

Working Title Director, Fish and Wildlife	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Resource Stewardship, Fish and Wildlife Stewardship Branch	Ministry Environment & Parks
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Present Class SM2	Requested Class SM2	Levels to Deputy Minister (Not including incumbent level) 3
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Dept ID	Program Code	Project Code (if applicable)
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**POSITION SUMMARY:**

Alberta's Integrated Resource Management System (IRMS) requires achievement of environmental, economic and social outcomes that Albertans expect from sound management of: fish, wildlife, non-game, species at risk, and habitat; land and resource management; policy assurance; cumulative effects management; and sustainable resource development decisions.

Reporting to the Executive Director Fish and Wildlife Stewardship, the Regional Director, Fish and Wildlife Stewardship, leads and oversees strategic delivery and implementation of provincial fish, wildlife, species at risk, and habitat programs at the regional level, and contributes to or leads various related provincial-scale initiatives. This includes attention to integrated resource management principles, and contributing to assessment and management of cumulative effects to meet regional and sub-regional objectives and thresholds; advice and decisions made by the Regional Director can have significant impact on societal benefits from employment and economic activities. This position also responds to legislative and other requirements at the federal level (*e.g.*, *Species at Risk Act*).

The Director position ensures fish, wildlife, non-game, species at risk, and habitat policies and management approaches are informed by place-based (*i.e.*, within and across regions) and provincial-scale information, and ensures consistent delivery across the province. The Director will influence provincial, regional and sub-regional environmental and natural resource plans, procedures, objectives, thresholds, and actions. This is achieved through the fish and wildlife management program, that this position develops and leads in region settings, and in collaboration with Directors having provincial-scale portfolios.

The position provides strategic, direction and advice to multi-disciplinary teams of senior managers and professionals on fish, wildlife, non-game, species at risk and habitat-related initiatives. All guidance is provided to meet regional, sub-regional, and in some cases provincial and national, fish, wildlife, species at risk and habitat management outcomes. This position works towards a combination of broad long-term strategic and outcomes, often without a framework of well-defined policies, as well as shorter-term tactical objectives. Central to the role of this position is to assist in providing a balance amongst potentially competing land and resource use interests and demands; including those related to industrial development, the rights of Indigenous people, municipalities, fish and wildlife users and interest groups, and Albertans in general.

The Director provides leadership to Senior Managers, and professional, scientific staff and technical personnel specializing in fish, wildlife, non-game and species at risk biology and ecology, habitat management, and on scientific and technical analyses for integrated decision-making by regional Executive Directors and Senior Managers from other divisions and departments. This includes provincial-scale policy decision makers. The Director leads initiatives and programs for regulated and non-regulated activities, to conserve and manage fish, wildlife, non-game and species at risk populations and habitats. This leadership occurs in association with land use decisions and the need for sustainable development. The position ensures the provision of science-

## POSITION SUMMARY:

based information to other decision makers and collaborates in ensuring that fish, wildlife, non-game, species at risk, and habitat management decisions are based on sound scientific knowledge and principles.

As a member of the Branch leadership team, the position provides advice and support to the Executive Director and other executive personnel, to enable implementation of the Ministry's business plan goals and performance metrics. The position collaborates and works closely with other division and ministry Directors, branch Directors and other provincial ministries, other provinces/territories, the Environment and Climate Change Canada, Parks Canada Agency, the Department of Fisheries and Oceans, as well as provincial, national and international fish and wildlife organizations, industry associations, academics, and fish and wildlife users. The Director ensures the inclusion of fish, wildlife, non-game, species at risk, and habitat requirements into regional and other plans and management responses. This includes negotiating with stakeholders at senior levels, and integrating projects and management responses in resolving conflicting priorities and interests. The key focus is to understand and resolve issues through collaborative management approaches and strategies.

The position is critical to guide provincial fish and wildlife species management policies, plans and actions for harvested and non-game species, species at risk, and habitat. This work occurs in the context of environmental impact assessments, forest management and other industrial land use planning, agricultural developments on Crown land, and access management. All of these activities are in the context of integrated resource management systems. The position is accountable for providing scientific rigour and leadership to the delivery of all programs, integrity of monitoring and reporting and implementation of sound scientific management policies that govern fish, wildlife, species at risk and habitat.

This position may represents the Branch on various local, regional, provincial and federal committee's, boards, task forces and teams and contributes to furthering the strategic corporate goals of the government, the department and the division.

## SPECIFIC ACCOUNTABILITIES:

The position focusses on long-term strategic decisions to guide development and delivery of fish, wildlife, species at risk and habitat programs, in consideration of cumulative effects management and the principals of integrated resource management.

1. This is achieved through leading and directing initiatives conducted by Senior Managers and professional staff, to ensure the short and long-term well-being, sustainability, and integrated management of fish and wildlife programs in the region. This involves:

Cumulative effects management:

- Incorporating fish and wildlife objectives into cumulative effects management to ensure positive outcomes are met by Regional, Divisional, Ministry, cross-Ministry and partner programs and initiatives.
- Implementing initiatives to avoid and reverse negative impacts to fish, wildlife, non-game, species at risk and habitat through regulatory and non-regulatory activities.
- Leading teams who monitor, model and evaluate effectiveness of mitigation management actions for fish and wildlife resources.
- Leading teams of subject matter experts (scientific and technical) to participate in the development of regional and sub-regional *Land Use Framework* plans and associated management frameworks (e.g., Biodiversity).
- Leading teams who use data and analyses related to fisheries, wildlife, non-game, species at risk, habitat, and biodiversity values in general.
- Decision making on acceptable approaches for fish, wildlife, non-game, species at risk and habitat resource management for implementation by regulators and compliance managers.
- Bringing forward issues, trends and processes to be addressed through the review of existing or development of new processes and policies.

## SPECIFIC ACCOUNTABILITIES:

### Functional Areas:

- Leading teams of Senior Managers and staff who provide professional, scientific and technical analyses, assessment for management of cumulative effects and integrated resource management for these functional areas:
    - Conservation and management of wildlife populations and habitats.
    - Conservation and management of fish populations and habitats.
    - Conservation and management of non-game populations and habitat.
    - Conservation and recovery of species at risk populations and habitats.
    - Ensuring the constitutional rights of Indigenous peoples are addressed through wise management of fish and wildlife resources.
    - Identifying and enabling appropriate consumptive (and non-consumptive) use of fish and wildlife resources by non-indigenous peoples.
    - Ensuring the employment and economic benefits obtained from natural resource extraction are integrated with wise conservation and management of fish, wildlife, non-game, species at risk and habitat.
2. Lead local, regional and in some cases provincial engagement with stakeholders on Department, Division and Branch initiatives with respect to management outcomes, and manage any resultant issues.
  3. Coordinate implementation of fish and wildlife requirements into regional plans and other government-wide and provincial plans (e.g. forestry management planning systems), including:
    - Providing leadership to the regional Fish and Wildlife Stewardship team in identifying and describing requirements for new policies and legislation, concerning Branch, Division, Department and across-ministry initiative. resulting from the Fish and Wildlife Stewardship program or other Ministry policies
    - Provide services to, and share tasks with, other Branch Directors; solve problems in a team of colleague Directors.
    - Directs regional Senior Managers and staff towards achieving productive outcomes in working managers and staff from other Sections of the Branch, including development of effective and practical regional and provincial work plans and actions.
  4. Leads engagement and negotiations on non-compliance-related management responses to regional issues with key stakeholders, including federal government departments, other Government of Alberta Ministries, external stakeholders such as industry, and with Indigenous Peoples.
    - Lead and participate on cross-departmental committees and working groups to ensure consistent application of processes, address common issues, and coordinate program planning.
  5. As a member of the Branch Leadership Team, the position supports and contributes to effective delivery of Ministry, Divisional, and Branch business and operational plans. This is accomplished by:
    - Proactively collaborating with regional and divisional program leads (e.g., Regulatory Assurance, Lands Division) to leverage and integrate resources.
    - Incorporating results-based budgeting in reviewing and ensuring budget expenditures are utilized in a cost-effective manner.
    - Providing briefing material and analysis of issues and trends and provide recommended solutions and alternatives.
    - Share learnings and research of national and international fish and wildlife resource management and cumulative effects management approaches. Directing initiatives with regional Senior Managers and staff to develop tools, processes and training to meet the challenges of delivering programs.
  6. Provide direction and leadership to regional Senior Managers and staff by:
    - Providing leadership, coaching and mentoring to multi-disciplinary professional and technical teams with specialties in fisheries, wildlife, non-game, species at risk and habitat management, and with

## SPECIFIC ACCOUNTABILITIES:

significant knowledge and experience in industrial, agricultural, recreational and other land and resource management.

- Leading change initiatives and providing regional staff with tools, processes, and training that enables effective deliver of regional programs.
- Developing and implementing staff training programs to deliver an effective and efficient monitoring and evaluation program.
- Ensuring all teams work safely and follow the OH&S procedures, plans and requirements.
- Providing regular feedback and evaluation through the Performance Management Cycle.

7. As a part of the Branch Leadership Team, works collaboratively with Director Colleagues and Operational Services Managers to ensure AEP business plans are delivered in an integrated and effective manner. The position is responsible for supporting and contributing to the effective delivery of the Ministry and Divisional business and operational plans. This is accomplished by:

- Manages all assigned budgets to ensure funds are spent to create valuable outcomes.
- Reviews expenditures to ensure funds are being utilized in a cost-effective manner.
- Oversees the development and management of issues briefings and background material on issues to ensure the Regional Leadership Team is aware of sensitive/important issues.
- 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.
- 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.

## KNOWLEDGE/EXPERIENCE:

The position requires a post-secondary education in resource management, environmental/biological sciences, or related field, plus several years of directly related natural resource management experience, at a senior management level.

The position requires extensive knowledge in the following areas:

- GoA and Ministry mandate, business goals and objectives.
- Applicable legislation, regulations, ministerial orders and guidelines guiding fish and wildlife management and an understanding of additional regulatory requirements that influence fish and wildlife programs (*i.e., Environmental Protection and Enhancement Act, Water Act, Alberta Land Stewardship Act, Public Lands Act, Forests Act, Forest and Prairie Prevention Act, Fisheries (Alberta) Act, Wildlife Act, federal Species at Risk Act, federal Fisheries Act*).
- GoA and Ministry decision-making processes and applicable directives and policies.
- GoA organizational structure, including accountabilities and responsibilities.
- Ministry and Division direction and intent regarding cumulative effects management outcomes, integrated resources management system, regional/sub-regional planning; management frameworks, approvals, and compliance.
- Environmental issues, environmental impacts, environmental media.
- Natural resource management and sustainable development practices.
- Forest, rangeland, land, water and air management practices including typical and alternative practices for resource extraction in relation to oil and gas, mining, timber harvesting, other industrial developments and agricultural sectors.
- Risk and issues management principles.

## KNOWLEDGE/EXPERIENCE:

- Strategic thinking, planning and visioning, and the ability to translate fish and wildlife strategy into business and operational plans.
- Expertise in process and procedures development, accountability frameworks and understanding of corporate and administrative operations.
- Issues management based in deeply held value systems, risk management and change management principles, methodologies and processes.
- Foundations and principles of using science-based principles in analysis and planning processes for science- informed decision-making.

The position requires the following skills and abilities:

- Ability to lead multi-disciplinary management, professional and technical personnel
- Strong verbal and written communication skills
- Strong decision and leadership skills in a politically sensitive and diverse environment
- Strong issues, and project management skills to handle multiple priorities
- Effective conflict resolution and facilitation skills
- Problem solving ability - researching, analyzing and problem solving to assess and respond to varied and complex issues through synthesizing different viewpoints, including assessment and accommodation of risks.
- Advanced organizational and human resource management skills in working with multiple stakeholders, including the public.
- Public and stakeholder engagement and consultation skills
- 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 prioritize projects and workloads, and at the same time be adaptable and flexible to meet changing direction/priorities and timelines; includes providing related guidance to Senior Managers and staff.
- Ability to work cooperatively and productively with others to achieve mutually satisfactory goals and objectives.

## LEADERSHIP AND BUSINESS KNOW-HOW:

The position demonstrates well developed coordination, organization and leadership through:

- Strategic thinking to work within a broad conceptual framework and manage multiple complex issues, programs and functions while delivering results and creative solutions.
- Interpersonal and facilitation skills to consult with, negotiate, and resolve conflict between Ministry, partners, stakeholder representatives, regulators, interest groups, and the public, who often have varying perspectives, expectations, requirements and priorities.
- Leadership and influence to promote innovation, build consensus, motivate others to accept and adopt innovative concepts and approaches and achieve high quality results.
- Researching, analyzing and problem solving to assess and respond to varied and complex issues through synthesizing different points of view, risks.
- Make decisions in alignment with Ministry and government business priorities, direction and intent.
- Coordinating and liaising with other branches, ministries, interest groups, municipalities, consultants, and Albertans to gain support and commitment to ensure sustainable fish, wildlife, non-game, species at risk and habitat.
- Managing workloads to meet competing deadlines and priorities and ensuring the work plan fits within the larger context of GoA related business planning and programs.
- Identifying trends, anticipating requirements, and developing plans to meet current and future needs of existing and future clients.

**PROBLEM SOLVING:**

Challenges faced by this position require strong analysis, reasoning, evaluation, judgement and problem solving skills. Significant interpretation 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 on subjects where there is not necessarily a clearly defined policy in place to provide a framework for decision making.

This position must make decisions based on significant subject knowledge and with a view to political, environmental, Indigenous and social media. 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 regulatory decision-making (approvals and compliance), responding to commercial interests, stakeholders and the public while achieving Ministry and GoA objectives regarding the management of Alberta's fish and wildlife and natural resources.
- Utilizing interest-based negotiations, consultation, collaboration and consensus building processes to address the different perspectives of industry, community, government(s), Indigenous Peoples and the public.
- Assessing multiple processes in developing and communicating strategic and long-term implications of activities/projects/initiatives on Alberta's fish and wildlife policy and access to resource by hunters, anglers, trappers, other stakeholders, Indigenous peoples, communities, industry, and the public.
- Meeting increasing workloads and demands through leveraging resources within and outside of the Government of Alberta.

**RELATIONSHIPS/CONTACTS:**

Clients	Frequency	Nature and Purpose of Contact
Internal Regional Senior Managers and Staff	Daily	To provide leadership direction and ensure integration of work with other sections of the branch.
Executive Director	Ongoing	Provide updates, emerging issues, raise awareness to significant issues and provide remediation advice and strategies.
Divisional and Departmental leadership	As required	Briefings, meetings, phone calls on emerging issues, important initiatives and priority work, including legislative recommendations in reply to various information requests
Assistant Deputy Minister, Deputy Minister and Minister	As required	Briefings, meetings, phone calls on emerging issues, important initiatives and priority work, including legislative recommendations in reply to various information requests
Senior multidisciplinary teams, managers, regulators and other departments	On going	Development of collaborative direction, input and advice for strategic level initiatives, development of MOU's and facilitate provincial and national agreements

**RELATIONSHIPS/CONTACTS:**

Clients	Frequency	Nature and Purpose of Contact
<p><b>External</b> Industrial stakeholders, research institutions, Government of Canada, other provinces and territories, NGO organizations, and public stakeholders (e.g., Alberta Forest Products Association, Canadian Association of Petroleum Producers, Ducks Unlimited Canada, Alberta Conservation Association, Land Stewardship Centre, and Alberta Stewardship Network)</p>	<p>On going</p>	<p>Interface/interaction regarding fish and wildlife policies, objectives, research needs, strategies, guidelines, best practices, and programs.</p>
<p>General public</p>	<p>Daily</p>	<p>As needed in response to public requests relating to program area</p>

**IMPACT AND MAGNITUDE OF JOB (SCOPE):**

Accountable to the Executive Director, Fish and Wildlife Stewardship, this position is directly accountable for decisions and management responses affecting multi-million dollar commercial enterprises, industries and delivery of fish and wildlife resources across Alberta.

- This position directs teams delivering high consequence Regional and in some cases provincial Fish and Wildlife Management programs including the determination of goals, objectives and priorities; assignment of responsibilities, roles and projects, and the provision of leadership and guidance to deliver effective and transparent environmental and natural resource management programs.
- The Director's decisions can significantly affect the Ministry's and the Division's direction, resource allocation, environmental outcomes, and financial commitments. The impact of results achieved is considerable, given the environment and environmental related operations programs and initiatives within the Ministry and across the GoA that affect industry, other levels of government, non-government organizations, communities, local health authorities and Albertans.
- Functions impacted by the job also include implications for employment and economic benefits (associated with natural resource extraction, agriculture, recreation and other activities), operational policies and procedures associated with the environmental management frameworks, cumulative effects management and integrated resource management as well as development of sector-wide policies of both a regulatory and non-regulatory nature.
- The position is responsible for implementing policy and operational program direction for fish, wildlife, non-game, species at risk, habitat, environmental modeling, science, planning and strategic engagement programs related to the *Land-use Framework Regional Planning*, sub-regional/local operational plan development and implementation, and other Departmental activities.
- The position leads the provision of science expertise (e.g., wildlife/fisheries/non-game/species at risk - populations and habitat, in-stream flow needs, and riparian/wetlands) for department regulatory assurance program decisions, including cross ministry interdependencies.
- Decisions made at this level have implications on relationships with Federal government, other provincial and territorial governments, as well as international jurisdictions (e.g., species at risk).
- Coordinates operational/regional participation on regional and sub-regional plan and implementation committees and initiatives.

**CHANGES SINCE LAST REVIEW:**

This is an update position created in May 2020 to reflect structural changes within AEP. The position incorporates the roles of the former Regional Resource Managers (SM2).

**COMPETIBLE POSITIONS:**

- The position holder is responsible for the following duties:
  - To provide strategic leadership and direction to the division, ensuring the division's performance is aligned with the organization's strategic plan.
  - To ensure the division's resources are effectively managed and used to achieve the division's objectives.
  - To ensure the division's activities are carried out in a cost-effective and efficient manner.
- The position holder is also responsible for the following duties:
  - To ensure the division's activities are carried out in a cost-effective and efficient manner.
  - To ensure the division's resources are effectively managed and used to achieve the division's objectives.
  - To provide strategic leadership and direction to the division, ensuring the division's performance is aligned with the organization's strategic plan.

**RECOMMENDATION (OPTIONAL):**

**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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