

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Wildfire Review and Improvement Lead		Name [REDACTED]	
Position Number [REDACTED]	Reports to Position No., Class & Level [REDACTED]	Division, Branch/Unit Forestry Division, Forest Operations Branch	Ministry Forestry and Parks
Present Class [REDACTED]		Requested Class [REDACTED]	
Dept ID [REDACTED]	Program Code [REDACTED]	Project Code (if applicable) [REDACTED]	

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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Director of Wildfire Response, this position is responsible for providing leadership, oversight, coordination, and professional delivery of the wildfire review and improvement program in Alberta. The position is an expert resource in relation to Wildfire Management policies, standard operating procedures (SOPs), and business rules (BR) including providing specialized expertise to senior Division, Area, and Ministry representatives for the initiation, development, implementation, and interpretation of policies, and SOPs and associated complex issues. This position ensures that wildfire management policies, SOPs, and business rules are clear, concise, available in a timely and convenient manner, and consistent with government and Ministry legislation.

This position also leads the development and delivery of the Internal Review program, whereby operational information received from the Areas and headquarters (including the Alberta Wildfire Coordination Centre (AWCC)) is reviewed and assessed to ensure wildfire management operational activities are consistent, effective, and completed in accordance with policies and SOPs. In addition, this unit supervisor oversees the assessment of wildfire operation information in the Fire Information Resource System (FIRES), including determining requirements to revise associated business rules and request updates to FIRES. This position provides advice and recommendations to senior representatives for complex and emerging internal review issues and is the primary contact with the Office of the Auditor General (OAG) in relation to external operating reviews.

This position operates with a high degree of independence and accountability in an environment which is deals with wildfires and other emergencies. Skills required are extensive, working knowledge of HR and financial practices are required along with deep technical wildfire and policy knowledge is needed. The work conducted by the position directly interacts and influences other cross division and ministry programs development and integration of a consistent, cohesive, and common procedures and protocols around SOP/BRs that impact multiple ministries. The position is required to work with, liaise and report regularly to multiple Directors and Executive Director(s) to provide results of audits and lead review and improvement programs under their authorities and oversight.

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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Wildfire Management policies and SOPs are initiated, developed, implemented, interpreted, and available to division and Area representatives in a timely manner and in accordance with applicable legislation and policies.
 - Provides direction, guidance, specialized expertise, and consultation to division and Area representatives to ensure consistent interpretation and application of wildfire management policies and SOPs.
 - Identifies wildfire management policy and SOP gaps and requirements for clarification or updating based on changes to business practices; develops and revises policies and SOPs in collaboration with division and Area representatives; notifies division and Area representatives as to changes, proposed changes, or rejected changes to wildfire management policies and SOPs.
 - Provides direction to wildfire management course instructors to ensure consistent application of current policies

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- and SOPs in course content.
 - Represents the Review and Improvement at provincial working groups (Operations, Prevention, Finance and Administration, etc.) and development of associated policies and SOPs; chairs or participate on subsidiary task forces as directed by the working groups.
 - Coordinates annual and other updates of the Wildfire Management Policy and SOP manual by leading working groups in the review and updating of policies and SOPs; mediates differences between working groups in relation to policies and SOPs; reviews proposed new policies and SOPs; vets draft manual through working groups for endorsement; and coordinates associated approval processes.
 - Ensures Wildfire Management Policy and SOP manual is uploaded to the internal website and functioning appropriately prior to fire season and staff members are notified as to availability of updated manual and revisions.
2. The Wildfire Management Internal Review program is provided with direction and guidance to ensure the ongoing assessment of detection, pre-suppression, suppression, and prevention program delivery throughout the province to determine consistency, effectiveness, and compliance with wildfire management policies.
- Oversees the development and implementation of the internal review program, including associated operational policies, guidelines, standards, and procedures.
 - Determines internal review items for review and ensures assessments of operational information from Areas and AWCC are completed according to schedules and findings are fully analysed and documented.
 - Reviews reports, results, and recommendations from internal reviews; summarizes and presents internal review program results to senior division and Area representatives; and reviews and distributes internal review results from other units to senior representatives.
 - Develops and promotes adoption of recommendations to improve or change operational delivery of wildfire management programs to enhance consistency, effectiveness, and compliance with policies and SOPs.
 - Liaises with the OAG relating to the Internal Review program and responds to questions and recommendations, including leading development of associated enhancements to the Internal Review program.
3. The assessment and evaluation of operational information entered into FIRES is provided with direction and guidance to ensure consistency with established business rules and responsiveness to the expectations of the OAG.
- Oversees assessment of operational data entered into FIRES by division and Area representatives, ensuring issues and discrepancies relating to consistency of data with policies, SOPs, and business rules are identified.
 - Reviews and determines appropriateness of recommendations for revised or additional business rules and coordinates development of updated or new business rules, including consulting with division and Area representatives, preparing drafts, and ensuring final approvals.
 - Chairs task force, initiates change requests, and provides business direction to the Wildfire Applications group to support ongoing development and enhancement of FIRES.
 - Supervises provision of day-to-day guidance to division and Area representatives as to the application of business rules and associated data entry activities and oversees development and delivery of training course and information material relating to the recording of wildfire and prevention data in FIRES.
 - Coordinates input and responses to enquiries and clarifies information for the OAG in relation to external operational reviews.
4. The directors of the branch are also supported in achieving the mandate and goals of the branch, division, and Ministry through the review and improvement processes.
- Develops responses to action requests, briefing notes, input to business plans and reports, and ministerial correspondence; collaborates with other staff members to collect information and complete background materials to ensure responses and documents appropriately address issues and requirements.
 - Establishes and maintains effective working relationships with Ministry, government, client and stakeholder representatives; collaborates with Ministry staff to ensure coordination of efforts and integration of functions.
 - Performs other roles as designated by the director.
5. Participate on Incident Management Teams in order to suppress and contain wildfires in the province of Alberta or in other jurisdictions while on export.

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- Maintain certification and perform in one of the roles on an Incident Management Team.
 - Participate in other wildfire positions that support wildfire response.
6. Support the Alberta Wildfire Coordination Center during the wildfire season.
- A number of rostered and other support positions need to be filled during the season based on availability.
7. Support the branch in ensuring wildfire management forms and manuals are reviewed and updated yearly.
- Ensure respective groups review manuals and forms associated to the group.
 - Ensure updates are posted to internal web for staff to reference.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The highly specialized expertise provided by this position in relation to wildfire management policies and SOPs supports legislative, regulatory and policy development and strategic and operational decisions pertaining to provincial wildfire management programs. As a provincial specialist regarding the initiation, development, implementation, interpretation, and internal review of policies and SOPs, the positions directly impacts the effectiveness, appropriateness, and consistency with which wildfire detection, pre-suppression, suppression, and prevention programs are delivered. This position also serves as a provincial specialist in relation to the assessment of operational data into FIRES and provides leadership for changes to wildfire management business rules to ensure the integrity of FIRES and compliance with policies and SOPs.

This position functions in an environment of complex issues, relationships, and perspectives. The position must be able to establish effective working relationships with division, Ministry, government, and stakeholder representatives to ensure effective delivery of provincial wildfire management programs. These relationships are imperative to achieve performance measures and outcomes for the branch, division and Areas. In addition, this position has a key role in developing, interpreting, and clarifying policies, SOPs and business rules and supporting associated information and knowledge transfer to division and Area staff members.

The Review and Improvement Lead demonstrates creativity and superior technical knowledge when developing policies and SOPs, problem solving, providing guidance to staff members and division and Area representatives, and developing innovative and efficient solutions and improvements to areas of accountability. Superior communication skills are required to work effectively with diverse clients, partners and stakeholders possessing a wide spectrum of knowledge in relation to the wildfire management program and associated policies, SOPs, and activities.

This position works within the parameters of established legislation, regulations, and policies, with considerable independence in terms of determining priorities and managing activities. The requirement for leadership and collaboration is considerable as the work involves leading and participating in multi-functional teams and functioning in a matrix organization with associated complexities relating to communication, accountability and authority structures.

Work is reviewed for quality of expertise and consultation provided to division and Area representatives and stakeholders; appropriateness of decisions; and congruence of outcomes with legislation, policies, and business plan and program goals. Initiatives and projects are normally only reviewed at major milestones and upon completion. Decisions involving major deviations from established policies and standards and issues of a highly sensitive or political nature are discussed with the manager, directors and other senior Ministry representatives as appropriate.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, 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 12-14](#)).

Natural resource management experience, supervisory and/or academic background is preferred. Experience in policy or procedures development, wildfire or emergency management and a demonstrated ability in preparing high level correspondence is also preferred.

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- Degree in a related field (business or marketing, policy, legal, environmental and/or natural sciences), plus six years related experience or a diploma with eight years related experience.
- Senior supervisory experience in business or corporate services, natural resource management and/or wildfire or emergency management, and review and audit processes.
- Supervisory experience and experience/knowledge of hiring practices in seasonal programs are considered an asset
- The position requires a robust, high-level knowledge and understanding of wildfire procedures and operations.

Knowledge:

- Expert knowledge of applicable ministry processes for the development, review, and approval of wildfire management policies, SOPs, and legislation including legislation and regulations that govern the ministries of Forestry and Parks and Environment and Protected Areas.
- Comprehensive knowledge and understanding of the provincial legislative processes, including excellent knowledge of government's role, structure, policies and procedures, particularly those related to review and improvement, auditing, policy formation and legislation development.
- Knowledge of strategical and business planning across the ministry, division, branch and prevention section.
- Knowledge of applicable business services and process including contract and grant processes.
- Knowledge of strategic planning, business, legislative, and policy development process.
- Comprehensive knowledge of legal precedents, practices, interpretations, and interface of related legislation.
- Wildfire technical program knowledge such as fire detection, prevention, pre-suppression, suppression, air operations activities and operational delivery, wildfire behaviour and wildfire management theories, principles, practises, and issues.

Skills:

- Excellent interpersonal skills, relationship management and communication skills, including the ability to consult and negotiate, including communicating directions that may be in conflict with other's goals.
- Excellent analytical and critical thinking skills with the ability to analyze information and risks.
- Demonstrated background in leadership, collaborative thinking, problem solving and a proven background in managing complex relationships with differing accountabilities.

Abilities

- Leadership and influencing skills, including ability to promote innovation, build consensus, and motivate others to accept and follow wildfire management policies.
- Consultation and interpersonal skills, including ability to function as an expert resource and educate others at all levels in the organization.
- Professional judgment and decision-making skills, including ability to represent the division and Ministry to partners and stakeholders and anticipate, identify, clarify, and assess critical issues and urgent situations and develop and implement appropriate decisions and actions specific to review, improvement and SOP/BR.
- Ability to deal tactfully and confidentially with sensitive political issues.
- Ability to interpret legislation, legal opinions, business plan and develop outcomes to support the GOA goals.
- Ability to determine appropriate approach and practice to utilize in order to achieve results.
- Ability to analyze data and suggest appropriate action to develop recommendations for or develop policy, standard operating procedures and/or legislation amendment.
- This position requires very strong written and verbal communication skills, with a demonstrated background in leadership, collaborative thinking, problem solving and a proven background in managing complex relationships with differing accountabilities.
- This includes establishing contacts and building relationships with partners and stakeholders.

This position routinely provides background, analysis, advice and recommendations to division directors and executive in regards to wildfire reviews and SOP/BR review and development. The ability to provide clear, concise and reliable verbal and written communications is a must.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The position leads the review and improvement program and must liaise directly with the Wildfire Operations Committee, the Wildfire Prevention Group, the Forest Area Managers, Managers and Directors in Headquarters, and the Assistant Deputy Minister. Findings from audits are reported and signed off by Executive Directors and the Assistant Deputy Minister. The audits are also subject to review by the Office of the Auditor General (OAG). SOP/BRs are signed off by the Executive Directors and Assistant Deputy Minister.

Internal GOA Contacts

- Forestry Division Executive Team, Directors, Senior Managers, senior program leads and support staff
- Senior Managers for Forestry, Corporate, Leg/Policy Services, Planning and Innovation
- Environment and Protected Area Operational Services Branch
- Parks Division
- Service Alberta – Provincial Radio Control Centre (PRCC)

Purpose (internal)

- Provide leadership and strategic direction regarding wildfire audits, reviews and improvement, prevention, wildfire policy, within the department's senior management teams
- Provide support and advice toward attainment of department strategic and business plan goals
- Consultation input and information transfer
- Resolution of complex inter-division and inter-ministry issues

External Contacts

- Industry – Forest and other natural resource industry
- Federal, Provincial / Territorial Governments – wildfire agencies
- Municipal Governments and Agencies
- Recreational Organizations and ENGOS
- Public

Purpose (external)

- Support and lead complex external engagements, and relationships around wildfire program SOP/BR, prevention and wildfire policy issues
- Creating relationship and building partnerships with stakeholders
- To provide improvement and auditing to wildfire programs so they are continuously improving and have strong policies and procedures in place to respond to wildfires to protect Albertans

This role is also often requested to support new projects and initiatives and therefore needs to be able to work collaboratively with new and existing stakeholders as required.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

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.

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 (see Writing Guide [Page 16](#))

Incumbent

Date

Manager
