management objectives relating to allocation and use). Considering the annual cycle of wildlife management and allocation priorities, develop rules that support the sustainable use of wildlife, while ensuring a multitude of benefits for the diversity of stakeholders, while supporting the conservation needs of the wildlife resources. This includes, reviewing population use data - supporting the assessment of populations - adjust rules according to assessments - engage on rule changes - consider feedback - ensure no infringement - - inform users on decision -include rule change in guide.
- 4) Work extensively with Environmental and Constitutional law to seek advice on regulatory and policy programming.

Outcome 4: Senior level administration of departmental, division and branch program and financial priorities.

Key Objectives: Managing teams of professionals including senior regulatory, science, policy as well as education and communications to meet departmental and government priorities while providing enhanced levels of engagement and interaction with stakeholders.

Activities:

- 1) Lead by example and demonstrate excellence: effectively managing high performing teams of diverse professionals in the province and nationally to meet common goals and objectives set by the department and the government of Alberta.

Problem Solving

Typical problems solved:

Resolving policy, legislative and regulatory conflicts and issues with departmental goals, federal legislative and regulatory processes and the desires of Alberta stakeholders while ensuring Alberta meets its legal commitments to Indigenous users and their ability to exercise Treaty harvesting rights.

Contribute to resolving program role and responsibility constraints/issues and working collaboratively with other departments (e.g., IR, EPA, FP, PSES, Agriculture) to serve Albertans effectively.

Mentor, guide and train team leads and other professional staff to develop organizational awareness and to ensure their teams are able to achieve outcomes identified in the Divisional Strategic Plan relevant to their program areas. This involves not only developing awareness of broader divisional goals and government mandates, but also developing a 'Systems Thinking' approach to program delivery and to issues related to wildlife and conflict management as they arise.

Resource Management requires using a science-based approach to the development of appropriate strategies and actions designed to achieve social based outcomes. These social based outcomes are often competing with each other, depending on the stakeholder groups involved. A high level of creative thinking must be applied, when identifying solutions to problems. The continual development and improvement of strategies, initiatives and programs to meet these ever-changing priorities is required, along with flexibility to adapt and introduce course-corrections on very short notice and then be able to communicate this publicly to a variety of diverse stakeholders.

Securing resources, both staff and budgets is a constant challenge, requiring significant planning well in advance of the actual need, development of long-term staffing strategies, effective deployment and use of available staff, and the ability to leverage new resources and partnerships to achieve Branch priorities identified in the Divisions Strategic Plan.

Issues management: establish a proactive team that foresees issues and develops mitigation strategies to address issues while ensuring alignment with department and government goals and priorities. Resolving provincial-federal wildlife program and regulatory issues. All migratory birds in Canada are the responsibility of the federal government (CDN Constitution Act). Alberta works with the Canadian Wildlife Service to make regulatory changes and gain autonomy/delegation to manage migratory game birds. Resolving resource use conflicts and regulatory inconsistencies and educating stakeholders on the game, trapping and wildlife co-existence programs in FP.

Types of guidance available for problem solving:

Direction from Branch leadership (Directors/Executive Director, Departmental executive)

Branch Work Plan

Wildlife and trapping legislation, regulation and policies

Provincial Government, Delegated Authorities, Industry and Stakeholder organizations strategies and initiatives.

Personal work plan (performance agreements) aligned with Branch plan, Divisional strategy and Department mandate letter.

The professional development opportunities for staff.

Departmental and Branch Business plans

GoA standards and collective agreements and OH&S policies

Direct or indirect impacts of decisions:

Direct Impacts

- Resource allocation decisions have a direct impact on the ability of Treaty rights holders to exercise those rights, and of recognized Metis harvesters to exercise similar rights.
- Resource allocation decisions have a direct impact on the commercial outfitted hunting industry and the ability of members to provide a consistent, high-value product to clients from across the country and around the world. This impacts Alberta's reputation as a desired destination for both hunting and tourism.
- Resource allocation decisions directly impact the opportunities available for Alberta residents to participate in recreational hunting and trapping as identified in the provincial Hunting, Fishing and Trapping Heritage Act.
- Decisions impact Alberta court processes and proceeding as well as enforcement field staff and planning of fish and wildlife resource enforcement actions in Department of Justice (Sheriffs) and Environmental Enforcement Branch in Forestry and Parks (FWES/EEB).

Indirect Impacts

- Decisions impact the ongoing maintenance of sustainable wildlife populations and all of the users of those resources.
- Resource allocation decisions can indirectly support recovery actions for species at risk, through removal of predators, or alternate prey.

- Provision of hunting opportunities indirectly supports many spin-off economies, such as guiding services and game processing.

-Decisions on trapping and hunting impacts commercial operators in Alberta, as well as research facilities (Academia). It also has an indirect impact on government staff in multiple departments (FP/EPA/IR/PSES), Alberta hunter satisfaction, as well as Indigenous harvesters, municipal governments (wildlife depredation, campgrounds, public safety, etc.), and hunting tourism.

Key Relationships

Major stakeholders and purpose of interactions:

For wildlife management, policy allocation, hunting and trapping rules (both recreational and commercial), and Indigenous uses: DAO, Alberta Conservation Association-Joint Programs Committee member to develop work plans for the ACA wildlife, engagement and habitat programs, other GoA departments and other governments - Environment and Protected Areas for wildlife population monitoring, delivery of shared programming, Alberta Sheriff (Fish and Wildlife Enforcement Services and Environmental Enforcement Branch in FP, Federal departments (Canadian Wildlife Service) for migratory game bird regulation and legislation, municipal government to support tourism priorities, Hunting and Trapping stakeholders and organizations including: Alberta Wildlife Federation, Alberta Bowhunters Association, Alberta Professional Outfitters Society, Alberta Beef Producers, the Alberta Trappers Association, Sherwood Park Fish and Game Association, Backcountry Hunters and Anglers (and many more). Commercial wildlife industry (outfitting, trapping, taxidermy), research facilities and universities/ colleges, recreational wildlife users (consumptive and non-consumptive use (i.e., photography), private shooting grounds, Fur Institute of Canada, First Nations and Metis communities.

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:

Degree in fish and or wildlife biology, natural resource management, ecology, environmental science

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

This position requires an undergraduate degree in environmental science, natural resource management, ecology or biology supplemented by six years of experience related to the position assignment. Related experience and education may be considered as equivalent on a one to one basis.

A working knowledge of fish and wildlife ecology and management systems to support a comprehensive understanding of fish and wildlife values, management objectives and allocation strategies.

Detailed knowledge of the rights of Indigenous resource users and the obligations of the government (Treaty/Aboriginal) to those users.

Detailed knowledge of regulatory programming and as a statutory decision maker (e.g., Wildlife Act and Trapping Act and others).

Detailed knowledge of policies governing Indigenous use of resources including the Metis harvesting policy Comprehensive knowledge of the policies, legislation and regulations governing the management of fish and wildlife resources in Alberta, including familiarity with monitoring government policies and approaches.

A comprehensive understanding of policies and operational strategies is needed to implement public engagement and Indigenous consultation strategies to support fish and or wildlife management goals while ensuring Alberta meets all constitutional obligations.

Extensive experience managing people and programs including a working familiarity with financial and business management planning systems.

Knowledge and experience with federal-provincial resources management relationships as well as the policies and legislation that impact those relationships (Federal Fisheries Act and Alberta Fishery Regulation).

A working knowledge of the provincial application of federal and international agreements in the management of provincial wildlife resources (ex. North American Waterfowl Management Plan (NAWMP), Agreement on International Humane Trapping Standards (AIHTS)).

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 type="radio"/>	<input type="radio"/>		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Benchmarks

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

Senior Wildlife Managers (Senior Manager Zone 1) in Environment and Protected Areas except these positions have a focus on statutory decision making as a key function.

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