

## Update

Ministry

Environment and Protected Areas

## Describe: Basic Job Details

## Position

Position ID

Position Name

Environmental Mgmt Specialist

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

Vacant

## Organizational Structure

Division, Branch/Unit

Resource Stewardship, AWS/RM

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

Sr.Mgr,A&amp;WResourceMgmt-South

Senior Manager (Zone 1)

## Design: Identify Job Duties and Value

## Changes Since Last Reviewed

Date yyyy-mm-dd

2024-11-04

Responsibilities Added:

None - updating to move onto most recent form with 1GX coding

Responsibilities Removed:

None

## Job Purpose and Organizational Context

Why the job exists:

This position leads the program implementation of management actions as part of the GoA's air and water environmental management frameworks for the South Saskatchewan Region. Responsibilities include: coordinating the implementation of management actions, supporting analysis to inform the development of management actions, analysis of prioritization of management actions, analysis of best processes to implement management actions, coordinating processes to incorporate cumulative effects management into approvals decision-making processes or policies, stakeholder engagement, communications

and reporting This position also supports the development of regional and sub-regional plans and frameworks (and respective updates). Excellent technical, group management, project management, interpersonal, and communication skills are needed to manage the work of various working groups, sub-teams and stakeholder forums (comprised of senior representatives from industry, regional municipalities, utilities, airsheds, watershed alliances, industrial associations, various Alberta Environment and Parks branches and provincial departments and, as required, federal agencies).

This is a permanent position. The position may be applied to air, water, or other environmental management framework portfolios (or sub-regional plans) depending on work priorities and needs. The focus of the position and individual workplans will be developed based on work needs and will be identified by the supervisor in alignment with this job description.

The incumbent works with Subject Matter Experts and reports to the Senior Manager, Air and Watershed Resource Management to ensure:

- priority issues related to the implementation of the environmental management frameworks and plans are actioned
- environmental outcomes as set out in frameworks are achieved
- any framework integration into approvals is designed through operational programs and clearly documented
- the status, issues, and risks of the cumulative effects management program are managed and clearly documented
- plans and established deadlines/milestones are met

The position will coordinate several complex implementation plans and associated multi-stakeholder forums.

## Responsibilities

The position responsibilities are:

- Conduct and work with subject matter experts (SME) on technical analysis that supports identification, the prioritization and implementation of management actions, for delivery of environmental outcomes.
- Lead and deliver the project management phases necessary to implement the South Saskatchewan Region environmental management frameworks and achieve respective goals. Includes specific deliverables, dependencies, personnel and timelines for execution.
- Provide project management oversight and support to working groups, sub-teams, stakeholder forums and consultants to assist in their implementation activities.
- Lead integration activities including alignment across media (air, water, land, etc.), AEP Divisions, stakeholders, and at times Integrated Resource Management System (IRMS) partners.
- Coordinate processes to incorporate cumulative effects management into approvals decision-making processes or policies,
- Coordinate reporting (with respective SME's) and the GOA publication process (branding, communications, etc.) for relevant communications materials

## Problem Solving

Typical problems solved:

The position responsibilities are:

- Conduct and work with subject matter experts (SME) on technical analysis that supports identification, the prioritization and implementation of management actions, for delivery of environmental outcomes.
- Lead and deliver the project management phases necessary to implement the South Saskatchewan Region environmental management frameworks and achieve respective goals. Includes specific deliverables, dependencies, personnel and timelines for execution.
- Provide project management oversight and support to working groups, sub-teams, stakeholder forums and consultants to assist in their implementation activities.
- Lead integration activities including alignment across media (air, water, land, etc.), AEP Divisions, stakeholders, and at times Integrated Resource Management System (IRMS) partners.
- Coordinate processes to incorporate cumulative effects management into approvals decision-making processes or policies,
- Coordinate reporting (with respective SME's) and the GOA publication process (branding, communications, etc.) for relevant communications materials

Types of guidance available for problem solving:

Support from Manager, colleagues in Resource Management

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

- Deputy Minister and Executive - briefings on issues of concern, advice on issues management
- Executive Sponsor - progress reporting and project management, briefing on issues of concern
- Directors & Managers - project execution and reporting, advice on issues
- South Saskatchewan Region project teams - project execution and management, reporting
- Technical & professional staff (SME) - daily - project execution and management
- Communications - infrequently, announcements and issues management

### External

- Minister - as required for briefings
- Other Departments - progress reporting, project design
- Regional municipalities - Elected councillors and senior officials - water and air framework implementation, project management
- Federal officials - water and air framework implementation - project management
- Industry - senior officials in existing and emerging industry- air and water framework implementation, project management, progress reporting
- Airshed and watershed groups - Executive Directors, Board Members and committee representatives - progress reporting, project management

## Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Science

2nd Major/Minor if applicable

Designation

If other, specify:

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

-Knowledge of air and water quality issues and management, guidelines and broader environmental management.  
-Ability to apply that knowledge and understanding to develop operational programs and work with air quality and water quality management specialists, approvals engineers, and stakeholders with technical expertise.  
-Specialized knowledge and an in depth understanding of project management tools, techniques and how they can be applied for superior performance and results. Extensive experience and skill in application of tools for full spectrum of activities from project design, governance and initiation through management of priorities, tasks, deliverables and stakeholder engagement to project completion and closure.  
-Good understanding of risk analysis and tools for evaluation. Knowledge of systems thinking and sustainable behavior change theories.  
-Broad contextual understanding of the role and practices of the Alberta provincial and municipal governments. Specific knowledge of Environment and Parks' mandate and responsibilities and those of its partners.  
-Understanding of the policy development and decision-making processes of the Government of Alberta

## Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues:	

		<ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <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>	
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: <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>	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <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</li> </ul>	

		good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	
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**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.

Vacant

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
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

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DM Name

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Date yyyy-mm-dd

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DM Signature