

## Reclassification

Ministry

Forestry and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Sr WF Compliance Prog Lead

Current Class

Requested Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Forestry Division

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2015-01-01

Responsibilities Added:

Since the last review in 2015, this position has significantly expanded in scope and associated duties in delivery of the provincial wildfire compliance program, including enhanced responsibility and accountability. The portfolio of the wildfire compliance program has grown in complexity with the increased awareness of both internal and external stakeholders. With the added pressures both internally and externally to the department and with a drive toward modernization of branch processes and systems, the position has added a number of specific responsibilities, including:

#### Updated Fire Ban System:

The position leads the coordination and delivery of the expanded fire ban program, which includes five levels of advisories, restrictions, and closures, many requiring ministerial orders. This position coordinates with multiple sections within the branch, as well as within the Ministry, including Parks and Lands Operations Divisions, as well as Municipalities, and Parks Canada on the fire ban program.

#### Modernized Fire Permit System:

This position is the provincial subject matter expert and leads the team responsible for the ongoing development and delivery of the new public-facing IT system providing a streamlined process for

Albertans to request fire permits and enhancing data-driven decision-making.

### **Supervision:**

This position has been updated to include supervisory responsibility, with the the Provincial Wildfire Compliance Specialist (NR7) no reporting to the position.

### **Additional Wildfire Control Agreements:**

Additional complexity with the expansion and execution of intergovernmental and international agreements, including enhancing partnerships with Indigenous Services Canada and adding new agreements with Natural Resources Canada (NRCan).

### **Responsibilities Removed:**

The following responsibilities from the current 2015 position description are not longer applicable:

Providing leadership to the provincial wildfire investigation program to ensure wildfire cause and responsible parties are clearly understood for appropriate decision-making and follow up action.

- Develops and maintains standards for wildland fire investigation,
- Ensure investigation standards are maintained,
- Provides direct supervision to provincial wildfire investigators and quality control for outside service providers,
- Develops and maintains a pool of skilled wildfire investigators and facilitates access of these resources to Area staff.
- Champions wildland fire investigation training and mentorship programs.

## **Job Purpose and Organizational Context**

### **Why the job exists:**

Reporting to the Senior Manager of Wildfire Compliance and Investigations, the Senior Provincial Wildfire Compliance Program Lead (SPWCPL) is responsible for the coordination, development and strategic implementation of the wildfire compliance program. A critical responsibility being the development and maintenance of effective partnerships with relevant internal and external agencies, at a provincial, national and international scale in the delivery of wildfire control agreements, which guide the management of wildfire in the province.

The position is responsible for the analysis of wildfire data, specifically human-caused vs naturally caused wildfires and providing input and recommendations to inform the provincial wildfire prevention strategies and program, including business rules, standard operating procedures and training.

The position is the provincial specialist and provincial lead, in the development and operations of Alberta fire permit program and works collaboratively across Ministry with Technology and Innovation in the development and optimization of the fire permit system.

The position is the lead contact working with Alberta Justice in the drafting of Fire Control Orders (Ministerial Orders) as defined in the Forest and Prairie Protection Act. Once drafted, the position leads the team responsible for the implementation of Fire Control Orders in Alberta, this includes guiding the collaboration with Forest Area staff, other departments, local municipal authorities in the implementation of the Fire Control Orders.

This position is responsible to coordinate the cost recovery of human caused wildfires, and works closely with Alberta Justice and department staff in collection of cost recovery dollars.

## **Responsibilities**

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

**Provides input into branch strategic plans and departmental business plans related to the prevention of human-caused wildfires:**

- Directs the type and categories of informational data gathered by operational field personnel when reporting the causes of wildfires.
- Leads the facilitation and analysis of wildfire cause data, upon which conclusions are drawn on the general and true causes of wildfires.
- Based on the interpretation of wildfire cause data, develops and makes recommendation to senior leadership within the division to improve provincial wildfire prevention strategies.
- Leads the development of documents/presentations and supporting information to inform inter and intra departmental branches of government and the private sector on the cause of and prevention of human cause wildfires.

**Leads the team responsible for the development and operation of provincial fire permit program to enhance public safety and compliance with regulations:**

- Collaborates with Technology and Innovation to optimize the fire permit system for improved functionality and user experience.
- Facilitates regular reviews of processes to ensure efficiency and effectiveness in service delivery to stakeholders.

**Leads the team responsible for the implementation of Fire Control Orders (Fire Ban System):**

- Facilitates regular engagement with forest areas to coordinate and implement appropriate fire ban measures.
- Coordinates with other government departments and local authorities to ensure consistent delivery of the fire bans across jurisdictions.
- Serves as the lead contact with Alberta Justice ensuring timely and accurate drafting and distribution of Ministerial Orders (Fire Control Orders), a critical component of the fire ban system.

**Initiates and manages wildfire control agreements to promote cost-effective resource sharing and encourage stakeholders to establish their own wildfire prevention programs:**

- Assesses departmental needs in relation to existing fire control agreements, ensuring the maintenance of appropriate and strategic partnerships.
- Facilitates the development and negotiation of municipal, provincial, and federal agreements to enable efficient resource sharing for wildfire suppression.
- Monitors and evaluates industrial wildfire control agreements, providing recommendations for their continuation or discontinuation based on performance and evolving needs.
- Develops and implements standards and provides expert advice to ensure consistency and alignment of municipal wildfire control agreements across the province.

**Develops, implements and delivers provincial wildfire prevention training curriculum to ensure consistent delivery of department business**

- Identify areas requiring improvement to achieve goals and objectives of government business plan relating to DEPARTMENT activities.
- Development and delivery of provincial workshops and training courses and customized training opportunities for field staff and public stakeholders.
- Develop and maintain follow up coaching and mentoring of staff.

**Coordination of the recovery of human-caused wildfire fighting costs, to minimize the financial burden to the Government of Alberta:**

- Ensures that all wildfires deemed eligible for cost recovery and/or damages post-prosecution are accurately recorded and tracked throughout the entire process.
- Provides appropriate attention and care to high-priority files to maximize the chances of successful cost recovery.
- Maintains regular communication with Alberta Justice to support risk management strategies for cost recovery.
- Liaises with the Alberta Justice Environmental Law Team on all matters related to cost recovery under fire control agreements.

## Problem Solving

Typical problems solved:

### **Wildfire Prevention Strategies:**

This position is tasked with evaluating and revising existing wildfire prevention strategies. This involves analyzing data on the causes of wildfires, assessing the effectiveness of current prevention efforts, and developing innovative approaches for engaging diverse stakeholders, including local governments, industry, and the public.

### **Fire Ban System Coordination:**

The role entails coordinating the implementation of fire control orders and fire bans across multiple jurisdictions. The incumbent must balance a range of considerations, such as public safety, environmental conditions, and regulatory frameworks, while making decisions in response to rapidly changing circumstances (e.g., extreme fire weather). This requires effective coordination with a variety of stakeholders, both internal and external, to ensure consistent and timely fire ban implementation.

### **Wildfire Cost Recovery:**

The role includes assessing the eligibility of wildfires for cost recovery and coordinating the process of recovering wildfire suppression costs. Working with executive decision makers, the position must navigate business processes, prioritize high-value claims, and ensure that responsible parties are held accountable. This involves critical judgment and a deep understanding of provincial regulations and procedures related to cost recovery.

Types of guidance available for problem solving:

### **Established Procedures:**

The position operates within a framework of established policies and regulations that govern key aspects of wildfire management, such as fire permit issuance, fire ban implementation, and wildfire control agreements. While these frameworks provide general guidance, the incumbent is often required to adapt and modify procedures in response to unique or emerging challenges, necessitating the development of creative solutions.

### **Collaboration with Experts:**

Guidance is also provided by subject-matter experts within the Government of Alberta and partner agencies (Intergovernmental Relations, Environmental Law, etc.) Although these experts offer valuable advice and recommendations, the incumbent is expected to independently analyze complex situations, integrate diverse perspectives, and make autonomous decisions based on the available data.

Direct or indirect impacts of decisions:

The position's decisions have significant and far-reaching impacts, both within the department and among external stakeholders. Internally, the position directly influences the efficiency and effectiveness of wildfire prevention processes, ensuring that the province is prepared to reduce human-caused wildfires. Externally, decisions have a substantial impact on public safety, as well as on the local governments, industry partners, and the broader provincial community. For example, timely and accurate implementation of fire bans can prevent catastrophic wildfires, while effective cost recovery practices help ensure that the financial burden of wildfire suppression is not unduly placed on taxpayers.

Additionally, the position's decisions regarding fire control agreements and wildfire prevention strategies have long-term implications for the province's wildfire management policies. These decisions can shape the future direction of wildfire prevention, mitigation, and response strategies, influencing both public attitudes and the approaches taken by various agencies and stakeholders.

## Key Relationships

Major stakeholders and purpose of interactions:

### External:

**Forest Industry** - development of fire control agreements and fire control plans which positively affect wildfire prevention and mitigation. Working with all companies who have timber allocations to have a valid fire control agreement signed and a subsequent fire control plan that is approved by the local forest area manager. Additionally ensuring all cost recovery files are addressed appropriately.

**Utility Industry** - development of fire control agreements and fire control plans which positively affect wildfire prevention and mitigation. Working with all utility companies (including the small Rural Electrification Association and all the way up to major publicly traded international companies) to reduce the risk and impact of wildfires. Additionally ensuring all cost recovery files are addressed appropriately.

**Railway operators** - fostering a positive relationship with a federally regulated industry which operates in the forest protection area, while trying to reduce the occurrence and severity of wildfires. This includes proactively and reactively working with the railway to update federally required plans and ensuring they are working with forest areas to prevent and mitigate the occurrence of wildfires. Additionally ensuring all cost recovery files are addressed appropriately. This is challenged as the rail industry is federally regulated and a major contributor to local and national economies.

**Government of Canada - Indigenous Services Canada** - maintain positive relationship with and collaborate on all wildfire related work on indigenous lands inside the FPA including development of funding agreements.

### Internal:

**Environmental Law Team** - critical team to work with to timely deliver ministerial orders accurately and at all times during the year (including outside of wildfire season). ELT also supports a number of projects such as agreement review, fire permit system and fire ban system doc review, and various other prevention related projects as needed. A positive working relationship ensures quick turn around and attention to files.

**Executive Council / Intergovernmental Relations** - A very necessary relationship to maintain for the efficient and effective return on agreement review and signing. This was especially important during extreme wildfire events where unique and/or complicated agreements were needed. Such examples include emergency resource sharing agreements, facility use agreements, the negotiations and interpretation of the Jalisco Agreement.

**Wildfire Information Unit** - Collaborating with Wildfire Information Unit on numerous projects such as the fire ban system, wildfire prevention messaging, and fire permit system.

**Wildfire Risk and Response Section** - ensuring Wildfire Risk and Response Unit is aware of prevention activities as it relates to the fire ban system, critical prevention resource needs, forecasted and active prescribed fire events, enforcement needs, and local political influence.

**Technology and Innovation (Wildfire Applications Support)** - this relationship is very important to ensure the fire permit system meets the needs of not only Forestry Division, but also the effective delivery of >4000 annual fire permits to the public.

**Lands Division/Parks Division** - aligning fire ban system to ensure public has clear understanding of acceptable activities at various tiers of the fire ban system and work collaboratively to ensure system is aligned.

**Service Alberta and Red Tape Reduction** - ensure the efficient access for the public to FPS via their

alberta.ca account. This is also providing an opportunity to explore other ways to gain efficiency and collaborate on other initiatives.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

Forestry/Wildfire - or two year diploma - Forestry plus 8 years related experience.

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

Membership or eligible for membership with the Association of Alberta Forest Management Professionals (AAFMP).

**Wildfire Prevention Measures:** In-depth knowledge and practical experience with the Alberta fire ban system, fire permits system, Orders to Remove (OTRs), and cost recovery associated with wildfire.

**Agreements:** Proven skills and ability in the negotiation of agreements and contracts that are mutually beneficial to all parties, examples include fire control and resource sharing agreements with private, municipal, provincial, federal, and international partners.

**Intergovernmental Expertise:** In-depth knowledge and proven skills in the managing of cross-jurisdictional agreements to achieve outcomes in areas like resource exchange <should this be expanded or example or fleshed out> and cost recovery.

**Legislative Knowledge:** Knowledge of and ability to interpret provincial legislation, specifically the *Forests Act, and Forest, Prairie and Protection Act (FPPA)* and there interaction with federal laws <would suggest listing them by name, or examples>, including a strong knowledge of the linkage between legal actions under the FPPA and other related provincial and federal <may want to list a couple>statutes.

**Project Management:** Experience managing large, multi-year, projects with complex requirements and tight deadlines.

**Wildfire Expertise:** Advanced knowledge of wildfire operations, prevention, incident management, and related systems across Alberta, other provinces, Indigenous communities, and internationally.

**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		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul>	The success in the implementation of the wildfire compliance program is predicated on the establishment of strong relationships with the regulated community, Federal and Provincial agencies, Municipalities, non-government agencies as well as Indigenous Communities.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict:	Foster positive environments in which teammates and stakeholders can safely

		<ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>engaged and provide valuable insight.</p> <p>Continued engagement and communication with internal and external stakeholders and partners is key to establishing successful outcomes in competing environments.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>Maintain current state-of-knowledge as to policies, practices and programs that will help meet departmental and ministerial mandates</p> <ul style="list-style-type: none"> <li>- Able to conduct themselves in a professional manner.</li> <li>- Ability to recognize opportunities and timing to achieve expectations and departmental objectives.</li> </ul>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>Uses logic and creativity to recognize and anticipate challenges, works with other to seek solutions in advance and to maintain time-lines and productivity</p> <ul style="list-style-type: none"> <li>- Seeks advice and council with peers to ensure alignment with other programs, partners and policies.</li> <li>- Responds to problems and challenges with optimism and seeks collaborative options for resolution.</li> </ul>
Creative Problem Solving	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> </ul>	<p>Able to identify common problems and provide collaborative solutions that will be of mutual benefit to all.</p> <ul style="list-style-type: none"> <li>- Seeks balanced information to inform and</li> </ul>

		<ul style="list-style-type: none"> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	provide recommendations that are timely, relevant and well-thought out
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**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature