

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position reports to, and supports the Director in delivering several key components of the cumulative effects management system in Alberta, including land use plan and environmental management framework development and implementation, along with leadership for other initiatives related to cumulative effects management.

This position is responsible for managing a team of land use planners and project management specialists, and for leading the development and collation of input from the Ministry of Environment and Protected Areas to the Land Use Secretariat in support of the Alberta Land Use Framework.

The incumbent brings knowledge and experience that will guide the development of strategic policy, and be involved in science and technical components of land use planning. The incumbent and their team will develop cumulative effects management content for land use plans, environmental management frameworks, policy shifts, briefings and decision packages and will be assessing and collating input under challenging timelines at times.

This position is required to identify and resolve complex issues regarding cumulative effects management and best approaches to incorporate multiple interests and perspectives into land use and environmental plans. This includes sharing information, communicating ministry's priorities and positions, developing partnerships and working relationships, identifying opportunities for collaboration, proposing strategies, encouraging innovation, exchanging best practices and opportunities.

A key element of this role is incorporating perspectives and values of stakeholders and Indigenous communities and organizations into cumulative effects management. The incumbent will extensively liaise with branch, division and professionals across EPA, other ministries and the Alberta Energy Regulator. Extensive engagement is required including with stakeholder groups, industry representatives, academia, Indigenous communities and organizations, municipal government and partner agencies to ensure the most contemporary and effective EMFs and cumulative effects management strategies and actions are developed.

This position is a key resource in ensuring integration within EPA, ensuring that interest from branches and divisions across EPA are represented in cumulative effects planning processes.

Responsibilities

1. **This position supports the Director in developing and maintaining productive relationships both internally and externally; building credibility, trust and understanding of the department's commitment to cumulative effects management, land use planning and the Integrated Resource Management System (IRMS).**
 - Establishing and strengthening relationships with key partners and stakeholders to achieve a shared understanding and appreciation of issues, priorities, drivers and future interests.
 - Maintaining awareness and capitalizing on opportunities to proactively engage stakeholders and indigenous communities and organizations.
 - Promoting understanding of planning activities through open dialogue, encourage effective communication, build trust and pursue outcomes that benefit multiple stakeholders.
 - Acknowledging and addressing the interconnectedness of management plans and approaches for air, water, land and biodiversity and community wellness and social and economic conditions.
 - Leveraging stakeholder involvement to support initiatives and achieve desired integrated resource planning outcomes.
 - Collaborating across divisions and across ministries to promote planning initiatives that integrate the priorities and mandates of partnering ministries.

2. **This position is responsible for advancing policies, strategies and approaches to address complex environmental and cumulative effects challenges, considering the social & economic perspectives and supporting the continuing exercise of Treaty Rights.**
 - Leading and championing cumulative effects management approaches being advanced by the department and through the integrated resource management system.
 - Working closely with the Director and Branch leadership team on the ongoing management of issues, strategies, and activities related to cumulative effects management.
 - Overseeing the development and implementation of environmental management frameworks - including stakeholder and Indigenous engagement.
 - Representing the department and provide expertise on federal provincial territorial (FPT) or cross-Ministry committees, as appropriate.
 - Developing options and solutions with, and for consideration by, the Director.
 - Writing and reviewing briefing notes, and responses to Ministerial Action Requests.

3. **This position is responsible for ensuring that EPA's interested are represented in cross-ministry regional planning initiatives, and that Land-use Framework regional and sub-regional plans contain effective cumulative effects management strategies for air, land, biodiversity, and water.**

- Providing accurate, timely and comprehensive information, expertise, and advice to regional and sub-regional planning processes through working collaboratively within ministry and cross-ministry colleagues, Indigenous communities and organizations, and stakeholders.
- Preparing and/or reviewing reports, briefings and summaries for use in planning processes. Facilitating departmental input into regional planning reporting processes.
- Providing leadership and direction to working group members and staff including assigning work.
- Facilitating departmental teams to ensure regular communication and integration on regional planning processes.
- Developing business cases for procurement of contract resources when required.
- Supervision of contract resources.

4. **This position provides leadership and direction for the land use planning system by ensuring the successful application of project management, change management and engagement processes from development through to implementation.**

- Leading and supervising a team of specialists such as project management, planning and engagement
- Developing overall project plans, and oversee and approve individual project plans
- Providing project status reports regularly and as requested.
- Leading discussions with project sponsors, project leads and working groups to develop project scope and governance structures.
- Overseeing process for the transition of policy and plan development through to implementation

5. **Support the section Director and Executive Director in delivery of Planning Branch priorities in accordance with the EPA Priority Operational Plan and Business Plan.**

- Providing briefings to leadership on the status of mandate items
- Acting in the absence of the Director

Problem Solving

Typical problems solved:

Challenges faced by this position require strong analysis, reasoning, evaluation, judgment, critical thinking and problem solving skills. This position provides coordination of multidisciplinary department input to the review and development of air, biodiversity, and water cumulative effects management strategies for land use plans. A broad range of complex cumulative effects management interests need to be understood and addressed by the incumbent. This requires a broad understanding of environmental management issues, Indigenous values and interests, stakeholder needs, policy direction, the regulatory environment, and natural science.

This position needs to support the development of sound approaches to cumulative effects management, with an understanding of both technical and strategic approaches. Given this wide scope of topics, the position needs to build

and foster strong relationships with EPA staff and other ministries in particular Energy & Minerals, Forestry & Parks, Alberta Agriculture & Irrigation, Indigenous Relations and the Alberta Energy Regulator. The position will also need to engage Indigenous communities and organizations and external stakeholders.

Creative and innovative thinking is required to develop new strategies for cumulative effects management and implementation of land use plans in relation to divisional standards and practices, and other Ministry practices and priorities. A broad perspective is necessary given that frameworks and plans must address economic, social, and environmental issues in a balanced manner. This requires strong analytical and problem-solving skills and an ability to develop solutions where no precedent currently exists.

Types of guidance available for problem solving:

The incumbent has daily and immediate access to the Director and to a lesser degree the Executive Director of Lands Planning Branch, with strategic guidance also being available from the Assistant Deputy Minister on occasion. A significant amount of autonomy is given to the incumbent to identify when and where strategic guidance is required.

Direct or indirect impacts of decisions:

The impact of this position is significant as land-use plans and environmental management frameworks provide direction or guidance for land and environmental management, and impacts can be significant on land use activities including on industrial and economic sectors, recreational use, and traditional land uses. These plans and frameworks can have significant impacts to environmental, economic and social outcomes.

Options and analysis need to be comprehensive and clear with respect to impacts across government and to Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

Section Director and Executive Director - Regular contact - Ensure activities are alignment with strategic intent, seek direction on specific options, and report on progress .

Staff reporting to Manager - Regular contact - Guide activities to ensure alignment with strategic intent, provide direction on day to day work, ensure timely delivery of work, provide mentorship and support.

Land-Use Secretariat and representatives from other ministries - Regular and ongoing - Represent department at the Land Use Integration team; provide advice and input regarding Land-use Framework (incl. regional planning) development and implementation. Identify strategic gaps and conflicts and mechanisms for alignment, in regional plans and other GoA strategies and policies.

Other professionals in Lands Planning Branch, environmental management professionals in EPA and other Ministries - Regular contact - Information sharing, collaboration and referral of documents for review. Negotiate and develop options/ solutions.

Senior Ministry and Government officials, including Minister, Deputy Minister, Executive - Occasional - Provide advice to strategic planning and decision-making relating to Land-use Framework, cumulative effects management, land use and environmental planning and Ministry business plan goals, operations and governance processes.

External Clients, including Indigenous communities and organizations, airshed organizations, Watershed Planning Advisory Councils, and other regional organizations and partners, municipal governments, federal government departments, industry and industry associations, and non-governmental organizations - Regular and ongoing

Required Education, Experience and Technical Competencies

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

If other, specify:

natural resource planning/management, environmental sciences, geography, political science, economics

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

This position requires a university degree in a related field (e.g. natural resources management, land-use planning, policy, environmental sciences) plus at least 4 years of progressively responsible experience.

- Strong knowledge and understanding of environmental management and cumulative effects issues, policy direction, the regulatory environment, engineering and natural science.
- Knowledge of relevant legislation (including Environmental Protection and Enhancement Act, Forests Act, Public Lands Act, Wildlife Act, Water Act, Alberta Land Stewardship Act and associated regulations). Knowledge of department policies & procedures.
- Skill in interpreting/applying science knowledge; and relevant legislation, policy and procedures for environmental planning and management
- Knowledge of/ experience in developing respectful relationships and with Indigenous Peoples', and respectfully accessing and applying Indigenous Knowledge.
- Creative problem-solving skills in making strategy/ policy change recommendations to management in order to input / influence management frameworks, regional and sub-regional plans, as well as for implementation of management frameworks, regional and sub-regional plans.
- Excellent interpersonal and written communications in dealing with a wide variety of people from very technical academics to lay people involved in land management.
- Strong project, time and organizational management skills to effectively balance multiple demands
- Knowledge of Microsoft Windows software.
- Negotiation, facilitation and conflict management skills in developing integrated input to plans, developing cumulative effects management strategies, and to address competing interests within other Ministries. Given the broad nature of plans from the economic, social, and environmental perspective, an ability to mediate disagreements is essential.
- Ability to establish contacts and build relations in the research and professional community to resolve scientific issues.
- Relationship-building skills to develop and maintain collaborative working relationships within the ministry and across government to identify and understand the issues faced by partners, their decision-making processes, and preferred means of interaction.
- Ability to integrate diverse and multi-disciplinary environmental perspectives and initiatives with a wide range of stakeholders (staff and departments) who have competing interests.
- Ability to effectively communicate verbally and in writing with individuals at different levels of Government on various aspects of implementation progress (including financial updates, presentations to key decision-makers, etc.).
- Experience in consultation, engagement and collaboration with partners and the ability to motivate various stakeholders. Leadership and influencing skills to promote innovation, build consensus, and motivate others to accept and adopt innovative concepts and approaches, and strive for continual improvement
- Strong interpersonal skills, and capable of working independently or in a multi-disciplinary team environment, as the situation requires.

Behavioral Competencies

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	-The incumbent uses foresight and systems thinking to anticipate challenges an initiative might face, and works within GoA and externally to preemptively mitigate those challenges.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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>- The incumbent will be supporting numerous high priority initiatives for government, that are susceptible to frequent changes in timing and direction.</p> <p>- Agility helps the whole team to anticipate obstacles and find new routes towards goals and shift priorities.</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 	- The complex nature of cumulative effects management requires a broad involvement of expertise from across government, with Indigenous communities,

		<p>barriers to progress</p> <ul style="list-style-type: none"> • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>stakeholders and the public.</p> <ul style="list-style-type: none"> - Collaborative approaches and participatory methods facilitate investment and ownership of the outcomes across ministries, which can reduce system resistance to changes resulting from improved cumulative effects management. - The trade-offs associated with cumulative effects management can result in highly divisive and contentious positions between stakeholders. Strong facilitation and collaborative processes must be used to build consensus.
<p>Creative Problem Solving</p>	<p>○ ○ ● ○ ○</p>	<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 	<ul style="list-style-type: none"> - This job requires significant interaction with diverse stakeholders and GoA staff. - Cumulative effects management requires significant trade offs to manage place-based issues and outcomes. -Assertive inquiry enables deeper understanding of a problem.