

Working Title Recreation, Ecosystem and Land Management Director (South)		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Lands Division, Lands Delivery and Coordination (South)	Ministry Forestry and Parks (FP)
Present Class	Requested Class		Levels to Deputy Minister (Not including incumbent level)
Dept ID	Program Code	Project Code (if applicable)	

POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

The Recreation, Ecosystem and Land Management Director (North/South) is accountable for leading and directing implementation of the Recreation, Ecosystem and Land Management Program to achieve land management outcomes as defined in Regional and Sub-Regional Plans. The position reports to the Executive Director of Lands Delivery and Coordination (North/South).

The primary responsibility of the Recreation, Ecosystem and Land Management Director (North/South) is to ensure that land management and ecosystem outcomes are achieved via implementation of Regional and Sub-Regional Plans. Central to that role is the requirement that the Recreation, Ecosystem and Land Management Director (North/South) develop strategic partnerships between stakeholders and regulators (AEP, AER, Agriculture and Forestry) to ensure achievement of land and ecosystem outcomes. Successful implementation of Regional and Sub-Regional Plans requires effective partnerships that address large scale disturbance concerns, including landscape scale recreation activities (e.g., off-highway vehicle trail networks) and linear anthropogenic footprint development (e.g., industrial linear features). In support of this mandate, the Land and Ecosystem Management Program includes a broad portfolio of responsibilities, including implementation of activities specifically aligned with the Government of Alberta's triple bottomline (i.e., economic, environmental and social issues), implementation of the Department's Crown Land recreation management program, watercourse crossing program, environmental education program, management of Alberta's conservation lands (e.g., Wildland Parks), and continued development of strategic stakeholder partnerships. In addition, the position ensures that the Crown's responsibilities for appropriate consultation with Indigenous Peoples are met.

The position works with managers from Integrated Lands Delivery to ensure that Statutory Decision Makers are issuing Approvals and Authorizations that achieve environmental outcomes established by Lands Policy and Planning Branches.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

1. This position leads and directs delivery of the Recreation, Ecosystem and Land Management Program to ensure that environmental (land) outcomes are achieved, as defined by Regional and Sub-Regional Plans. While the Program supports the development of Lands Policy and Regional and Sub-Regional Plans, Land and Ecosystem Management Program-specific accountabilities are tied to implementation. Accountabilities includes:

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- supporting the Branch in delivering integrated land management and managing relationships between regulators, stakeholders, partnerships, and the public. This includes:
 - implementing landscape objectives with other government agencies, and developing land disturbance standards;
 - developing and implementing processes and agreements with other government agencies (e.g., Crown Land and road closures with Alberta Transportation, AER, Agriculture and Forestry, and Municipalities);
 - working with Alberta Tourism and Economic Development on future land developments and assessments of available lands.
 - leading Lands Division referral input into Forest Management Planning;
 - reviewing landscape level vegetation management plans and FireSmart plans developed by Agriculture and Forestry;
 - leading Indigenous Peoples consultation and engagement for Branch projects, as required, related to Public Lands Act dispositions;
 - leading restoration and reclamation activities at a site or local scale;
 - negotiating site and use agreements and partnerships;
 - implementing successful outcomes for challenging Regional files, including:
 - finding stakeholder solutions and problem solving;
 - ensuring that Sub-Regional planning is aligned within Regional plans;
 - triaging of high profile, high priority files;
 - playing a key role in issues management, solving complex issues and providing solutions for positive environmental outcomes.
- implementing landscape, biodiversity, and range health outcomes under the Regional and Sub-Regional Plans, or other Policy. This includes:
 - tracking the implementation of Plans to ensure that environmental outcomes are achieved, and reporting on the status of Plan biodiversity outcomes and objectives;
 - supporting development of Regional Plans, and Sub-Regional Plans by providing place-based subject matter expert knowledge;
 - accountability for implementation in support of landscape and ecosystem outcomes in Sub-Regional plans including caribou range plans, coal mine and oilsands mine end land use plans, and recreation management plans;
 - providing expertise and advice on landscape ecology and connectivity (e.g., landscape modelling) to the Lands Division Statutory Decision Makers within the Region;
 - providing conservation and landscape health assessment advice on effective management of conservation lands on Crown Lands (e.g., wildlife corridors, Wildland Parks);
 - providing expertise on range health and support integrated land management decisions.
- Supporting (North/South) Region local planning initiatives, by leading:
 - capital infrastructure planning, site planning, and assessment;
 - local recreation network planning and coordination, including local stakeholder group trail plans (i.e., plans out of scope for Lands Planning Branch);
 - public and Indigenous Peoples consultation for local projects and plans.
- Develop and implement customized strategies consistent with the Right Sizing of Alberta's Parks policy direction, including:
 - Responsibility for conservation, land management, land acquisitions, dispositions, land use guidelines, and controlling the activities on the land base on lands governed under the Provincial Parks Act, and on lands administered under the Public Lands Act and other provincial or municipal legislation in which the Region as a vested interest, to:
 - Negotiate favourable outcomes in disposition, contract or land negotiations
 - Develop land use guidelines
 - Resolve complex and/or sensitive issues
 - Manage allowable activities on the land base

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- Providing Education and Outreach products (e.g., public presentations, website, etc.) and reporting on the status of lands, ecosystems and biodiversity outcomes within a defined Regional or Sub-Regional Plan.
2. The position is accountable for implementation of the Department's Recreation Management Program. This involves:
- Developing highly productive and collaborative partnerships with active stakeholder and user groups.
 - Leading Regional components of the Government of Alberta Capital asset procurement for the Recreation management program on Crown Lands.
 - Developing and managing Government of Alberta Grants to partnership entities, including being accountable for disbursement of funds, and the development of positive environmental outcomes resulting from Grant-supported activities.
 - Leading and supporting habitat improvement/restoration activities tied to sources of external funds (e.g., Nature Legacy Funds from the Government of Canada), including being accountable for disbursement of funds, and direct delivery of habitat-related work.
 - Managing recreation through the implementation of the Trails Act, PLAR, PLUZs, and other mechanisms. Including designation of trails through signs, notices, PLUZ maps, website and other communications.
 - Developing, permitting, and enabling volunteer groups to complete recreation stewardship activities on Crown Land.
 - Managing effective partnerships with stakeholders and advisory groups on Crown Land (e.g., Livingstone/Porcupine Hills, Bighorn Standing Committee, MacKenzie Creek).
 - Managing maintenance and construction activities associated with the ongoing upkeep and management of trail systems, addressing safety and environmental liabilities and improving user experience, as defined by approved Regional and Sub-Regional Plans.
 - Leading the development and managing positive relationships with other regulatory agencies (AEP, AER, Agriculture & Forestry) on recreation decisions, education, and outreach.
 - Developing effective and ongoing education and outreach activities and products with stakeholder groups and the public.
 - Setting priorities and leading the coordination of activities on Crown Lands with enforcement partners (e.g., Conservation Officers, Fish & Wildlife Enforcement Branch, RCMP).
 - Completing recreation program evaluation and reporting thus ensuring that positive environmental outcomes are achieved.
 - Working with Integrated Lands Delivery to identify and address unauthorized use of vacant Crown Land.
3. The position is accountable for implementation of programs that support habitat restoration and land management outcomes, including the Department's Watercourse Crossing Program. This involves:
- Supporting continuous improvement of fish habitat and watershed connectedness, particularly in high priority watersheds.
 - Maintaining the *Watercourse Crossings Management Directive* and the *Roadway Watercourse Crossing Inspection Manual*. Development of similar materials linked to off-highway vehicles.
 - Acquiring resources for Program implementation, including development of data management systems.
 - Ensuring implementation from Phase I (East Slopes) to the provincial scale, including prioritizing watersheds based on risk (i.e., incorporation of Fisheries sustainability information).
 - Maintenance and development of partnerships with crossing owners and stakeholders (including Government of Alberta) and inspection service providers. This includes incorporating watershed remediation into *Species at Risk* recovery actions at both the Provincial and Federal levels.
 - Ensuring that regulators and stakeholders are reporting consistent metrics to demonstrate positive environmental outcomes.

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- Working with Policy and Approvals to ensure that authorizations have conditions requiring self-inspection, maintenance and reporting for all dispositions.
 - Ensuring that the Watercourse Crossing Program outcomes are incorporated into, and implemented by, Regional and Sub-Regional Plans.
4. Provides direction and leadership to District Recreation, Ecosystem and Land Management Managers, team leads, and employees by:
- Mentoring and coaching employees;
 - Leading change initiatives and providing Regional employees with tools, processes and training that enable them to effectively meet the challenges of delivering Regional programs;
 - Developing and implementing employee training programs to deliver an effective and efficient Recreation, Ecosystem and Land Management Program;
 - Ensuring all teams work safely and follow the OH&S Plan for the (North/South) Region; and,
 - Providing regular feedback and evaluation.
5. The position is responsible for providing leadership in developing and maintaining positive and productive relationships and strategic alliances with a diverse stakeholder community to produce and develop the best possible solutions. This is accomplished by:
- Bringing forward issues, trends and processes to the Branch that need to be addressed through review of existing or development of new processes and policies, including the modernization of provincial legislation.
 - Participating and leading cross-regional committees and working groups to ensure consistent application of processes, address common issues, and coordinated program planning.
 - Proactively capitalizing on opportunities to collaborate with the Alberta Utilities Commission, Alberta Energy Regulator, Natural Resources Conservation Board, Department of Fisheries and Oceans, and other Ministries (Agriculture and Forestry, Municipal Affairs, Energy, Tourism and Economic Development) on initiatives to assess and mitigate any adverse impact or cumulative effects on Crown Land.
 - Collaborating within the Region, across Regions, within the Ministry and across Ministries on major application projects in assessing impact, integrated resource management, cumulative effects, and affected parties.
 - Identifying trends and collaborating with Divisions to ensure reasonable and balanced implementation of environmental management frameworks.
 - Ensuring that Lands Division employees are proactive in identifying, developing/supporting and implementing place-based policy to support effective Integrated Resource Management and a Cumulative Effects Management System.
6. As a part of the Regional Management Team, this position works collaboratively with other Sections, Branches and Divisions to ensure Department business plans are delivered in an integrated and effective manner. This is accomplished by:
- Ensuring Ministry and Divisional business plans are delivered in an integrated and effective manner, leveraging resources as required to deliver priority programs.
 - Reviewing expenditures to ensure funds are being used in a cost-effective manner.
 - Overseeing development and management of issues briefings and background material on issues to ensure the Executive Director and Lands Divisional Leadership Team is aware of sensitive/important issues.
 - Proactively collaborating with program areas to leverage and integrate resources.
 - Providing leadership to Regional employees to support emergency response requirements of the Department and Government of Alberta.
 - Providing briefing material and analysis of issues and trends.
 - Communicating Regional decisions, actions, and initiatives to senior levels within the Department, up to and including the Minister, as appropriate.

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- Sharing research of comparable legislation, processes and practices and providing assessment of impact and application.
- Promoting a safe and healthy workplace culture, where employees are valued and are resilient.

7. The position is accountable for implementing Regional workplans that address the Government of Alberta's focus on the triple bottom line (*i.e.*, economic, environmental and social values) while ensuring positive environmental outcomes. This is accomplished by having accountability for:

- Finance coordination and management with strategic partnership groups;
- The Regional Capital asset management and procurement process;
- Management of finances shared with, or dispersed to, partnering agencies, including third party stakeholder groups (*e.g.*, Cows and Fish, Alberta Conservation Association) and governments (*e.g.*, Government of Canada).

KNOWLEDGE/EXPERIENCE: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

The Recreation, Ecosystem and Land Management Director (North/South) position requires a post-secondary education in resource management, environmental sciences, environmental/natural resource law, or related field, plus several years directly related experience, at senior management level.

The position requires extensive knowledge in the following areas:

- Government of Alberta business plan goals and priority initiatives, strategic policy direction, structure, and affiliated organizations, particularly as they relate to the Ministry and Division mandates.
- Ministry business plan goals, strategic and operational priorities, issues, programs, resources, and regulatory frameworks.
- Applicable legislation, regulations, frameworks and guidelines (*i.e.*, Public Lands Act, Forests Act, Wildlife Act, Fisheries (Alberta) Act, Parks Act, Trails Act, Environmental Protection and Enhancement Act, Water Act, Mines and Minerals Act).
- Government of Alberta and ministry decision-making processes and applicable directives and policies that are key to justifying and defending the Delegated Director decisions before appeal boards and court processes.
- Expertise in process and procedures development, accountability frameworks and understanding of corporate and administrative operations.
- Ministry programs, particularly in relation to strategic, program and operational policy development and implementation, cumulative effects and natural resource management, authorizations, compliance assurance, and regulatory approaches.
- Strategic thinking, planning and visioning, and the ability to translate strategy into business and operational plans.
- Issues management, risk management and change management principles, methodologies and processes.
- Financial Accountability Act, budgeting, forecasting and audit reporting.
- Human resource planning, accountability, and performance management processes and systems.
- The partner and stakeholder community affected by the Regional environmental management mandate, including relevant organizations, committees, advisory groups, and senior representatives.
- The political environment within which the Ministry operates.
- Business productivity software used to carry out job responsibilities.

KNOWLEDGE/EXPERIENCE: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

The Recreation, Ecosystem and Land Management Director (North/South) position must demonstrate well-developed coordination, organization and leadership through:

- Leading a very diverse program, with a significant contingent of technical employees, 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.
- Interpersonal and facilitation skills to consult, negotiate and resolve conflict between applicants, 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.
- Assurance of continuous improvement, business flow process development and understanding and application of risk analysis, mitigation and communication to promote risk tolerance among employees.
- Researching, analyzing and problem-solving to assess and respond to varied and complex issues through synthesizing different view points, risks, and make decisions in alignment with legislation, and Ministry and government business priorities, direction and intent.
- Function strategically in the development and implementation of plans, initiatives and programs while simultaneously organizing and directing employees and resources to ensure effective delivery of the Recreation, Ecosystem and Land Management Program and Divisional/Regional priorities.
- 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 implementation issues.
- Develops and maintains effective working relationships and partnerships with senior representatives of the Ministry, other departments, Municipal decision-makers, agencies, industry, and stakeholder organizations, to address issues and lead organizational change efforts relating to the Lands Program.
- Advanced leadership, communications, problem solving and decision-making skills.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

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 senior Ministry representatives and stakeholders. This position must make decisions and lead discussion with government agencies and external clients based on significant subject knowledge and with an understanding of political, economic, environmental, and social context.

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

- Consideration of multiple policies, legislation (all government levels), scientific theory/practices and operational issues when assessing situations, identifying problems, developing solutions, and resolving conflict. This includes supporting Plan development and implementation and Regulatory decision-making, responding to discord (from industry, other commercial interests, stakeholders and the public) while achieving Ministry and Government of Alberta objectives regarding Crown Land and ecosystem management.
- Using interest-based negotiations, consultation, collaboration, and consensus building approaches to address the different perspectives of industry, community, government, Indigenous Peoples, and the public.
- Addressing environmental management framework thresholds, integrated resources management and ministry and Government of Alberta's priority on achieving environmental, economic and social outcomes in assessing and reviewing environmental outcomes from Regional and Sub-Regional Plans.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

- Championing conservation efforts aligned with the Right Sizing of Alberta Parks, environmental stewardship, and integrated resource management, and cumulative effects systems through education and interaction opportunities in a regulated environment/relationship with Albertans, municipalities, industry, and collaborative partnerships.
- Maintaining Ministry credibility in providing assurances to Albertans that the Regional and Sub-Regional Planning process is open and transparent and conducted under legislative authority.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal Management Team and employees Division and Department Senior representatives Senior Ministry and Government of Alberta officials, including the Minister, Deputy Minister, Assistant Deputy Minister and MLAs	Regular and ongoing Regular and ongoing Regular and ongoing	Lead regional activities and strategies; provide guidance, direction, and advice; and facilitate collaboration in relation to regional operations. Develop business, operational plans and strategies; provide advice, consultation, and recommendations; resolve issues and concerns; exchange information; and collaborate on initiatives. Provide advice and information relating to operational issues and decision-making relating to environmental management operations.
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.e., 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): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

The position is accountable for delivering Crown land and ecosystem management outcomes, as defined by Land use Framework Regional Plans and Sub-Regional Plans. The North Region position is accountable for environmental outcomes in four Regional Plans (Upper Peace Regional Plan, Lower Peace Regional Plan, Upper Athabasca Regional Plan, and Lower Athabasca Regional Plan), and numerous Sub-Regional Plans; The South Region position is accountable for environmental outcomes in three Regional Plans (North Saskatchewan Regional Plan, Red Deer Regional Plan, and South Saskatchewan Regional Plan), and numerous Sub-Regional Plans.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide Pages 13-14).
This position has direct accountability for integrated resource management decisions, cumulative effects management systems across partnering Ministries, and identifying processes, practices and standards to further support implementation of integrated management of Alberta's natural resources. This position ensures that environmental commitments, made by the Department, are realized.
The position: <ul style="list-style-type: none">• Contributes to the development and implementation of modernized provincial legislation regarding activities on Crown Land.• Manages operational and regional participation on Regional and Sub-Regional Plan implementation.• 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.• Develops and implements strategic plans to implement components of the Right Sizing of Alberta's Parks Plan.

CHANGES SINCE LAST REVIEW: Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide Page 14).
This is a new position.

COMPARABLE POSITIONS: List comparable GOA benchmarks (See Writing Guide Pages 14-15).

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide Page 15).
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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 (See Writing Guide [Page 15](#)).

Incumbent	<div></div> <div>Name</div>	<div></div> <div>Signature</div>	<div></div> <div>Date</div>
Manager	<div></div> <div>Name</div>	<div></div> <div>Signature</div>	<div></div> <div>Date</div>
Division Director/ADM	<div></div> <div>Name</div>	<div></div> <div>Signature</div>	<div></div> <div>Date</div>

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 Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.