

Ministry

Forestry and Parks

## Describe: Basic Job Details

### Position

Position ID

Position Name (30 characters)

Timber Production Auditor

Current Class

Natural Resources 7

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

### Employee

Employee Name (or Vacant)

### Organizational Structure

Division, Branch/Unit

☐ 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

2024-06-21

Responsibilities Added:

Note that no responsibilities have been added or removed, as job description has been updated simply to reflect current organizational structure and nomenclature. All changes to job description are administrative in nature.

Responsibilities Removed:

### Job Purpose and Organizational Context

Why the job exists:

Under general direction of the Coordinator of the Unit Head, Timber Auditing Unit, the Timber Production Auditor completes audits which monitor timber production levels of timber quotas and Forest Management Agreements to ensure sustainability of timber on crown lands. The auditor also assists with the development of production audit protocols to ensure timber harvest levels can be monitored and

evaluated for compliance. The incumbent will ensure the consistent application of provincial and department standards relating to timber production control, accounting and reporting by industry, as well as providing guidance to department field staff involved in conducting investigations when non-compliance of forestry legislation is suspected.

## Responsibilities

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

1. Conduct audits on timber companies in the Province with timber quotas and forest management agreements to meet the core business requirements in the department's business plan on forest sustainability. The Timber Production Auditor will complete audits on assigned companies using the standards and guidelines outlined in the Timber Production Monitoring framework. Auditors will report variances and resolve differences with the assigned companies. The major activities are :
  - Assess and report variances or errors on Crown timber sources reported by timber companies. Review industry timber records to determine the level of compliance with pertinent Acts, Regulations and legislation.
  - Prepares detailed accounting of audits - includes summary reports of audit results, corrective actions and special investigations of activities that result in non-compliance.
  - Verify yard inventories on timber companies - includes the verification of physical yard stockpiles, review of company journals and records for tracking sawmilling activities.
  - Provide expertise to field staff on non-compliance activities - includes special investigations and projects where non-compliance with regulations or legislation can lead to activities such as timber seizures, review of sawmill operations records and monitoring of timber movement forms.
2. Assist in the development, maintenance and refinement of the Timber Production Monitoring Framework document. Experience gained from completing audits will be used in the development of the Framework document.
  - Monitoring existing guidelines, SOP's, policies and framework documents to identify gaps which could effect the ability to meet department core business related to forest sustainability.
  - Develop and input into standards, SOP's, policies, guidelines and other agreements to facilitate streamlining of core business requirements.
  - Participate in the development of the system based auditing document required to complete audits in a timely, efficient and accurate manner.
3. Compliance assurance - assist in the development of measurable standards of performance for reporting of timber production in the Province from different tenure types and mill operations.
  - Develop and recommend measurable standards for audit variances.
  - Reach and document agreements with different timber companies on procedures and corrective actions resulting from audits completed on each company's mill and weigh scale operations (includes both industry and government action plan statements ).
  - Develop and utilize timber production audit procedures to assist in Forest Operations Monitoring Plan audits.
4. Act as a Department expert in the area of timber production, monitoring and auditing as per department core business and FSTB key business activities.
  - Holds and maintains current certification levels required for the verification of company timber scaling through regular check scaling activities.
  - Maintain up to date knowledge and documentation of assigned timber companies in respect to their business practices related to the harvesting and reporting of timber.
  - Training - conduct workshops and training sessions for department field staff on timber production monitoring activities including mill inspections, truck checks, timber scaling and sawmilling records.
5. Assist Wildfire Management Branch in the protection of Alberta's forest from wildfires when required.

Involves participating on fire management teams as required.

## Problem Solving

Typical problems solved:

Results of timber production audits demonstrate that forests in Alberta are being managed and harvested in a sustainable manner. A clear understanding of how a company's annual allowable cut has been determined and which different tree species are to be used as drain against this allowable cut is required. The timber audit provides the verification that companies are managing their tenure arrangements in a sustainable fashion and whether corrective actions are required. Harvesting the forests in Alberta on a sustainable basis is a core business requirement that is demonstrated by auditing company harvest records and activities.

Types of guidance available for problem solving:

Established audit framework and associated Standard Operating Procedures; collaboration with section/branch and Forest Area staff as well as industry stakeholders. The Timber Production Auditor must be able to work efficiently in a changing environment on a number of different projects involving diverse groups of stakeholders. The auditor must be attuned to changes in government policy and how changes will be communicated and incorporated into the practices and procedures for each timber company and Forest Area offices. Decisions on issues require interpretation of legislation, regulations, policies and tenure agreements related to the ability to harvest timber on a sustainable basis. The auditor must be well versed in all areas relating to timber harvesting, timber hauling, timber reporting, timber accounting, land use dispositions, weigh scaling, and all other aspects of timber operations. The auditor must be able to comprehend a vast array of legislation, overlapping tenures, multiple land use plans, complex wood flows between timber companies, timber accounting practices/procedures for operators making different products from different tree species, and internal and external operating practices/procedures.

Direct or indirect impacts of decisions:

Timber production audits ensure, by verification of reported timber volumes, that the Crown is receiving full payment for Crown dues, which can bring in anywhere between 25 and 300 million dollars a year.

## Key Relationships

Major stakeholders and purpose of interactions:

Unit Head, Timber Auditing Unit - daily

Timber Production Auditors - daily, peer-to-peer interaction in a team environment

Department staff (Branch level and Forest Area level) - weekly as required

Auditees - external, forest industry/sector - daily to weekly as required

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Forest Technology or equivalent

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

### Knowledge: Professional/Content Knowledge

- Extensive knowledge of the Forests Act, Timber Management Regulation, Public Lands Act, Forests (Ministerial) Regulation, Scaling Standards of Alberta, SOP's, department policies and branch Directives used for making decisions on timber production reporting and payment procedures.
- Compliance audit protocols and audit procedures used for assisting in the completion of compliance audits.
- Knowledge of how timber flows from the harvest area to the processing plant and the reporting procedures of various timber products such as lumber, OSB, Pulp and Veneer.
- Understanding of the different business practices of the timber mills.
- Knowledge of the Forest Revenue Scaling and Tenure system (FOREST) - for extracting data to be used in production audits.

- Diploma from recognized forest technology school or equivalent.
- Eligibility for registration as a Regulated Forestry Professional in Alberta.
- Valid Scaling permit, valid Class 5 Drivers licence.

#### Skills/Abilities

- Analytical skills required for the use of department database and spreadsheet programs.
- Highly skilled negotiator. Ability to find creative solutions and reach agreement on complex issues.
- Able to provide credible and timely interpretation and direction to field and industry staff on issues relating to the reporting of timber production.

#### Human Relation Skills

- Excellent interpersonal communication skills in dealing with a wide range of individuals from professionals, technical staff, general public and senior management.
- Adaptability and flexibility in dealing with changing workloads and priorities.

### 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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	Proper audit protocols need to be adhered to and aligned with existing department policy and legislation. Strategic level framework needs to be translated into operational delivery of audits.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	Verification of audit results and reported volumes is not always absolute with variation in company reporting methods. Root cause analysis often required to determine source of error(s). Corrective actions resulting from variances required are not always consistent.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> </ul>	Significant stakeholder engagement often required (internal and external) to achieve desired result. Cross-department collaboration as well as cross-sectional discussions are constantly ongoing to determine audit outcomes and

		<ul style="list-style-type: none"> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	compliance.
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	Needs to anticipate potential changes to existing systems (FOREST, GLIMPS) to avoid unintended interruptions to audit delivery. Can identify critical areas in audit program to gain efficiencies and support change management.

### Benchmarks

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

### Assign