

Working Title Recreation, Education and Partnerships Manager (North/South)	Name
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Position Number	Reports to Position No., Class & Level SM2	Division, Branch/Unit Lands Division, Lands Delivery and Coordination (North/South)	Ministry Forestry and Parks
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Present Class	Requested Class Senior Manager SM1	Levels to Deputy Minister (Not including incumbent level) 4
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Dept ID	Program Code	Project Code (if applicable)
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POSITION SUMMARY:

The Recreation, Education and Partnerships Manager (North/South) is accountable for leading and directing implementation of the Recreation, Education and Partnerships Program to achieve economic, social and environmental outcomes as defined in Regional and Sub-Regional Plans. These outcomes are achieved through management of recreational activity on Crown land, providing education and outreach to Crown land users and Albertans, and developing and maintaining partnerships with organizations that further the Department's outcomes. This dynamic program will be responsible for working with partners to deliver recreation programming through the development and maintenance of trails systems and associated amenities, develop and maintain partnerships for all aspects of stewardship on public land including recreation advisory groups, deliver a capital investment and maintenance program, and maintain education and outreach for environmental and social objectives. The position reports to the Director of Recreation, Ecosystem and Land Management (North/South) and works closely with the Land, Ecosystem, and Conservation Manager, and Land Managers from Integrated Lands Delivery, to ensure that Departmental and Regional outcomes are prioritized and programs integrated to achieve results. This position functions at the scale of the entire region and will oversee all applicable accountabilities for the branch.

SPECIFIC ACCOUNTABILITIES:

- The position is accountable for implementation of the Regional Recreation Management Program. This involves:
 - Delivering a coordinated and integrated Regional Recreation Management Program for Crown Lands on public lands and parks, including the construction, maintenance and management of trail systems, addressing safety and environmental liabilities and improving user experience, signage/education, assessment, evaluation and reporting on the recreation system.
 - Ensuring access to Crown Land through a system of regulatory signs and notices (*i.e.*, maps), wayfinding, communication tools (*e.g.*, Department website, Recreation guide) and engineered access controls.
 - Implementing trails plans at the Public Land Use Zone (PLUZ) scale (or comparable unit) for multi-use recreational access. This includes local and site scale capital and trail planning.
 - Supporting Land Planning Branch in the development of Regional and sub-regional plans, specifically with respect to recreation management and trail systems
 - Implementing *Public Lands Administration Regulation* (PLAR) to make regulatory decisions for access management as a Director under the regulation.

SPECIFIC ACCOUNTABILITIES:

- Managing a Crown Land capital investment and maintenance program for recreational infrastructure, including contracts, procurement and asset management. This includes other funding sources to implement trail improvements such as the Federal Nature Legacy Fund.
 - Implementation of the new Trails Act in the regions and through stakeholders.
 - Managing recreation through the implementation of the Provincial Parks Act, Public Lands Act, Trails Act, PLAR, PLUZs, and other mechanisms. Including designation of trails through signs, notices, PLUZ maps, website and other communications.
 - Supporting and delivering the restructuring of Alberta's Parks direction to manage lands in the Region that are governed under the Provincial Parks and Public Lands Acts.
 - Managing effective recreation advisory groups for Crown Land (e.g., Livingstone-Porcupine Hills, Bighorn Standing Committee, MacKenzie Creek).
 - Coordinating with other regulatory agencies (AEP, AER, Agriculture & Forestry) on recreation decisions, education, and outreach.
 - Setting priorities and leading the coordination of activities on Crown Lands with enforcement partners (e.g., Conservation Officers, Fish & Wildlife Enforcement Branch, RCMP).
 - Working closely with the Land, Ecosystem and Conservation Management program for implementation of programs that support the recreation system through habitat restoration and land management outcomes, including the Department's Watercourse Crossing Program.
 - Completing recreation program evaluation and reporting thus ensuring that positive environmental outcomes are achieved.
 - Working with regional Integrated Lands Delivery Section to identify and address unauthorized use of vacant Crown Land.
2. Developing a Regional Crown Land partnership program to enable volunteers and stewardship opportunities with Albertans by:
- Developing and maintaining productive and collaborative partnerships with recreation and stewardship groups for Crown Land recreation and other land/resource opportunities.
 - Directing staff in the development of annual workplans with volunteer groups to best leverage partnerships.
 - Working with partners for Government of Alberta Grants opportunities, including being responsible for disbursement of funds, and the development of positive environmental outcomes.
 - Coordinating habitat improvement/restoration activities with partners that are tied to sources of external funds (e.g., Nature Legacy Funds from the Government of Canada).
 - Managing Department-led volunteer days for workplanning and OHS requirements to ensure satisfaction from volunteers and OHS Regulation compliance.
 - Ensuring strategic alignment of partnerships and volunteers activities with Government of Alberta priorities and desired outcomes.
3. The position is responsible for a Regional education and outreach program for Crown Land to inform Albertans of opportunities, regulation, and advisories:
- Developing effective and ongoing education and outreach activities and products with stakeholder groups and the public.
 - Ensuring field staff have appropriate tools and training, particularly personal safety, to deliver key messages and education materials to Crown Land users.
 - Working closely with staff in Community Engagement Branch to develop education products and programs that fit Regional priorities.
 - Liaising with municipalities and First Nations on priorities and local issues to communicate to Crown Land users to ensure responsible use.
 - Directly support Integrated Land Delivery section on education and outreach needs and messaging.
4. As recreation is the predominant activity on Crown Land, this position is expected to work and integrate with various programs and their stakeholders such as:

SPECIFIC ACCOUNTABILITIES:

- Working closely with Forestry, Rangeland Management, Fish & Wildlife for shared outcomes under Regional and Sub-Regional plans, particularly for planning, in order to coordinate landbase outcomes.
 - Developing and maintaining relationships with commercial and industrial stakeholders on Crown Land to work proactively and find solutions for resource management conflicts.
 - Maintaining relationships with rural municipalities is a high priority due to implications from recreationalists on municipal road infrastructure, incursions on to private property, and emergency response services.
 - Working with Alberta Economic Development, Trade and Tourism to ensure Crown Land recreation values and opportunities are recognized as part of tourism development.
 - Developing relationships with First Nations communities to look for opportunities to partner on recreation programming but also to determine and manage high value Crown Lands sites to those communities.
5. Provides direction and leadership to the Recreation, Education and Partnerships team by:
- Mentoring and coaching staff to achieve performance excellence.
 - Leading change initiatives and providing Recreation, Education and Partnerships staff with tools, processes and training that enable them to effectively meet the challenges of delivering Regional programs.
 - Developing and implementing staff training programs to deliver an effective and efficient Recreation, Education and Partnerships Program.
 - Ensuring all teams work safely and follow the OH&S Plan for the (North/South) Region.
 - Providing regular feedback and evaluation.
6. As a part of the Management Team within the Branch, this position works collaboratively with other Sections to ensure business plans are delivered, processes and policies followed, and Regional staff are enabled and supported through:
- Supporting the Branch in delivering integrated land management and coordination among regulators, stakeholders, partners, and the public.
 - Providing direction and leadership to team members with regard to Occupational Health and Safety training, policy and procedures, departmental financial and human resources policies and procedures, technical and professional training and development, the Master Agreement and Subsidiary Agreement.
 - Reviewing expenditures to ensure funds are being used in a cost-effective manner.
 - Oversees development and management of issues briefings and background material on issues to ensure the Director and Executive Director are aware of sensitive/important issues.
 - Proactively collaborating with program areas to leverage and integrate resources.
 - Providing leadership to Regional staff to support emergency response requirements of the Department and Government of Alberta.
 - Sharing research of comparable legislation, processes and practices and providing assessment of impact and application.
 - Promoting a safe and healthy workplace culture, where staff are valued and are resilient.
 - Leading by example for providing coaching, mentoring and facilitation through team, project and one-on-one meetings, and growing leadership capacity in the Recreation, Education and Partnerships team.
 - Managing workplace issues in a timely and respectful manner by modelling and promoting consistent and meaningful communication.

KNOWLEDGE/EXPERIENCE:

The Recreation, Education and Partnerships Manager (North/South) position requires post-secondary education in resource management, environmental sciences, environmental/natural resource law, or related field, with several years of progressively responsible experience.

The position requires extensive knowledge in the following areas:

- Department business plan goals and priority initiatives, strategic policy direction, structure, and affiliated organizations, particularly as they relate to the Division's mandate.
- Applicable legislation, regulations, frameworks and guidelines (*i.e.*, *Public Lands Act*, *Forests Act*, *Wildlife Act*, *Fisheries (Alberta) Act*, *Provincial Parks Act*, *Trails Act*, *Environmental Protection and Enhancement Act*, *Water Act*, *Mines and Minerals Act*).
- Integrated resource and environmental management, sustainability of resources, public involvement, facilitation and mediation, problem identification and resolution skills, conflict management skills and communications.
- GoA and ministry decision-making processes and applicable directives and policies.
- Strategic thinking and planning with the ability to translate strategy into business and operational plans.
- Expertise in process and procedures development, accountability frameworks and understanding of corporate and administrative operations.
- Issues management, risk management and change management principles, methodologies and processes.

The position requires the following competencies:

- Strong leadership skills in a politically sensitive and diverse environment.
- Strong issues and project management skills to handle multiple priorities.
- Strong people skills to manage a diverse workforce with the ability to select, mentor and motivate key professional staff.
- Effective communication, conflict resolution and facilitation skills.
- Advanced problem solving, organizational and resource management skills in working with multiple stakeholders including the public.
- Ability to manage budgets and assigned resources and the reallocation of those resources to address new pressures and business changes.
- Ability to develop strong interpersonal relationships at all levels with internal and external organizations
- Ability to assess complex situations and provide advice to staff, ADM, and Divisional and Regional leadership teams
- Ability to facilitate and promote collaborative and integrated initiatives.
- Ability to work cooperatively and productively with others to achieve agreed upon goals

LEADERSHIP AND BUSINESS KNOW-HOW:

The Recreation, Education and Partnerships Manager (North/South) position must demonstrate well-developed coordination, organization and leadership through:

- Interpersonal and facilitation skills to consult, negotiate and resolve conflict among stakeholders, the public, affected parties, multiple Ministry mandates and programs representing varying perspectives, expectations, requirements, and priorities.
- Leadership and influence to promote innovation, build consensus and motivate others to accept and adopt innovative concepts and approaches.
- Function strategically in the development and implementation of plans, initiatives and programs while simultaneously organizing and directing staff and resources to ensure effective delivery of the Recreation, Education and Partnerships Program and Divisional/Regional priorities.
- Advanced leadership, communications, problem solving and decision-making skills.

KNOWLEDGE/EXPERIENCE:

- Analyzing and problem solving to respond to varied and complex issues through assessing multiple view points, risks, and alignment with legislation, and Ministry and government business priorities, direction and intent.
- Leading a diverse program, with a significant contingent of technical staff, over a large geographic area, and with a complex mandate of legislative responsibilities.
- Strategic thinking to work within a broadly defined conceptual framework and manage multiple complex issues, programs and functions while delivering results and creative solutions within rigid time frames
- Assurance of continuous improvement, business flow process development and understanding and application of risk analysis, risk mitigation and risk communication to promote risk tolerance among staff.
- Researching, analyzing and problem-solving to assess and respond to varied and complex issues through synthesizing different perspectives, risks, and make decisions in alignment with legislation, and Ministry and government business priorities, direction and intent.
- Function strategically in the development initiatives and programs while simultaneously organizing and directing staff and resources to ensure effective delivery of the Recreation, Education and Partnerships Program and Divisional/Regional priority initiatives.
- Leading and directing the integration and collaboration both within the region and across regions and within the ministry and across ministries when dealing with complex approval applications.

PROBLEM SOLVING:

Challenges faced by the position require strong analysis, reasoning, evaluation, judgement and problem solving skills. Significant interpretative and critical thinking is required along with the ability to facilitate decision-making processes involving stakeholders. Recreation management on Crown Land is a particularly socially and politically inflammatory topic with many decisions facing public scrutiny.

Examples of difficult or challenging situations faced by the position include:

- Location of recreation infrastructure on Crown Land requires careful consideration of social and environmental values in order to meet the needs of Albertans and integrate with commercial/industrial activity on the landscape. Each decision will be scrutinized by stakeholders and the public.
- Communicating recreational access through maps and associated materials requires extensive assessment and review. These are regulatory instruments that must be clearly understood by Crown Land users and also implementable by enforcement partners.
- Managing for multiple use on Crown Land, as specified in Regional Plans, is complicated and rife with conflict. Activities such as forestry and grazing are often not compatible with recreation. Therefore, conflict often occurs and is communicated both to the media and to politicians.
- Recreation and stewardship volunteer organizations in the partnership program are typically driven by passion and desire without good knowledge of regulation, policy, or best management practices. The passion and desire often results in unstable organizations. The relationships with these organizations can be tumultuous and difficult to manage with the on-going threat of situations going political and appearing in the media.

RELATIONSHIPS/CONTACTS:

Clients	Frequency	Nature and Purpose of Contact
Internal Regional Management Team and Regional staff	Regular and ongoing	Lead regional activities and strategies; provide guidance, direction, and advice; and facilitate collaboration in relation to regional operations.

RELATIONSHIPS/CONTACTS:		
Clients	Frequency	Nature and Purpose of Contact
Other Division and Department representatives	Regular and ongoing	Develop business, operational plans and strategies; provide advice, consultation, and recommendations; resolve issues and concerns; exchange information; and collaborate on initiatives with governance teams.
Senior Ministry and Government of Alberta officials, including the Minister, Deputy Minister, and MLAs	As required	Provide advice and information relating to operational issues.
External Senior officials and representatives of: <ul style="list-style-type: none"> • Other ministries and boards • Various cross-ministry councils and stakeholder committees • Federal government departments and municipals, provincial, and territorial governments • Stakeholders organizations and associations (<i>i.e.</i>, local health zones and authorities; Indigenous Peoples; non-government organizations (NGOs); industry associations, economic associations, and the public). 	Regular and as required	Represent ministry priorities and positions within the region; identify and resolve complex issues, including facilitating decision-making and problem-solving and negotiating solutions; exchange information; identify opportunities for collaboration; communicate key policy and legislative initiatives; encourage innovation; develop strategic partnerships and working relationships; provide leadership to stakeholder committees; make presentations to public, professional industrial, and other associations; exchange best practices, benchmarks, and solutions relating to environmental management programs, particularly within a regional context.

IMPACT AND MAGNITUDE OF JOB (SCOPE):
<p>The position is accountable for a complex and dynamic Crown Land recreation management program that provides diverse groups of Albertans access to a busy, multi-use landscape on a Regional scale. Outcomes are defined by Land use Framework Regional Plans, Sub-Regional Plans and local trail plans and ultimately are implemented by PLAR through designation of trails, signs, and notices.</p> <p>There are social and economic impacts to decisions and actions due to the public or commercial operations being prohibited access to conserve values as described in the plans. Further, larger industrial activity such as forestry and agriculture are affected by the economic impact to move operations in time or space to account recreating Albertans, and to attain social license.</p> <p>The position:</p> <ul style="list-style-type: none"> • Manages access to land for the benefit of all Albertans. • Manages a large and diverse clientele. • Considers integrated resource management decisions, cumulative effects management systems across partnering Ministries, and processes, practices and standards that support implementation of integrated management of Alberta's natural resources. • Ensures the honour of the Crown is upheld through appropriate consultation with Indigenous Peoples. • Integrates management of resources (forestry, Crown lands, rangeland) including proactive resolution of issues to effectively manage Crown resources. • Has the responsibility for information, developing and delivering integrated policies involving multiple contacts with numerous stakeholders and potentially affected parties, in consideration of the significant social and financial implications of these activities.

CHANGES SINCE LAST REVIEW:
This is a new position.

COMPARABLE POSITIONS:
<i>Approvals Manager (AEP); Resource Manager (AEP).</i>

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM 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

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