

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Litigation & Prog. Coordinator

Requested Class

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

Forestry Division, Forest Mgt and WF Mitigation

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director of Mitigation

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Forestry Division is currently a respondent in four civil litigation actions. These files are very complex and require a high degree of oversight and coordination for effective and timely responses. It is expected this need will increase.

Reporting to the Director of Wildfire Mitigation, the litigation specialist will act as the one window for communications into and out of Forestry Division as well the point of contact for all divisional staff when working on a litigation file. This position is critical for Forestry Division to provide accurate and timely responses to internal and external legal counsel and to gather and organize all contributions of staff to the files. This position will provide division executive with up-to-date information on process and timelines of each file and with potential implications for Forestry Division policy and operations.

In times of minimal litigation needs (timelines of current files, closing of files, etc.) this position will support the Executive Director, Forest Management and Wildfire Mitigation, with coordination of other projects and strategies such as forest management plans, wildfire mitigation plans, climate change strategy, tree improvement strategy and others as needed.

Responsibilities

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

1. Acts as the single point of contact for all Forestry Division civil litigation files
 - Liaise with internal and external legal counsel
 - Contact for eDiscovery Services of Service Alberta
 - Lead engagement of Lands and Parks Divisions as necessary
 - Lead engagement of external clients such as forest tenure holders as necessary
2. Coordinates and provides Forestry Division responses to litigation requests
 - In accordance with the Alberta Rules of Court, Provincial Legislation and appropriate Federal Legislation, enables Forestry Division to meet required deadlines and file inquiries
 - Identification, engagement and coordination of Forestry Division staff and/or subject matter experts where necessary to provide relevant required information
 - lead for file identification and collection and resulting questions
 - Maintain litigation records and coordinates litigation holds within Forestry Division
 - Respond to questions related to interrogatories and supplemental information packages
 - Ensure materials meet expectations for accuracy and quality and responses meet all timelines
 - Undertake scanning or research to identify relevance of current or historical litigations in other jurisdictions; includes liaising with other levels of government within Alberta and Canada
3. Provides comprehensive organization and management of multiple large, complex and sensitive files in both paper and electronic formats for litigation and other other planning and strategic projects
 - Manage and track each litigation and legal procedure steps, deadlines, etc, over the full life-cycle of the process
 - Development of internal processes for digital information submission and response
 - Identification of issues regarding internal resourcing to meet required timelines
 - Develop briefings, summaries and reports of findings, issues and implications determined through research and analysis, disseminating and presenting a strategic long-term approach
 - Facilitate research and maintain a record of best practices and innovations in other jurisdictions related to projects as assigned
4. Provide information and advice to division executive, program areas, and team members with respect to the division's litigation files and other projects as needed
 - Provide knowledge of legal theory and provincial and federal legislation, regulations and guidelines
 - Distill legal process and procedures and resulting outcomes into plain language including impacts to Forestry Division policy and operations
 - Lead the development of briefings, advice and recommendations to the division executive team
5. Support the Executive Director, Forest Management and Wildfire Mitigation, and senior branch representatives in achieving the mandate and goals of Forestry Division providing comprehensive advice on complex issues
 - Project management - establish project goals and terms of reference; prepare business cases and project plans; identify project resource requirements; establish project working teams; and plan, schedule and assign work to team members
 - Participation on related projects, working groups or committees
 - Work independently with all routine and in-depth matters relating to the position's responsibilities
 - Participate in Forestry Division, cross-ministry, and stakeholder teams and committees, representing the perspectives and requirements as appropriate

Problem Solving

Typical problems solved:

- Develop and implement processes and procedures to accommodate workload and timeline pressures, such

as managing their, and other's time effectively. Remain organized to ensure all documentation is complete and tasks are on schedule

- Changes in legal processes, new laws and regulations must be understood so the division maintains continuity with it's files
- Maintain a balance with the various roles, responsibilities and expectations of the position
- Manage working in a team environment, but also independently with little supervision
- Manage a variety of stakeholders that may have differing positions

Types of guidance available for problem solving:

-Support will be provided by the director, division subject matter experts, internal and external legal counsel and through self-initiated research

Direct or indirect impacts of decisions:

- Position will have a major contribution to the division being able to successfully defend and/or succeed with civil litigations
- The ability to produce evidence in an accurate and timely manner, ensure documents are accessible to interested parties and minimize amendments, along with ensuring effective paper / electronic flow will have a direct impact
- Impacts of decisions directly support Forestry Division's ability to deliver high quality and timely information an inform decision makers

Key Relationships

Major stakeholders and purpose of interactions:

- Department and division - ensure accurate understanding of file(s) status
- Internal/external counsel - effective exchange of information, documentation, evidence, etc.
- GoA subject matter experts - research and exchange of information and documentation
- Stakeholders - ensure effective communication with the GoA

Required Education, Experience and Technical Competencies

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

If other, specify:

Forestry, Land Use Planning, Indigenous Relations, Political Science

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

- Knowledge of forestry is a key asset, relationship building, project management, excellent communication skills
- Strong professional judgment and decision-making skills to deal with confidential and sensitive information and the ability to recognize implications of emerging issues and develop recommendations for options and responses
 - Exceptional writing and communication abilities
 - Strong project management skills (organization, planning, implementation, and follow-up)

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"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, 	Provides comprehensive file management with limited direction on very large complex and sensitive files in both paper and electronic formats. Sudden changes in

		seeks stakeholder perspectives <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	software technology or legal processes, new laws and regulations must be prepared for so the division maintains continuity with it's files
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 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 	Provides detailed knowledge of legal theory and provincial and federal legislation, regulations and guidelines to responsibilities This expert knowledge and support is provided both within the division and externally
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	Develop and implement processes and procedures to accommodate workload and timeline pressures, such as managing their, and other's time effectively Remain organized to ensure all documentation is complete and tasks are on schedule Remain organized to ensure all documentation is complete and tasks are on schedule Develop strategies to navigate potential ethical issues by maintaining confidentiality, avoiding conflicts of interest and ensuring the legal processes are adhered to
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves 	Provides detailed knowledge of legal theory and provincial and federal legislation, regulations and guidelines to responsibilities

