

Job Description

Select Reason for Review

- ☒ New
- ☐ Update
- ☐ Reclassification

Every employee in the Alberta Government benefits from having clear expectations of their duties. A job description also supports organizational design, recruitment, employee performance, learning and development, and succession planning.

Use this tool to define a job.

Defining a job in three steps:

- Describe - Identify the job within the organization.
- Design - Describe job responsibilities and authorities.
- Assign - Sign to confirm responsibilities and submit to HR.

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

RPAS Coordinator

Requested Class

Technologies 6

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA38

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Public Security Division - Alberta Sheriffs Branch

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Tech and Information

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The RPAS Coordinator is responsible for developing, implementing, and overseeing the Remotely Piloted Aircraft Systems (RPAS) program within the Alberta Sheriffs Branch. This role ensures that RPAS operations comply with federal and provincial legislation, including Transport Canada regulations and Sheriffs Branch policies and procedures. The position provides direct training and guidance to RPAS pilots, ensuring safe, effective, and legally compliant operations.

Additionally, the RPAS Coordinator serves as the primary representative at provincial and federal platforms involved in RPAS operations, regulatory formulation, technology development, and standardization efforts. Reporting to the Manager of the Technical and Information Services Unit, this role is critical in ensuring the effective deployment of RPAS technology in support of law enforcement, conservation enforcement, collision scene investigation, border interdiction, surveillance operations, emergency response, evidence collection, and public safety initiatives.

Responsibilities

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

Develop and Manage the RPAS Program

The RPAS Coordinator is responsible for establishing and overseeing a structured RPAS program that ensures legal compliance, operational effectiveness, and support for law enforcement activities. This

includes developing policies, maintaining operational oversight, and ensuring continuous program improvement.

Supporting Activities:

- Develop and maintain RPAS program policies and procedures to align with federal and provincial regulations.
- Create and update RPAS operational and training manuals
- Ensure adherence to Transport Canada regulations by establishing processes for compliance, including training, certification, and reporting.
- Oversee the data and records management of RPAS operations, asset tracking, pilot certifications, maintenance records, and incident reports.

Deliver and Oversee RPAS Pilot Training

The RPAS Coordinator ensures all pilots are fully trained and certified to conduct law enforcement operations using RPAS technology. The role oversees pilot training, certification, and continued education to ensure operational safety and compliance.

Supporting Activities:

- Develop and deliver RPAS training programs, including both flight school and ground school requirements, to certify and qualify pilots.
- Conduct flight reviews and performance assessments to maintain compliance with Transport Canada regulations.
- Establish recertification and skill development programs to ensure pilots remain proficient in operational tactics and emergency procedures.
- Provide hands-on instruction and mentorship to pilots during training exercises and deployments.
- Develop scenario-based training modules tailored to the Sheriffs Branch's needs.

Provide Special Flight Operations Support

The RPAS Coordinator may be requested to conduct special flight operations in support of the Alberta Sheriffs Branch's mandate. These operations may include surveillance, search and rescue, evidence collection, critical incident response, and other law enforcement applications across the province when called upon.

Supporting Activities:

- Deploy RPAS assets to assist in specialized operations as required by Sheriffs Branch leadership.
- Provide expert recommendations on RPAS usage during special operations.
- Maintain readiness for rapid deployment across Alberta.

Manage RPAS Procurement, Insurance, and Privacy

The RPAS Coordinator is responsible for acquiring and maintaining RPAS technology that meets operational needs while ensuring compliance with procurement, insurance, and privacy legislation.

Supporting Activities:

- Evaluate and recommend RPAS technologies based on Sheriffs Branch mandates, operational feasibility, and regulatory compliance.
- Obtain Special Flight Operations Certificates (SFOC) in accordance with Transport Canada regulations where required.
- Work with the Government of Alberta Procurement teams and Risk Management & Insurance (RMI) to ensure proper procurement and insurance coverage is in place.
- Develop, implement, and update Privacy Impact Assessments (PIA) for RPAS operations, ensuring ongoing alignment with privacy considerations, legal requirements, and data protection policies.
- Monitor and manage inventory records, procurement documentation, and compliance reports related to RPAS equipment.

Expert Witness (As Required)

The RPAS Coordinator may be required to appear as an expert witness when called upon to present technical evidence at trials and others proceedings, explaining complex technical principles of the RPAS program, training, and operations to non-technical audiences.

Supporting Activities:

- Prepare technical evidence for legal proceedings.
- Present and explain technical processes in court or other venues.
- Provide clarifications and professional assessments regarding RPAS pilot training, operations, technology, and flight procedures when required in legal matters.

Problem Solving

Typical problems solved:

The RPAS Coordinator resolves complex operational challenges related to equipment malfunctions high-risk flight missions, legal compliance, and rapid deployments. Given the dynamic nature of law enforcement operations, the role requires quick, sound decision-making while ensuring regulatory adherence and operational effectiveness.

Types of guidance available for problem solving:

Guidance is provided by federal legislation (e.g., Canadian Aviation Regulations), provincial directives, Sheriffs Branch policies and procedures and other law enforcement best practices. The RPAS Coordinator also relies on technical expertise, interagency collaboration, and industry best practices to navigate challenges.

Direct or indirect impacts of decisions:

The decisions made by the RPAS Coordinator directly impact public safety, law enforcement effectiveness, and regulatory compliance. Poor decision-making could jeopardize officer and public safety, lead to legal and financial liabilities, or result in a loss of public trust in RPAS technology within law enforcement. Conversely, sound operational planning and compliance ensure successful deployments, program growth, and strengthened interagency cooperation.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Stakeholders:

- Technical and Information Services Unit: Ensure program alignment with broader technological strategies.
- RPAS Pilots: Provide supervision, mentorship, and operational direction.
- Sheriffs Branch Management: Coordinate RPAS integration into law enforcement activities.

External Stakeholders:

- Transport Canada: Maintain compliance, secure flight authorizations, and align operations with evolving regulations.
- Municipal, Provincial, and Federal Law Enforcement Agencies: Collaborate on RPAS-assisted investigations, surveillance, and emergency response operations.

Required Education, Experience and Technical Competencies

| Education Level | Focus/Major | 2nd Major/Minor if applicable | Designation |
|------------------|-------------|-------------------------------|-------------|
| Diploma (2 year) | Other | | |

If other, specify:

Aviation, IT or computer science, information technology, law enforcement, or a related field.

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

A minimum of six years of related experience, including at least three years of relevant experience in professional RPAS operations is required. In addition, the position requires an advanced RPAS certification as required by Transport Canada and a Restricted Radio Operator Certificate with Aeronautical Qualification (ROCA).

- Extensive experience in RPAS operations, including flight planning, deployment, and emergency response.
- Experience with regulatory compliance, risk management, and interagency collaboration.
- Expertise in RPAS regulations, flight operations, and compliance standards.
- Experience obtaining Special Flight Operations Certificates (SFOC) from Transport Canada
- Ability to develop and implement RPAS policies, operational manuals, and training programs.
- Proficiency in procurement processes, insurance compliance, and privacy considerations.
- An enhanced security clearance is required, with other levels of clearance as needed.
- A Transport Canada Flight Reviewer Certification is considered an asset.

-A professional designation, such as PMP, is also considered 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 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"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration | The RPAS Coordinator must understand how their work integrates with broader Sheriffs Branch, regulatory, and aviation frameworks, ensuring RPAS operations align with the organization's goals and mandates. |
| Drive for Results | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations | The RPAS Coordinator must be outcome-focused, ensuring that RPAS operations effectively support Sheriff Branch operations while maintaining compliance and efficiency. |
| Build Collaborative Environments | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others | Collaboration with Sheriffs Branch employees, RPAS pilots, regulatory bodies, and stakeholders is crucial for the success of the RPAS program. |
| Agility | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in | The RPAS Coordinator must be able to adapt to evolving technologies, regulations, and operational demands. |