

Working Title Fisheries Biologist	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Forestry and Parks
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

Reporting to the Provincial Fisheries Resource Specialist, this professional, full-time working-level fisheries biologist is accountable for delivering a wide range of programs intended to ensure the long-term sustainability of fish species in Alberta. Primary functions include fisheries management program planning and project delivery. Key responsibilities include conducting resource and user surveys, collecting field data, completing data analysis and interpreting results, writing technical reports, establishing program work plans, and managing of assigned budgets. The incumbent will function as a key member of an integrated team of professional and technical staff responsible for the management of fisheries resources. The incumbent may represent Fisheries Management in various planning initiatives, as well as participate in interagency and multi-stakeholder resource management and department initiatives.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Resource Management – Species/Population
Provides input to, and implements, Forestry and Parks led fisheries field programs, provides information and assists in the development of strategies and priorities to ensure the long-term sustainability of fisheries resources in the province.

Activities:

- Collects and analyses data and provide recommendations for species management to provincial and federal biologists and managers.
- Conducts or assists other departments in population inventory and monitoring programs e.g. Fall Walleye Index Netting (FWIN) surveys, creel surveys, population estimates, etc. using approved (standard) methods and fisheries management techniques.
- Collects and compiles information for the review of recommendations for allocation (harvest) of fisheries populations (e.g., sport fishing regulations), and provides recommendations to resolve conflict between stakeholders (e.g. sport fishing users and fish and game associations or clubs).
- Participates in the resolution and management of resource allocation issues amongst indigenous i.e. domestic and sport fishing users, while ensuring the continued sustainability of the fish resource.
- Participates in development and monitoring of the fish-stocking program, in close cooperation with provincial fish culture staff and the Alberta Conservation Association (ACA).
- Represents Fisheries Management interests in various regulatory and non-regulatory functions (e.g., public advisory committee meetings, round-table meetings, stakeholder discussions e.g. AWF meetings).
- Conducts stakeholder consultation to obtain public input on fisheries resource planning and management initiatives and enhance public understanding (i.e. angling regulations, lake management plans)
- Synthesizes complex data to address emerging issues and to advance regulatory proposals to the Provincial Fisheries Resource Specialist or Hunting and Fishing Branch Managers.
- Participates on intra or inter departmental task teams.
- Provides advice/input to internal and external interests on various fish management related matters, including project-specific monitoring proposals, review of draft reports.

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- Supports and identifies conditions for the issuance of licences such as competitive fishing event licences, bait fish licences etc.
- Supports the loading, retrieval and manipulation of resource management data within the fisheries management information database (FWMIS).

2. Research

Identifies fisheries management research needs and helps prepare business cases and study designs for research projects. Cooperates in the implementation of assigned branch approved research and adaptive management projects and may participate on provincial, inter-agency, education institution and industry partnered fish related research projects. Prepares technical and scientific reports and may participate in peer review of related research activities.

Activities

- Leads or participates on provincial, inter-agency, education institution and industry partnered fisheries related approved research projects.
- Provides input and knowledge to Senior Biologist, Manager or other Departments/Divisions for development of provincial fisheries and safety standards.
- Reviews and processes licences related to allocation and makes recommendations to their approval or otherwise.
- Assists in the development of prioritized plans for fisheries research within the province and in response to requests from specific institutions or agencies.
- Designs and/or implements scientific research programs and projects to address identified data or knowledge gaps in the province.
- As requested, may participate with others in delivering approved research projects (e.g. ACA, universities).
- Prepares technical, scientific and management reports, may conduct peer reviews and present findings to others.
- May provide guidance and support to graduate students working on fisheries studies within the province.
- Reviews and processes assigned permit applications and makes recommendations for approval.

3. Education and Community Relations

Educates and informs the public, stakeholders, and special interest groups about fisheries resources and related aquatic programs, their management and current issues.

Activities

- Provides fisheries resource and management program information (written or presentation) to internal and external audiences (e.g. Fish and Game Association, Trout clubs, etc).
- Collaborates in the development of education and communication products.
- Responds to requests for specific fisheries resource information from internal and external audiences (i.e., other departments, universities, schools, industrial stakeholders, NGO's, various associations, community organizations, local governments, etc).
- Supports and participates in the development and delivery of extension activities and products to support fisheries management initiatives (e.g., school programs/projects, community tradeshow and events, projects by volunteers, etc.).
- Provides administrative, supervisory, and resource management advice to NGO's and volunteers that are partnering in fish resource management activities.

4. Finance, Administration and Occupational Health and Safety (OH&S)

Provides input to the development of budget plans and administers allocated budget in accordance with department financial policy and procedures. Responsible for the maintenance and use of assigned equipment and associated documentation and tracking of repairs and inventory. Accountable for the use of assigned equipment in a manner consistent with department OH&S policies, procedures, and regulations according to the OH&S Act.

Activities

- Assists with budget planning and implementation processes. Includes assigning resources to achieve identified

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work objectives within a balanced budget.

- Ensures financial transactions are conducted within established financial policy and procedures; maintains accurate and up-to-date records, meets budget reporting, and forecasted targets.
- Procures equipment to do the job, maintains accurate inventory, maintains assigned equipment according to established standards, and ensures it is operated safely.
- Ensures a thorough understanding of department OH&S programs and policies by all direct reports and contractors; develops project specific safety plans and ensures compliance with work specific OH&S procedures e.g. hazard assessments, standard operating procedures within assigned work unit per Act, regulations, and established standards and procedures.
- Maintains current OH&S training and job-specific certifications as required by Department/Branch.
- Approves timesheets for supervised wage staff.

5. Supervision

If required, provides supervision to junior biologists, technical staff, wage staff, university exchange students, and may coordinate or supervise contracts.

Activities

- Develops performance agreements and staff development plans for permanent direct reports. Monitors performance, deals effectively with employee relations matters, keeps supervisor informed, provides ongoing performance feedback and completes year/term-end performance assessments.
- Conducts OH&S orientation, in collaboration with administrative staff, for new employees, volunteers or contractors. Identifies training and development needs to perform the job assigned for each subordinate employee. Ensures supervised staff are aware and informed of department OH&S policies and procedures and ensures work is conducted in accordance with established standards, procedures and applicable OH&S legislation.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Delivers identified fish management programs provincially. Decisions and recommendations have direct impact on long-term sustainability of fish populations.
- Represents provincial fisheries program interests when interacting with other agencies, government departments, resource industries, NGO's, local governments, stakeholders and the public concerning resource management activities and issues.
- Represents fisheries management interests to the general public, stakeholders and other interest groups.
- Provides input to development of provincial fisheries policy, regulations, standards, guidelines, and procedures.
- Represents the Branch and in various integrated resource management planning exercises at provincial, local, and project levels.
- Develops and implements consultation programs to integrate public/user/stakeholder input into resource management planning.
- Supervises seasonal and permanent staff, as well as volunteers and contractors.
- Prioritizes workload to achieve objectives and Fisheries Management program outcomes.
- Discharges duties as a Fisheries and Wildlife Guardian under the authority of the Federal Fisheries Act and the Alberta Wildlife Act.
- May be required to act as an expert fisheries witness in legal proceedings or quasi-judicial hearings.
- Role includes resource management, public education, first nations consultation, research, advisory and administrative responsibilities

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

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- Broad working knowledge of the Alberta fisheries management program, relevant Acts (Fisheries Alberta Act, Federal Fisheries Act, Public Lands Act and Regulation, Water Act, SARA, OH&S, etc.) Department and Branch specific working standards (identified in the Fisheries Handbook), guidelines, policies and procedures.
- Experience in working with other resource managers and regulators to address resource conflict through planning and mitigation.
- Considerable knowledge of the practice of biology which has been obtained through working knowledge of data collection and analysis, inventory monitoring and population goal setting.
- A completed University degree in environmental science, or natural resource management, Conservation Management, Biology, Fisheries Management, Aquatics Ecology, or a related field, and a working knowledge of integrated natural resource/land-use planning.
- A minimum of four years of directly related applied field experience in fisheries management.
- Proven ability to design and conduct extensive fisheries field data collection and monitoring programs. Components include: scientific rigor in study design, field operations planning, budget management, program supervision, statistical data analysis, writing and reporting.
- Position requires incumbent to be eligible for appointment as a Fisheries Guardian.
- Ability to conduct resource risk assessments to determine the best course of action.
- Ability to resolve complex resource management problems and effectively utilize interpersonal skills e.g. negotiation, conflict resolution, that result in effective negotiation and influence to achieve win-win solutions.
- Broad familiarity of the issues and challenges related to mitigating resource development impacts on the fisheries resource.
- Good administrative skills, specifically in organizing work, establishing priorities, project management, performance measurement, financial management and reporting.
- Excellent verbal and written communication skills including writing scientific reports, delivering dynamic presentations, leading team sessions, providing advice and information to others.
- Good computer skills in data analysis, modelling, use of specialized programs and data base management.
- Proficient in the operation of off-highway vehicles (4X4 quads, snowmobiles), motorized boats, use of firearms and specialized fisheries equipment including radio telemetry, gill nets, trap nets, electrofishing, limnological, water sampling and other fisheries management sampling equipment.

CONTACTS: The main contacts of this position and the purpose of those contacts.

- Provide Provincial Fisheries Resource Specialist or Program Manager updates and advice on dealing with resource management issues. Seeks consultation from permanent staff and others with particular specialties for difficult issues.
- Colleagues in other management areas, management agencies and universities: for information exchange, problem solving and development of new analysis or sampling techniques.
- Provides advice and direction to seasonal or permanent staff within personal areas of expertise (modelling, statistical design, and human dimensions of fisheries).
- Works with volunteers as needed: for project assistance or to enhance outreach opportunities.
- Maintains contacts with other Branch, Divisional and Departmental staff: to advance Branch and Divisional programs, to establish standards, and to resolve problem issues.
- Contact with local government (MDs, Counties): for purpose of providing information regarding fisheries resources management issues, programs and public consultation activities.
- Works with federal and provincial enforcement officers: to describe fisheries management concerns and assist each other in monitoring where necessary. Provide scientific advice on distribution and approaches to enforcement for particular problems and evaluation of their statistics.
- Works with other departments or agencies, (DFO, Forestry, Water Management, Wildlife etc): to provide input on interdisciplinary issues.
- Media: As approved, provides department position or represents fisheries interests to print and electronic media.
- Non-Government Organizations: provides information, informs, delivers presentations and maintains contacts

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with NGOs and stakeholders to foster stewardship and community involvement.

- Contact with aboriginal groups to discuss harvest and allocation of fisheries resources as well as concerns regarding fisheries issues.
- General Public: ongoing contact with resource users, general public, schools, interest groups to provide fisheries information, encourage stewardship and respond to issues or complaints.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

May occasionally supervise biological staff (NR7) on a project basis, and permanent Fisheries Technician positions (NR7).
May supervise seasonal wage staff (NR4, 5, or 6).

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

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

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.