

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Prov Forestry Inv

Requested Class

Natural Resources 9

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

Forestry Division/FOB/Wildfire Prevention

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Senior Provincial Forestry Investigator position leads complex investigations into forestry related offenses under the umbrella of the forest management compliance program. Reporting to the Director of Wildfire Prevention and Investigations, and working closely with the Forest Operations Section, the Senior Provincial Forestry Investigator is responsible to coordinate and lead investigation into contraventions of the *Forests Act* across the province. The position also provides formal support and subject-matter expertise for investigations undertaken pursuant to the *Forest Prairie and Protection Act*.

Operating with significant autonomy and recognized subject-matter expertise, the incumbent leads and coordinates complex investigations that may result in judicial or quasi-judicial outcomes, including administrative penalties, civil litigation, and regulatory prosecutions.

Investigations are often high-profile, politically sensitive, and multifaceted, involving strategic decision-making, economic benefit analysis, inter-jurisdictional collaboration, and enforcement of select, relevant, provincial and possibly federal statutes.

The position plays a key role in shaping and delivering on the departments compliance frameworks by supporting the development of operational policy, standard operating procedures, and investigative training programs. It serves as the lead investigator on major case files, provides expert advisory support to regional field staff and senior leadership, and ensures the application of best practices in enforcement and evidentiary

standards that withstand legal scrutiny.

This position holds Peace Officer appointment and is integral to protecting Alberta's forested communities and timber resources. It works in close collaboration with Alberta Justice, Public Safety and Emergency Services, police agencies, Crown Prosecutors, and other external law enforcement and regulatory bodies. It may be required to act in a leadership capacity supporting the provincial wildfire investigations unit.

Responsibilities

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

Conduct and Lead Complex Investigations (Forest Management and Wildfire)

- Receive, assess, prioritize, and conduct investigations related to Forest management non-compliance. Investigations originate from public complaints, divisional referrals, and operational monitoring programs (e.g., Forest Operations Monitoring Program).
- During wildfire season, provide supporting capacity to the wildfire investigations unit, assisting with wildfire investigations across the province.
- Conduct multifaceted investigations under legislation such as the Forests Act, Forest and Prairie Protection Act, Public Lands Act, and Environmental Protection and Enhancement Act.
- Lead major case investigations involving command triangle roles (Team Commander, Primary Investigator, File Manager) as required.
- Apply advanced investigative techniques, including evidence collection and preservation, legal sampling, GIS-based scene analysis, judicial authorizations, and advanced interviewing.
- Determine contraventions and analyze whether economic benefit or receipt of proceeds was derived, informing enforcement outcomes.
- Appear in court or administrative hearings as a Crown witness and assist prosecutors in judicial processes.
- Track compliance with creative sentencing orders where applicable, investigate breaches, and ensure court-directed outcomes are achieved.

Facilitate regulatory action, relating to legislation, policy and procedures to provide professional and accurate information to the court and administrative penalty processes.

- Administrative Penalties:
 - Prepare the administrative documents (summary of relevant facts and preliminary assessment of administrative penalty including,
 - Attend the due process meeting, as required,
 - Complete a director's record and provide written/verbal testimony to the or the Court, if the decision of the statutory decision-maker is appealed.
- Prosecutions (Regulatory and Criminal):
 - Prepare court documents (court briefs, prosecutor's information sheets, informations, investigation reports, etc),
 - Prepare witnesses, evidence and investigation reports for court processes,
 - Act as a Crown witness and act as a liaison between the Crown and other witnesses; assist Crown Prosecutor during court appearances,

- Liaise with other regulatory agencies and Crown Prosecutor,
- Civil litigation:
 - Prepare investigation packages supporting recovery of fire suppression costs from responsible parties
 - Appear at discovery hearings, trials, and other legal venues to provide evidence when required
 - Liaise with Alberta Justice and outside counsel throughout the civil process
- When assisting with wildfire investigations, provide expert opinion evidence regarding the causes of wildfires proceeding through judicial and quasi-judicial proceedings
- Issue violation tickets, written warnings, or enforcement orders such as Orders to Reduce or Remove a Fire Hazard (OTRs).

Collaborate and participate in partnerships as an investigation and enforcement specialist within the department and with external environmental enforcement agencies (provincial, national, or international).

- Provide guidance and direction to division staff on incidents and the compliance and enforcement process,
- Act as a resource for all division staff, by sharing knowledge and expertise through mentoring and coaching on investigative policy and procedures,
- Consult on investigative techniques and act as a general resource for other investigators and compliance staff,
- Participate in legislative policy and program task teams to enhance compliance practices and procedures and provide feedback as requested,
- Work cooperatively with other provincial, municipal, and federal government agencies to coordinate investigations and enforcement responses, when appropriate, through the intergovernmental and inter-agency agreements in place to support coordination and to reduce duplication of efforts,
- Enhance Forestry Division compliance programs through consultation with regulatory agencies, Alberta Justice, and other government bodies involved in civil, criminal, and administrative enforcement of environmental laws. This provides an integrated and coordinated approach of technical, legal and investigatory resources for effective investigations and enforcement.

Assist in the development and preparation of policy and operations procedures on investigations/ enforcement and participate in the development of compliance policies and procedures by providing expertise and advice..

- Participate in ongoing reviews of regulatory requirements, policy and authorizations to ensure that legislative and authorization requirements are co-coordinated and do not conflict when more than one piece of legislation regulates an activity or operation,
- Document, report and recommend suggested improvements and corrections to legislation (including regulations and codes of practice). Recommend and revise internal policies and guidelines to assist compliance staff,
- Participate with external enforcement agencies including police, and other Provincial/ Federal/

International agencies to research and remain current with best practices in environmental and applicable case law,

- This position may be assigned to lead or participate in provincial working groups to implement policy and procedural changes for investigations that result in prosecutions and administrative penalties.

Training

- Deliver training programs for new and existing department staff, including field based Forest Officers, entry-level and seasonal personnel.
- Develop instructional materials aligned with NFPA 921/1033, CIFFC/NWCG standards, and internal SOPs.
- Engage in delivery of inter-agency training investigation initiatives (Municipal, Provincial and Federal partners)

Problem Solving

Typical problems solved:

The position must collect and analyze information from varied and numerous sources to determine compliance, resolve problems, and make recommendations during various stages of an investigation and enforcement outcome. This may involve interpreting anecdotal and technical information provided by the stakeholder. Stakeholder attitudes range from professional, open-minded and unbiased to unreceptive, confrontational, emotionally charged, or biased. This position must remain objective, non-judgmental and consistent when making observations, providing information and making recommendations that clearly show that the department is fair and considerate in attaining its goals, while providing clear and firm direction to correct non-compliance.

An ability to function within a complex, diverse, and changing work environment, with emphasis on support for the transition to a province-wide cumulative effects management system. This position must be able to quickly assess complex situations, make effective use of well-developed problem-solving skills, be able to effectively complete assigned duties with identified timelines, and make decisions about how to proceed in situations where complete information may not always be available.

The ability to interpret regulatory law to determine if there is a contravention of the legislation, a due diligence defence and if there is sufficient evidence to make a recommendation to proceed with an enforcement outcome that can withstand an appeal or prosecution.

Although it is the Court's jurisdiction to issue a creative sentencing order diverting penalty funds to projects, the investigator must ensure there is a connection between the project and offence through the type of offence, the root cause of the offence, the location of the offence, or a combination of these factors.

Interpretative and critical thinking is required along with the ability to facilitate decision-making processes involving department representatives, stakeholders and staff. Examples of difficult or challenging situations faced by the position include:

- Situations that are generally unstructured and unique requiring creative approaches to ensuring compliance that is meaningful and results in clear benefits for the environment or appropriate management of natural resources.
- Capitalizing on opportunities to partner effectively with law enforcement agencies and other ministries with differing mandates, business objectives and philosophies.
- Meetings with facility/industry/regulated activity representatives to discuss results, areas of non-compliance, follow-up and any enforcement actions related to investigations.

Types of guidance available for problem solving:

Use manuals, standards, protocols, procedures and guidelines in place along with templates, and case law to assist investigators during both the investigation process and recommending an enforcement outcome. Additional guidance may occur through colleagues, managers, and Alberta Justice.

Direct or indirect impacts of decisions:

Recommendations of an investigation that result in an enforcement action are educational in nature, but the main goal of an enforcement action is deterrence, fair and equitable treatment of a person responsible, communication of the appropriate educational message, and ultimately, resolution of the legislated contraventions. All enforcement outcomes may be publicly through routine disclosure, news releases, annual reports, quarterly enforcement reports, open data, posting on Alberta.ca, and extractions to the Environmental Law Centre. These decisions may result in appeals, judicial reviews, and court proceedings resulting in case law precedents.

The credibility of the ministry is impacted by an investigation and enforcement outcome. The goal is always to provide assurances to Albertans that non-compliance to legislation is identified, inspected/investigated and enforced.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Department leaders: assist drafting briefing notes for information and decision ARs, media releases and information bulletins on prosecutions and appeal board decisions that substantiate the outcomes of investigations resulting in administrative penalties with substantive penalties.
- Divisional and cross-Divisional Branch Staff: collaborate and coordinate policy development, training and development, integrated and consistent investigations.
- Department Staff: provide leadership, direction, advice, coaching and mentoring in investigative techniques

External

- Investigation and enforcement representative to other ministries and departments, e.g.: Alberta Public Safety and Emergency Services (Fish and Wildlife Enforcement Service), Alberta Transportation, Alberta Municipal Affairs, Alberta Environment and Protected Areas, Alberta Energy Regulator other provincial regulators, law enforcement agencies, Western States Project, municipalities, industry representatives, regulated community, public, stakeholder communities and organizations by:
- Developing partnerships and collaborative working relationships;
- Facilitate problem solving, exchange information, championing education, preventative and stewardship programs;
- Develop and communicate the department compliance policy to other regulators delivering similar compliance assurance activities for the legislation within the scope of the position; and

Support training, information, coordination and communication for forestry enforcement.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Related diploma with four years experience or degree with two years experience in natural resource compl

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

- An extensive knowledge of department legislations; advanced, varied and innovative investigation techniques, and has demonstrated the use and application of a variety of enforcement tools in an administrative and regulatory environment.
- In depth knowledge of provincial and federal statutes and regulations that affect investigations such as Charter of Rights and Freedoms, Criminal Code, Alberta Evidence Act, Interpretations Act, Provincial Offences Procedures Act, Forests Act, Forest and Prairie Protection Act, Environmental Protection and Enhancement Act, Public Lands Act, the Civil Enforcement Act, etc.
- Ability to be appointed as a Peace Officer under the Peace Officer Act for the purpose of enforcing the sections above provincial statutes (includes clearing advanced Criminal Record Checks).
- Individuals require effective listening skills and ability to provide appropriate verbal, non-verbal and written communications, adaptability to change, problem solving and judgment to assess options and implications in order to identify a solution appropriate to workload requirement. Conflict resolution, tact and organizational skills are required to attend to the sensitivity and diversity of issues addressed by this position.
- Ability to promote and build meaningful working relationships with inter and intra-government stakeholders
- Requires knowledge of: wildfire prevention, wildfire behaviour, fuel types, firefighting techniques, weather conditions, species identification, aerial photo interpretation, forest ecology and topography which have been obtained through, division courses and related field experience .
- First Aid Certificate, OH&S certifications, WHIMIS.
- Working knowledge of, Forest Protection Policies and Standard Operating Procedures, privacy legislation, Occupational Health and Safety Act and related policies and procedures and Contract Administration guidelines.
- Well-developed communications skills - both oral and written.
- Working knowledge of NFPA 1033 and NFPA 921
- Successfully completed the NWCG/CIFFC FI-210 Origin and Cause Determination training.
- (Completion of FI-310 Major Case Management for Wildfire Arson Investigations is preferred.)
- Advanced interviewing skills and techniques.
- Advanced evidence collection skills and techniques required.
- Working knowledge of investigation case managements software systems.
- Good organization and time management skills as well as strong problem-solving skills.
- Ability to be a team player and work with minimal supervision.
- Class 5 driver's License

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>investigators consider a variety of factors throughout the course of an investigation and assess risk to the environment, stakeholders, the public and the government. Investigators are also required to consider economic benefit, proceeds, creative sentencing options, and probation orders under various pieces of legislation by weighing competing factors in their analysis.</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Investigators provide a comprehensive service to the whole department and directly support staff through the compliance and enforcement process. Investigators are required to seek information from subject matter experts and apply an unbiased and impartial approach to investigations.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>Investigators work within the compliance assurance framework to ensure investigations are conducted in a timely manner and meet the statute of limitations. Investigators understand the necessity for fair and just outcomes and the need to balance competing demands between the environment, the economy and the public.</p>

Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Investigators are required to adjust priorities for investigations depending on the severity and impact of potential outcomes.</p> <p>Investigators are self-starters who are capable of working with minimal supervision and are comfortable with using their initiative to achieve their assigned work.</p>
Develop Self and Others	○ ○ ○ ● ○	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	<p>Investigators are seasoned and experienced individuals who readily apply their skills sets to their assigned work and deliver a comprehensive investigation service to the department. Investigators undergo periodic training and continue to develop their skills which can then be further applied to more complex and senior positions within the public service. Investigators coach and assist provincial staff with the conduct of investigations in order to build greater capacity within the department.</p>

Benchmarks

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

Investigator - FP, Lands Division (NR8)
 Senior Investigator - Service AB (024PS56)
 Lead Investigator - Labour - Standards, Safety and Compliance (048T48)
 Conservation & Reclamation Inspector (127TN03)