

JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title Lands Officer		Name	
Position Number	Reports to Position No., Class & Level Lands Team Lead	Division, Branch/Unit Land Operations Division	Ministry Forestry and Parks
Present Classification		Requested Classification	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The position is responsible for the regulatory review, issuance and lifecycle management of industrial, commercial, recreation, and bed and shore activities on crown lands, specifically public and park lands. Employing principles of Integrated Resource Management, execution of policy, legislation, and department directives, the position ensures overall sustainability of public lands and protection of park lands by assessing if activities are eligible, and if so, balance their development, use and footprint on those lands with respect to other ecosystem, environmental and social values. The position is key in providing advice and guidance of regulatory process to a wide range of stakeholders including, but not limited to; municipal, tourism, recreation, sand and gravel, residential, general public and some energy activities (oil and gas), while ensuring crown land uses are sustained by multiple users for the long-term benefit of all Albertans. The result is a balanced and managed landscape ensuring crown land and resources, are available for long term sustainable use for agriculture, forestry, industrial, commercial, recreation, the public, indigenous peoples and fisheries and wildlife.

Professional, educated expertise and advice is provided to applicants, clients, other professionals, other regulatory bodies and local and provincial government officials on issues ranging from; regulatory review and issuance, jurisdiction, inspection, compliance, indigenous consultation, reclamation, residential and commercial subdivision planning, waterbody and riparian health and input into operational and overarching policy direction to achieve balanced crown land stewardship and sustainability.

The position is required to assess multiple application inputs complying with established regulatory procedures, while considering numerous policy direction and other agency, stakeholder and Indigenous consultation inputs in parallel with multiple regulatory bodies working on the same landscape to determine the use of both public and park lands for Industrial, Commercial, Recreational and other related activities.

The position in the management of vacant crown land or land under disposition, ensures consistency of operational application of statutes for industries operating on public lands, and ensures that compliance monitoring on disposition approvals is completed in a timely manner. This will include compliance audits, enforcement, and reclamation. The position is responsible for ensuring stewardship monitoring is undertaken, including operational requirements as identified in resource management plans. This position conducts inspections to verify compliance in accordance with the Compliance Assurance Framework Document. Resolves incidents of non-compliance through an abatement approach and/or refers incidents of non-compliance to the Compliance Program using the Integrated Compliance Process.

This is a complex position that requires educated professional skills and knowledge in a number of regulatory and environmental disciplines as well as an in-depth awareness of all activities that occur on crown land and associated jurisdictions in order to assess and analyze impacts to crown land and make integrated land use decisions. This position works in a highly independent manner without ready access to supervision, and works directly with other Divisions, Branches and Ministries to inform regulatory decisions and processes.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Manage, administer and inform regulatory decisions in respects to provincial crown land (public and park lands) dispositions, activities and potential land sales.

Activities

- Review applications based on a number of public land and park land uses including; industrial, commercial, utility, recreational, aggregate, provincial, municipal and individual based on established processes and policy within established timelines.
- Make recommendations or decisions to issue or refuse, based on numerous factors in alignment with approved policy and procedure such as: application inputs, assessment of environmental factors, feedback from affected agencies, stakeholders, municipalities, public interests and Indigenous communities.
- Determine applicable referral bodies of affected stakeholders or agencies and assess those inputs in the determination of crown land uses. Mitigate concerns when possible.
- Advise clients on disposition procedures and operating conditions.
- Issue authorizations and approvals for temporary field activities (e.g., entry, access, borrow pits, sumps, landings, campsites, temporary workspace and exploration activities) as stand-alone or associated activities to a disposition.
- Ensure dispositions, authorizations or approvals are appropriately issued and conditioned.
- Review and evaluate Conservation, Operation and Reclamation Plans for proposed and existing sand and gravel dispositions, define operating conditions, and monitor annual operating plans.
- Review and evaluate Operational Business Plans for proposed tourism, commercial or recreational activities, define viability of the proposed activity, operating conditions and monitor Operational Business Plans.
- Review application of various park land permits or dispositions for issuance based on numerous factors in alignment with approved policy and procedure such as: application inputs, assessment of environmental factors, feedback from affected agencies, stakeholders, municipalities, public interests, Indigenous communities, relevant management plans and conservation objectives.
- Maintain a fulsome knowledge of First Nations and Metis Settlement consultation procedures in relation to the allocation of land and regulatory processes as related to the GoAs obligation to indigenous peoples.
- Review proposals for regulated pipelines and coordinate integration of approvals between EPEA, the Public Lands Act and Parks Act.
- Review application and make recommendations on land sale or land exchange applications to the mutual benefit of the government and Albertans.
- Ensure valid concerns are acknowledged, documented and inform the final decision.
- Ensure regulatory recommendations and decisions are complete and all factors as considered in a review.
- Ensure factors considered in an application review can be articulated, justified and defended when subject to an Appeal or Judicial challenge.

2. Evaluate provincial crown land and make integrated decisions to determine the highest and best sustainable use and achieve a balance of sustainable provincial crown land uses.

Activities

- Evaluate crown land to determine suitability for various industrial, commercial, tourism and recreational uses.
- Evaluate crown land to determine if the land can be disposed or sold and privately owned.
- Evaluate proposed land exchanges as required.
- Examine various applications and existing uses to evaluate and develop solutions to balance activities on the landscape. (e.g. finding a balance between level of development on the land and impacts on footprint, indigenous peoples and endangered species)
- Manage inputs from multiple referral groups and stakeholders and mitigate any overarching concerns during application to achieve a balanced approach as aligned with established policy.

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- Ensure referral inputs are considered in the overall regulatory decision that satisfy multiple crown land objectives. Referral bodies include, but are not inclusive to; Rangelands, REaL, Resource Stewardship Branch, Planning Branch, Municipalities, other GoA agencies, reservation holders and otherwise identified affected stakeholders.
- Identify and attempt to resolve conflicts for competing or conflicting land uses (i.e., consensus based decision-making and coordinated crown land management).
- Create and/or identify crown land reservations in an effort to employ a management intent that informs crown land decisions in the conservation or development objectives of crown land.
- Participate in the development and implementation of Provincial Endangered Species Recovery Plans or the development of conditions that support these plans.
- When exercising regulatory responsibilities, coordinate and consider the decisions as authorized by other regulatory bodies such as; Regulatory Assurance Division, Forestry Branch, Alberta Energy Regulator and Department of Energy.

3. Manage and administer dispositions throughout the activity's lifecycle (renewal, assignment, closure or cancellation).

Activities

- Review existing dispositions on public land and park land for uses including; industrial, commercial, utility, recreational, aggregate, provincial, municipal and individual to ensure its use is aligned with the issued purpose/activity and the terms and conditions of the disposition authority.
- Make recommendations and decisions to renew, amend, assign or cancel dispositions based on numerous factors in alignment with established procedures such as: operational inputs; compliance of the holder, and the assessment of and alignment with applicable policies.
- Advise clients on proper disposition procedures, operating conditions and instances where remedial actions, such as an amendment or operational plan, is required to bring a disposition into compliance.
- Navigate aspects of expired dispositions, such as Over-holding Tenancy, to properly apply aspects of reinstatement or closure as appropriate.
- Review and evaluate Conservation, Operation and Reclamation Plans for proposed and existing sand and gravel dispositions, define operating conditions, and monitor annual operating plans.
- Review and evaluate Operational Business Plans for proposed tourism, commercial or recreational activities, define viability of the proposed activity, operating conditions and monitor Operational Business Plans.
- If dispositions are at end of life or used contrary to the terms and conditions of the disposition, the position will assess multiple options to correct the issue or set into motion steps where the disposition will be reallocated, reclaimed, or cancelled and returned back to the crown all in alignment with established process, policy and legislation.
- Explore or review reclamation/mitigation strategies with responsible parties as required.
- Review and assess reclamation application submissions as per existing policy and legislation to ensure lands can be returned to the crown, minimize reclamation liability and to contribute to the reduction of cumulative effects.

4. Manage and monitor provincial public and park lands to ensure compliance of activities under disposition and random use of public and park lands.

Activities

- Inspect and identify non-compliance or unauthorized use of crown land, assess level of action where abatement actions, warnings, Orders to Vacate, or other enforcement actions can be directed or further refer the incident to other regulatory bodies for additional investigation.
- Evaluate waterbodies and watercourses to determine if the bed and shore is crown owned under the Public Lands Act.

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- Inspect existing activities to ensure they continue to meet terms of the authorization, and when not, document the non-compliance and direct the holder to implement appropriate actions to correct the findings.
- Investigate occupation and unauthorized use of bed and shore and recommend appropriate actions (abatement, investigation, warnings, Orders or penalties) and/or remediation.
- Investigate unauthorized use of crown lands or contravention of terms and conditions of the authorization and recommend appropriate action (abatement, investigation, warnings, Orders or penalties) and/or remediation.
- Work in conjunction with multiple enforcement agencies as a subject-matter-expert during investigations and to implement enforcement actions.
- Identify, evaluate and select appropriate remedial actions for weed control and reclamation problems as associated to existing activities.
- Issue and manage contracts for crown land clean up, weed control and/or various reclamation projects.

5. Deliver professional and specialized knowledge and services to meet client and stakeholder needs on all aspects of provincial crown land (public and park land).

Activities

- Provide knowledge transfer either through direct queries or through designed partnerships by way of meetings, workshops, and individual client contact to increase awareness, knowledge and enhance skills of application and crown land users in areas affecting public or park land (i.e., application process, regulatory requirements, interpretation of policy and procedures, reclamation standards, awareness of public access or restrictions, access to bed and shore, wetland and riparian values, educational institutions, field tours, etc.).
- Provide technical information, expertise and advice to clients on land management practices to ensure appropriate use, sustainable development and conservation of public or park lands (i.e., noxious weed controls, soil erosion controls, bank stabilization, reclamation practices as applied to multiple activities).
- Participate and partner in applied research projects with a wide variety of clients to improve all aspects of regulatory conditioning and issuance, conservation and reclamation (i.e., vegetation management, minimal disturbance, wildlife impact, wetland mitigation and protection of bed and shore/riparian areas, cumulative effects, reclamation criteria using native species, natural recovery and assisted natural recovery).
- Participate on Departmental, Divisional and external teams and committees as a Subject Matter Expert to inform continual improvement of regulatory procedure and inform new departmental policy while ensuring red tape is reduced.
- Manage and mediate client, public and indigenous disputes using conflict resolution, de-escalation skills, principled negotiation, and consensus based decision-making techniques. Due to increased pressures on the land, disputes tend to be emotionally charged at the onset and must be de-escalated prior to achieving resolution (i.e., access, water body ownership, bed and shore disputes between residential owners or recreational users, consultation assessments).
- Act/cover for higher-level roles when required and manage additional workload for field staff while they are away on time off, courses or should the position become vacant.
- Participate in training and education of staff in public and park land management when required.

6. Provide provincial public and park land management expertise and knowledge to inform policy, planning and program development.

Activities

- Identify and recognize strategic issues that require procedural or policy consideration and forward the issues and possible solutions to the appropriate committee, branch or division for consideration.
- Where required, inform supervising and executive management of procedural and policy gaps that threaten regulatory issuance or create liability for the Department.

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- When urgent, amongst a divisional task team develop interim strategies to address immediate concerns and prevent delays in regulatory review and decision.
- Participate within task groups and committees to articulate the issue and to formulate, propose and potentially develop policies and procedures that are provincial in scope or are focused on regional land use issues.
- Assist in development of local and regional or sub-regional management plans (Natural Areas, Protected Areas, Regional Integrated Decisions and Access Management Plans).
- Participate and inform planning initiatives, regional and sub-regional plans and review draft policies and procedures to ensure regulatory jurisdictions and regulatory processes are understood and properly reflected to ensure greater success of implementation.
- Identify and communicate barriers to regulatory issuance and factors that may lead to red tape.

7. Ensure the continued delivery of regional and divisional initiatives.

Activities

- Routinely refer to, and maintain public land and park land activity and disposition inventories for the Division within the following systems and spatial databases, including but not limited to;
 - Crown Land Application Tracker (CLAT)
 - ECSS
 - GLIMPS
 - Land Work Areas map
 - Trappers Cabins database
 - Access controls database
 - Digital Spatial Processing Tool (DSPT)
 - DiDs
- Assist in pre-suppression and/or active fire duties within the province as required.

8. Ensure Departmental resources are managed effectively while providing quality service to clients in a timely and professional manner.

Activities

- Strive to continually improve and maintain the quality of service to all clients.
- Continually assess processes to remove unnecessary steps or procedure that could be considered as red tape.
- Employ new and innovative technology to ensure high quality service is maintained.
- Maintain leading edge knowledge of new technology and practices by attending conferences, courses and workshops, literature review, and by peer and client contact.
- Maintain professional competency through membership in appropriate associations as required.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

This position conducts complex reviews and makes recommendations or decisions in determining the use of public and park lands, while attempting to ensure and improve the long-term sustainability of the resources allocated on crown land to achieve economic, social and environmental outcomes. The position is critical to the management of crown lands which have a growing demand for and conflicting presence of users such as; adjacent private land owners, agricultural/rangeland users, increasing demands for recreation potential, consideration of municipal needs and area structure plans, indigenous peoples and consultation processes, environmental values, and interaction with affected industrial stakeholders and municipal infrastructure. In addition to this diverse and demanding landscape, the coordination with additional regulators such as the

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Alberta Energy Regulator, Regulatory Assurance Division and Forestry Branch creates additional complexity to ensure regulatory processes and jurisdictions are properly maintained and executed. Additional rigor is required to ensure decisions as rendered by the department are defensible when challenged and heard by established appeal boards and judicial reviews. Regulatory applications and activities already under disposition are continually affected by these factors, where a Lands Officer must execute a diverse understanding of multiple legislation, policy and procedure and maintain a skill set to ensure decisions are properly executed and defensible. These decisions are made independently daily, in accordance with existing policy and practices under the authority delegated to the Lands Officer.

The Lands Officer is responsible for identifying and evaluating multiple factors and variables, which will inform a regulatory decision, and as such, is accountable for that decision. Management of the crown land and the multiple users under authority or allowances as detailed in legislation, requires careful coordination between a number of departments/agencies and diverse client groups. The Lands Officer must have a sound working knowledge of a broad range of Acts and regulations due to the diversity of the position. This includes but is not limited to the *Public Lands Act*, *Provincial Parks Act*, *Forests Act*, *Environmental Protection and Enhancement Act*, *Surface Rights Act*, *Mines and Minerals Act*, *Water Act*, *Species at Risk Act*, *Trails Act*, *Public Lands Administration Regulation*, *Forest Reserves Act*, *Recreational Access Regulation*, *Exploration Regulations*, *Surface Materials Regulations* and *Responsible Energy Development Act* and others as created from time to time that impact Divisional work and decision-making. Because of the overall requirement for crown land sustainability, Albertans are directly and indirectly impacted by the incremental, cumulative, day-to-day decisions of the position.

More specifically, the Lands Officer uses their skills and knowledge to ensure the appropriate allocation of crown land, while facilitating opportunities through regulatory review and issuance for industry and commercial operators to utilize crown land that supports economic development within the province. At the same time, this position ensures the landscape and environment is managed as per established policy or regional plans while maintaining the opportunity for Albertans to enjoy the social and environmental benefits of Alberta's crown lands. Unique resource management, recreational, public and indigenous conflicts are common and require complex and multifaceted solutions. As a result the position requires a broad knowledge and creativity to bring these conflicts to resolution. Examples of unique considerations are: protection of bed and shore, determination of riparian zones and riparian health, soil science, forestry, endangered species, vegetation, rare plant communities, recreational potential, use and access of First Nations, stakeholder impacts, industrial development impacts and a broad understanding of reclamation requirements and techniques for multiple natural regions. The Lands Officer makes integrated resource management decisions based on inputs from other subject matter experts taking into account land capability and suitability, compatibility with other land uses, environmental impact, policies and regulations, local and regional plans, stakeholder concerns, First Nation and Metis Settlement consultation and unique local and regional considerations. Land use decisions and disposition contracts (including operating conditions) directly impact a wide range of crown land clients. Clients come from a variety of users, such as; oil and gas, forest, agriculture, sand and gravel, tourism and recreation, renewables, municipal, federal as well as the general public. Timing, level of disturbance, public or First Nation consultation requirements, day-to-day operating requirements, and reclamation have significant impacts on the overall cost of conducting an activity and therefore a working knowledge of these components is integral to the activity approval. The position is routinely challenged to defend established conditions or to assess options to waive conditions of an activity to address unforeseen circumstances such as erratic weather, construction delays or other factors. Communication with clients is constant and immediate to ensure holders are not impacted by delay, as clients typically operate in a fluctuating economic setting and need to also respond to many timelines. This position must always respect the need for efficient and effective service to their clients while ensuring environmental and biodiversity integrity is maintained and no unintended impacts to stakeholders occur.

The potential for conflict with clients, local municipal governments, indigenous peoples and the general public is high. Conflicts over crown land uses arise on a regular basis due to the wide variety of potential uses, various users and stakeholders. Conflict occurs regularly over issues such as location, proximity to other activities or property, timing and method of construction. Unnecessary conditions imposed on an activity can be very costly and disruptive to a disposition holders plan for development. Furthermore, activities may have a significant

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impact on the environment such as water, rangeland and wildlife. This often results in anger from other clients, the public, indigenous people or various user or interest groups who may not agree with or fully understand the circumstances surrounding the activity. The position requires strong skills in mediation and conflict resolution, such as principled negotiation and coordinated resource management to de-escalate the conflict and make sound land use decisions.

Creative and innovative land and resource management solutions are commonly implemented by the position due to limitations of policy, guidelines, and legislation to provide specific guidance to the myriad of land activities, complex management and regulatory issues encountered on a day-to-day basis. Solutions are found using extensive knowledge and through experience gained through the job (i.e., jurisdiction, bed and shore, riparian area management, soil erosion, forestry, archaeology, geophysical operations, surface materials development, negotiation and mediation skills, investigative skills, computer skills, construction and reclamation techniques, analytical skills, impacts to the public, cumulative effects and general wildlife management). Regulatory decisions are highly linked to the province's economic outcomes and ongoing development. Decisions of issuance or refusal are commonly challenged by affected parties (e.g., applicant vs non-government agencies/First Nations).

Inspection, monitoring and compliance results can directly impact a holder's ability to access crown land and use it for an intended purpose and may result in further regulatory investigation or the assessment of significant penalties, as well as significant costs for reclamation and mitigation of damages. The position commonly facilitates conflict resolution with upset clients, followed by negotiations on how best and at what cost to repair or reclaim damages.

The position is assigned an area of work where the duties of the position are executed. These work areas which can be very remote, require the position to function in a highly independent manner within the general framework of policy, guidelines, and legislation available. Success or failure of major clients (industrial, commercial, recreation, tourism, sand and gravel) is highly dependant on decisions made in the field, meaning clients do not easily forgive or make allowances for a lack of knowledge during joint government/industry field reviews or when direction is requested by the client.

The position is actively involved in the development and implementation of regional, sub-regional and local plans. Examples are; Caribou Management plans, Area Structure Plans, Access Management Plans, Lake Management /Riparian Plans and so on. All plans have a direct and significant impact on stakeholder's ability to access, use or interact with crown land and resources and the position must understand and interpret these plans into everyday reviews and regulatory issuance. Close, collaborative working relationships are created and maintained with other provincial government agencies, local municipal governments, conservation groups, and the general public during the development of plans.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Knowledge

- Degree in Environmental Sciences with 4 years related experience or Diploma equivalency.
- Valid certifications maintained in TDG Air and Ground, WHMIS, H2S Alive, Standard First Aid and Basic CPR, ATV Rider Course and Defensive Driving.
- Sound knowledge of legislation, including; Public Lands Act, Parks Act, Forest Act, Forest Reserves Act, Trails Act, Mines and Minerals Act, Forest Prairie and Protection Act, Water Act and associated Codes of Practices for Watercourse Crossings, Environmental Protection and Enhancement Act, Species at Risk Act, Surface Rights Act, Freedom of Information and Protection of Privacy Act, Public Lands Administration Regulation, Responsible Energy Development Act, Exploration Regulations, Surface Materials Regulations, Timber Management Regulations, Forest Protection Regulations, Soil Conservation Guidelines, departmental policy directives and guidelines.
- Knowledge of existing regional and sub-regional plans, their content, management intent and how they are considered in crown land management as well as crown land designations, ownership and rights associated to those designations.
- In depth knowledge of soil science and erosion protection, plant science, animal science, timber management, range management, riparian management, fisheries and wildlife management, physical geography, forest ecology and water resources.
- Sound knowledge of principles and practices of integrated land management to accurately assess impacts and outcomes on a wide variety of crown land and overlapping resource values (wildlife, soil, timber, water, public and indigenous use). Considerable expertise in soils, vegetation and overall landscape features in order to evaluate land capability.
- In depth knowledge of disturbance and construction methods and required reclamation standards to ensure crown land is properly utilized for economic gain of the province, while ensuring the province does not assume reclamation liabilities and restores land for future use or allocation.
- Sound working knowledge of industry business practises, including the energy industry, tourism, recreation, sand and gravel industry and renewables.

Skills and Abilities

- Considerable skills in mediation, negotiation and conflict resolution to effectively deal with a wide variety of industry clients, local and provincial government agencies and the public to ensure crown land management objectives are adequately maintained while allowing use.
- Strong organizational skills to maintain efficiency in a fast-paced work environment.
- Strong prioritization skills to respond to rapidly changing work environment and heavy workload.
- Creative ability to solve complex problems.
- Effective time management skills.
- Investigative and analytical skills relating to inspection, compliance monitoring and enforcement.
- Strong communications and interpersonal skills to effectively pass on management requirements and to develop and maintain partnerships with clients.
- Ability to work independently with limited supervision.
- Aptitude for independent decision-making based on accurate data and application submissions.
- Ability to lead working groups and be a team player.
- Orienteering skills (Geographic Positioning System and Compass)
- Skills in the operation of four-wheel drive vehicles and off-highway vehicles including; side by sides, quads and snowmobiles.
- Working knowledge of Occupational Health and Safety Regulations, Transportation of Dangerous Goods Act and Regulations, working alone, and wilderness survival techniques.
- Working knowledge and ability to use departmental/divisional computer programs and systems such as; CLAT, EDS, DSPT, GLIMPS, DRAS, ECSS, and IGX.
- Computer literacy including; Microsoft word, excel, powerpoint, SharePoint and outlook systems as well as expertise and knowledge in navigating database and spatial systems.

CONTACTS: The main contacts of this position and the purpose of those contacts.

The position has considerable (daily) contact with industrial, commercial, agricultural, recreational and municipal and provincial clients as well as indigenous groups, conservation groups (e.g. Alberta Conservation Association), user groups/associations (e.g. Trappers/Guide & Outfitters) and the general public. Routine contact with other professional consultants, local and provincial government agencies (Municipal Affairs, Alberta Energy Regulator, Environment and Protected Areas, Energy, Department of Fisheries and Oceans and departmental policy groups is also required.)

This position interacts routinely with Environmental Law to assess options as part of a regulatory review, including; policy or legislative interpretations, challenges to appeals or judicial review, or advice related to ongoing disposition management. Interaction with the Public Land Appeal Board is a general occurrence.

The position must maintain a high degree of professionalism during interactions with external groups/agencies at workshops, seminars, conferences, and meetings. The position is required to prepare advice (e.g. Ministerial Advisory Notes) for specific land and resource management issues that be politically sensitive or controversial. Participation routinely occurs within external and internal multi-stakeholder or task force committees such as; Digital Regulatory Assurance System, Standards and Conditions Committee or the Public Land Use Committee.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

This position may have full time or temporary supervisory responsibilities to support Team Leads administering large regions with distant district offices and remote locations. The position provides direction to stakeholders and contractors and is required to mentor or train junior staff. (i.e. Lands Officers, Agrologists, Wage, Summer Students)

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

- General updates throughout to update terms, formats and job duties to present duties.
- References added regarding overholding tenancy and complexity in disposition management.
- Position also updated to reflect amalgamation of Parks duties and complexity of a multi-jurisdictional format.
- Components of First Nation Consultation were also updated with the ruling that the Division as the Statutory Decision Maker, also makes the decision of Adequacy.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that all signatories have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date