

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

Working Title Agrologist Team Lead		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Integrated Lands Division/ North Region	Ministry Forestry and Parks
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

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 Lands Manager, this senior position is responsible for the development, delivery, and oversight of a broad range of programs in their respective region; programs which include, but are not limited to, the Rangeland Management, Forest Reserve and Provincial Grazing programs. The Rangeland Team Lead will be tasked with providing advice, leadership, facilitation, evaluation, planning, as well as analysis and interpretation of policies, programs and business solutions for their area. This will also include providing leadership and supervision to a diverse team of technical and professional staff that are responsible for the delivery of regional approvals and monitoring programs. The Team Lead will be expected to manage high profile and complex files while ensuring that the team is delivering on outcomes within the given guidelines and timeframes.

The Agrologist Team Lead provides leadership and direction to various direct reports comprised of Rangeland Agrologists, PGR Agrologists, and support staff in order to successfully deliver on approvals, licensing, permitting, disposition management and monitoring for all activities designated under the Public Lands Act, Forest Reserve Act, Parks Act as well as Heritage Rangelands designated under WAERNAHR. These approvals are required to ensure proposed activities that could cause an adverse impact on the environment, resources values and stakeholders are reviewed and approved with appropriate terms and conditions. Within this regulatory framework, the Agrologist Team Lead is responsible for:

- Implementing Provincial and Regional policies, procedures, directives and/or guidelines,
- Representing the Department and Region in defense of actions and decisions made within this program,
- Implementing procedures developed by the management team to ensure the integration of forest, water, range, land, environmental practices and strategic higher level plans in program approvals,
- Developing and approving rangeland plans, short term renewals, PGR contracts and expenditures as per the delegated authority and supporting policy,
- Implementing programs to monitor disposition holders in respects to the issued disposition agreement,
- Taking the lease role under the Recreation Access Regulation and coach Rangeland and PGR Agrologists in dealing with recreational access under the Public Lands Act and associated regulations to address disputes regarding recreational access and exploration access geophysical activities on agricultural leases and PGRs,
- Participating on or leading departmental and regional teams as directed on projects supporting operations or provincial initiatives.
- Supervising direct reports to ensure consistency on all approvals and monitoring programs, while providing adequate training and mentorship to staff.
- Taking a lead role under the Land Acquisition program and development of associated management plans
- Working alongside other Ministries (TPR) in delivery of Rangeland management programs designated under WAERNAHR
- Providing specialized advice to Regional and Department staff including Forestry, Lands and WA/EPEA team leads, the Compliance Section, Resource Management Section, Operations Business Section, Policy Division, Integrated Resource Management Planning Division, Forestry and Emergency Response Division as well as external groups such as agricultural clientele, industry representatives, municipalities, various stakeholder groups, other government departments and the public.

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](#)).

The Agrologist Team Lead supports the overall GoA and Ministry mandate and direction regarding the consistent and timely delivery of the Rangeland Management, Forest Reserve and Provincial Grazing Reserve programs through leadership and supervision of direct reports tasked with the delivery of the regional approvals and monitoring programs. This is accomplished by:

Managing and administering program approvals, dispositions, within specific timelines with a consistent application of legislation and departmental policy:

1. The Team Lead will be responsible to see that accurate, comprehensive and enforceable approvals are developed for the projects assigned to the team. These approvals must have appropriate linkages to Legislation, Standards, Directives, Integrated Resource Plans, access management plans, and LUF Regional Plans and a high level of consistency to those prepared throughout the province.
2. Provide clarity of staff roles and responsibilities;
3. The development of succession planning strategies are for all staff and high risk positions;
4. Identifying and addressing workload pressures emerging from vacant positions;
5. Work with the Business Support staff to ensure administrative support is available to meet approval program requirements;
6. Positive recognition is given and development opportunities are regularly discussed with all approvals staff;
7. Resolving and escalating staff related issues in a timely fashion;
8. Encouraging and supporting staff to demonstrate valued behaviours, resilience, capability, and effective communication in a variety of situations.
9. Issues are managed and regional managers are informed of issues via Ministerial action requests and briefings.
10. The Team Lead shall report to the Approvals Manager, in a timely manner, any approval applications or issues that may have significant implications to the Region and Department on government policy, manpower or other sensitive characteristics.
11. Work with staff and Regional Compliance Section staff to enable effective, defensible and provincially consistent compliance actions in respects to program approvals and monitoring.
12. Work with provincial staff to ensure the effective and consistent operation of the PGR program.
13. Review work procedures, systems, standards and priorities for each area of responsibility and continually seek to evaluate and make recommendations to the Approvals Manager for the improvement of current structure, policies and procedures.
14. Oversee regional delivery of the Provincial Grazing Reserve Program including:
 - Management of the annual grazing allotment process including review of allotment policy ensuring fairness to patrons while balancing the interests of both the department and PGR association,
 - Present annual reports to the PGR annual and allotment meetings and to speak at the meetings to issues that the associations may have and to follow up with concerns that are brought up.
 - Co-ordinate the PGR resource audit requirements
 - Co-ordinate and oversee the Weed inventory, control and budget allocation for the program within the region
 - Oversee and administer contracts for multiple use projects on PGR which may include the drafting of contracts and identifying bidding criteria.
 - Identify funding opportunities to promote grazing and multiple use projects and allocate amongst the PGRs within the region.
 - Develop and complete Grazing/Farming Agreements with the individual Associations as a tool to ensure government's assets are maintained and protected for the benefit of all Albertans.
 - Facilitate PGR Association discussions in the development of by-laws for their associations.
 - Provide direction to the PGR Agrologist and Administrative Support staff regarding issues and conflicts that arise and provide direction.
 - Work with other agencies to review proposals and provide opportunities to conduct research on PGR lands.
 - Develop good working relationships with the executive and or Board of Directors of the individual PGR associations.
15. Alleviate access conflicts and facilitate disputes (primarily recreation, oil & gas) through communication and mitigation of affected users to facilitate integrated use of the grazing reserve area.
16. Seeking out opportunities and facilitating linkages in order to achieve sound, integrated approvals:
17. Develop strategies and tools for the efficient approval of applications ensuring aspects of forestry, range, lands, water and environmental factors have been considered and principles of Integrated Land Management applied.
18. Proper referrals to other agencies, divisions and affected stakeholders have been facilitated to seek input to departmental approvals.
19. Facilitate resolution discussions around complaints, inquiries, statements of concern or appeals and conflicting uses of

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public land or natural resources that arise as a result of approval applications or approval issuance.

20. Communicate professionally and effectively with a wide range of internal and external clients in order to convey pertinent departmental information on ESRD policies, procedures and legislation as it relates to approvals issued by the department.

Supervising direct reports, ensuring staff are competent and knowledgeable in delivering a consistent, efficient, client service-orientated approvals program:

1. Ensures that direct reports complete performance agreements that align with business plan and regional goals and include career and learning goals;
2. Direct reports are following the Departmental business plan and regional goals as identified within their performance agreements;
3. Direct reports are trained in the appropriate field and are following all administrative, human resource and OH&S procedures;
4. Ensuring timely, defensible, and credible regulatory approval decisions are made in a manner that supports sustainable environmental outcomes;
5. Approval decisions are consistent with departmental and regional policies, procedures, and legislation;
6. Approval applications are processed within the expected timeline parameters;
7. Resource management aspects are incorporated into approval decisions and proper referrals has occurred to ensure the appropriate stakeholder and public input is solicited and considered prior to the decision; Consultation with First Nations is completed where appropriate;
8. Appropriate site visits and monitoring occurs to support the approval decisions and any identified non-compliant activities are forwarded to the Compliance group for assessment and resolution;
9. Effective communication with other regions occurs to ensure consistency in applying policy, procedures and legislation;
10. Provide staff with appropriate direction, communication, and supervision and input to managements regular and ongoing review of staff performance;
11. Ensuring appropriate staff and equipment resources are assigned to meet program expectations and support cross-government/agency initiatives;
12. The promotion of a safety culture and awareness that is incorporated in the execution of the work performed by the regional approvals staff;
13. Foster an environment of creativity, innovation, professionalism and integrity among staff to ensure excellence in service delivery in meeting the promotion of creating a culture of Reaching Our Full Potential;
14. Encourage and support staff to demonstrate valued behaviors, resilience, capability, and effective communication in a variety of situations;
15. Track and report to their manager on how the Team is performing. The Team Lead shall also report to the manager, in a timely manner, on any projects or issues that may have significant implications to the Region and Department or related to Government policy, manpower, or other sensitive items;
16. Ensure that the Region has effective participation in the province wide virtual teams, conference calls, in house seminars, and other training opportunities;
17. Ensure team members participate in ongoing safety awareness and training and complete new staff orientation upon commencement.

Implementing the monitoring of rangeland dispositions and vacant public land activities to ensure the sustainability of public resources for other users:

1. Lead the development and communication of district work plans for the implementation of monitoring operations, in respects to rangeland dispositions, agricultural operations and the Provincial Grazing Reserve program.
2. Work with Regional Compliance Section staff to enable effective and defensible compliance actions in respects to program approvals.
3. Supervise and mentor staff to ensure inspections and disposition management direction is accurate, effective, and consistent and the delivery of the PGR program to ensure it is delivered effectively and consistently provincially.

Ensuring the approval team aligns with and supports the Ministry, divisional and regional business and strategic plans and Ministry/GOA initiatives through:

1. Supporting provincial process and initiatives by participating on working groups and committees for policy or procedural development to ensure consistency at a regional and provincial level.
2. Effectively communicating and providing advice to regional management of issues and providing mitigating strategies;
3. Ensuring continuous improvement initiatives are supported and resourced;

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4. Providing timely responses, communication and information sharing with the public and stakeholders;
5. Recommend solutions based on technical/science, legislation, policies, and sustainable environmental outcomes.
6. Assisting in the development of provincial policy as well as ensuring standardization of policy between associated Divisions;
7. Provide input, advice and assistance with the development of the Regional Integrated Resource Management (IRM) Strategy.
8. Respond to briefing note requests and appeals to provide expert advice and pertinent information;
9. Actively participate in wildfire suppression activities according to certification level;
10. Actively participating and contributing to regional and department environmental education and outreach initiatives.

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 position is accountable for supervising a diverse team of technical and professional staff in their delivery of approvals within the Region. Strong leadership skills are needed to direct the diversity of team members and to use staff effectively for addressing individual stakeholders issues in relation to range management conflicts arising from competing oil and gas industries and recreational users. Also, the assessment and sale of public land fall under constant scrutiny of departmental processes and the viewing public. The position:

- Is responsible for managing workload and assignments of direct reports.
- Interacts with a large and diverse clientele.
- Is aware that users and environments may be impacted by decisions granted by the department.
- Will have freedom to manage the activities of the team members to fulfill the requirements and objectives of the team.
- Decisions and recommendations are typically complex and require weighing the concerns of multiple stakeholders and balancing their needs with appropriate environmental management.
- Ensures the effective delivery of the PGR program involving a number of grazing patrons managed by an established association, while balancing the needs of multi-stakeholders and maintaining the goals of the department.

Impact

- Failure to adequately consider the various conditions under which activities can occur, may result in unnecessary negative impact to the environment, and at a local level, compromise the quality and sustainability of air, land, vegetation and water.
- Failure to ensure consistency of application of legislation and policy in the review, approval and monitoring of activities that affect the environment places the Department in a defensive stance forcing them to react to issues, as they arise, not the preferred strategic, proactive position of consistent, efficient, and effective delivery of services.
- Failure to provide timely review of applications and failure to impose reasonable operating conditions can directly impact a wide range of clients. Decisions made can affect the overall costs and delivery of a client's program/business.
- Failure to deliver on the PGR program will affect a large number of patrons and multi-users, put at risk a large investment of tax-payers dollars which will result in a political response around inadequate delivery.

Complexity and Creativity

- This position services a large geographic area, and may supervise staff operating out of more than one office location.
- This position deals with many associations and councils that change on an ongoing basis, meaning the establishment of relationships and continuing these are a significant workload and require the ability to network, facilitate and address the needs of the group while managing legal constraints in respects to the environmental and sensitivities of the land.
- This position is required to seek creative solutions aimed at integrating and streamlining existing workload, initiating
- innovative processes, which create financial or temporal efficiencies, and finding ways to do more with less, while still delivering good client service.
- All recommendations to the statutory decision maker require careful consideration of the impact on other environmental, social, and economic values – rarely is any decision or activity 'routine'. To strive towards

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integration and environmental protection, each recommendation for decision must be carefully weighed against its effect on other users: forest, land, water, fish and wildlife, commercial users, recreationalists, general public, the Government, the effect on a community and its wellbeing.

- Provincial Grazing Reserves receive provincial and at times federal funding initiating contracts for infrastructure replacement or range improvements.
- Considerable political sensitivity and know how needs to be exercised since the potential of dealing directly with local MLA's and municipal governments on issues is a reality.
- Knowledge of the Department business plan, Regional Services goals and the regions Operational Plan is necessary to effectively manage staff and program delivery such that outcomes are positive, achievements are documented and staff development occurs. This requires knowledge of human resource management concepts, principles, and development tools.
- Strategic ability to use team member skills to develop creative approaches for resolution of environmental issues, development of appropriate approvals, and provide valued input into standard development and new regulatory initiatives.
- Effective interpersonal and conflict resolution skills to manage issues between various parties.
- The ability to act on behalf of the District and Regional Approval Managers during periods of their absence.

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](#)).

The position requires theoretical knowledge obtained through formal post-secondary education. A degree in a related Natural Resources or Environmental Sciences field such as Agrology, Forestry, or Natural Resource Management supplemented by a minimum of six years of progressively responsible field experience in range or environmental regulatory management. Eligibility for membership in the Alberta Institute of Agrologists is preferred.

The position also requires a knowledge and understanding of a variety of areas that potentially interact and need to be integrated in order to meet business needs and Ministry mandates. This will include an understanding of the following and how they relate to range management and the breadth of programs and roles associated with this:

- GoA and ministry mandate, business goals and objectives.
- Applicable legislation, regulations, frameworks and guidelines (i.e.: Environmental Protection and Enhancement Act, Water Act, Mines and Minerals Act, Public Lands Act and Forests Act) and related administrative procedures applicable to the delivery of the Rangeland Management, Forest Reserve and Provincial Grazing Reserve programs.
- Technical knowledge regarding range management, soil conservation, plant ecology, pasture rejuvenation and related agricultural principles, range resource use, conservation practises and sound knowledge of the agriculture industry, local ranching and farming methodology.
- Ability to operate ATVs and 4x4 trucks in an off-highway capacity and navigate the area by aircraft to conduct monitoring or inspection.
- In-depth understanding of integration principles and the impacts of industrial, commercial, recreational and other uses on the rangeland resource combined with a sound knowledge of minimum disturbance techniques and restoration principles to reduce the footprint of industry on rangeland.
- GoA and ministry decision-making processes and applicable directives and policies.
- Strategic thinking and planning with the ability to translate strategy into business and operational plans.
- Issues management, risk management and change management principles, methodologies and processes.

The position requires the following competencies:

- Strong leadership skills to guide a broad range of staff and skillsets in a politically sensitive and diverse environment.
- Strong project management skills to handle multiple priorities and various program projects.
- Strong interpersonal and communication skills with the ability to mentor, motivate, and accurately identify developmental needs and training opportunities for staff.
- Models the Way (sets a personal example of what is expected from others; follows through on promises and commitments; sets achievable goals, makes concrete plans and establishes measurable milestones for projects and programs)
- Effective communication, conflict resolution and facilitation skills to promote collaborative and integrated solutions.

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- Enables Others to Act (actively listens to diverse points of view; supports decisions that others make on their own; gives others freedom and choice in deciding how to do their work; ensures staff grow in their jobs by learning new skills and developing themselves)
- Effective problem solving and resource management skills in working with multiple stakeholders including the public.
- Ability to work cooperatively and productively with others to achieve agreed upon goals.
- Build effective relationships and actively encourages a supportive team culture and encourages the free exchange of information and ideas.
- Undertakes appropriate research and investigation of issues and draws on experiences of self and others to provide recommendations to decision makers.
- Effectively coordinates priorities, tasks and resources to achieve work outcomes and is flexible and adaptable to changing circumstances.
- Actively seeks opportunities to contribute to positive outcomes for clients, stakeholders, staff and colleagues.
- Generates ideas for improvement.

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

Communicate professionally and effectively with a wide range of internal and external clients, including stakeholders such as direct reports, departmental staff, Forest Management Agreement holders, oil & gas, sand and gravel, utility industry representatives, contractors, geophysical exploration contractors, commercial recreation operators, trappers, First Nations people, grazing lessees, PGR Associations, professional consultants, municipalities, local and provincial government agencies, conservation groups, special interest or user groups, and the general public in order to convey pertinent departmental information on policies, procedures and application of legislation and to assist in issues resolution. A high degree of professionalism must be maintained during contacts with external groups/agencies/individuals during meetings, workshops, seminars, and conferences.

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

This position supervises professional staff as defined below with the possibility of technical and support staff as required:
Agrologists – AG2 – AG 1: This would include both the Rangeland Agrologist and the PGR Agrologist.

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](#)).

Updated job description reflecting the merger of two departments and the amalgamation of regional program areas which requires broader leadership and knowledge to effectively manage a variety of staff and develop/monitor broad programs in their regions.

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

_____	_____	_____
Name	Signature	Date

Manager

_____	_____	_____
Name	Signature	Date

Director/ADM

_____	_____	_____
Name	Signature	Date