

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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

 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:

Reporting to the Director of Environmental Regulation the Highway Environmental Specialist directs and controls the environmental components of alternative procurement and complex projects to meet ministry objectives and satisfy regulatory requirements. In partnership with industry, regulators and the ministry this position provides leadership and coordination with a diverse group of internal and external stakeholders to ensure that deliverables meet the needs of the department.

Regulatory approvals are prerequisites to the successful and timely completion of all Department construction projects. Environmental regulation range in complexity and includes provincial, federal and municipal requirements. Components required to satisfy regulatory requirements often in excess of \$10 million.

This position provides expert guidance for formulation of departmental policy, development of specifications and guidance documents to ensure that the departmental activities are conducted within compliance with relevant federal, provincial and municipal legislation.

This position manages the Alberta Wildlife Watch program and is credited for having the most senior knowledge related to animal-vehicle collision mitigation. The scope of the job is provincial/national in nature.

Responsibilities

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

Manage the environmental and regulatory component of alternative delivery and complex projects

1. Provides extensive project management services for complex functional planning studies to ensure that the departmental processes are followed, environmental reports address federal, provincial and municipal regulatory requirements and that mitigation measures are appropriate to allow the design and construction phases to proceed in a cost effective manner.

2. Oversee the environmental component of complex projects and alternative procurement processes to ensure that the project's technical requirements are appropriate as well as to ensure that the proponent submissions meet acceptable regulatory and departmental criteria. These efforts result in the direct management of the department's consultant representative during the procurement phases as well as meetings with other government departments, as required, to ensure that the department's technical requirements are complete. This work is considered highly complex in nature.

3. Provide technical advice and guidance on complex issues that arise during project delivery, including interpretation of standards and expectations of regulators. Advice is required to keep projects on schedule, cost effective and in compliance with regulatory requirements and departmental standards.

This work is considered highly complex in nature as this position has a high degree of independence with respect to decision-making and requires discretion with respect to negotiations with federal/provincial regulators.

4. Project management duties include consultant selection, consultant management and management of agreements including project schedules and budget oversight.

5. Overseeing a very comprehensive consultation program with stakeholders, other government departments and external stakeholders.

6. The scale of these projects is rather large taking an average of 4-8 years to complete with consultant costs ranging between \$2,000,000 to \$8,000,000. In addition, these projects are usually highly politically charged therefore meetings with the ADM/DM are expected within the scope of work. Recent examples of highly complex projects include the Edmonton and Calgary ring roads as well as the Deerfoot Trail Improvements Project.

Lead departmental positions for federal/provincial legislation

1. Lead policy formulation as well as the development of departmental positions regarding federal and provincial legislation.

2. As an environmental legislative/regulatory subject matter expert, this position identifies policy needs/changes and participates in the formulation of policies as a means of ensuring that these policies are practical for subsequent departmental implementation.

Policies that require the involvement of this position include, but are not limited to, the provincial Environmental Protection and Enhancement Act - Environmental Impact Assessment, the federal Impact Assessment Act & Species at Risk Act and the Alberta/Canadian Wildlife Acts as well as federal/provincial First Nations consultation processes.

Lead the development and implementation of departmental standards and guidelines

1. Takes a leading role in new standards/procedural guideline development that provides high-quality departmental procedure/direction with respect to environmental legislation and departmental policy. The outcome assists the department to have a consistent approach to remain in compliance with relevant legislation through the planning, design, construction and operational phases related to highway infrastructure.

2. Collaboration with internal/external stakeholders is required in order to ensure that the department's guidelines provide clear direction to service providers so that roles and responsibilities are well understood.

Alberta Wildlife Watch Program Manager

1. Provides leadership and administration of the Alberta Wildlife Watch Program and administration of the application, standards and funding required to deliver animal-vehicle collision mitigation projects in Alberta.

2. Coordination with stakeholders including provincial/federal ministries, environmental non-governmental organizations and indigenous communities is considered critical in order to ensure animal-vehicle collision mitigation projects are delivered balancing desired safety and wildlife outcomes while ensuring they remain cost effective.

3. Provide subject matter expert support to the project delivery and post mitigation monitoring teams ensuring the most effective mitigation systems are built that balance environmental and engineering outcomes that improve driver and wildlife safety.

4. Proactively develop a professional network with federal, provincial/territorial, municipal governments and international animal-vehicle collision mitigation specialists to maintain expert level knowledge.

5. Administration of the annual mitigation funding ranging between \$5,000,000 to \$20,000,000.

Knowledge Transfer

Facilitate knowledge transfer within and external to the department through participation on committees, councils and working groups such as the Environmental Working Group.

Problem Solving

Typical problems solved:

This position is continually faced with challenges in an ever changing regulatory environment. Creative solutions are routinely required in order to ensure that the departmental policies and processes are effective. The incumbent must be fully cognizant of the ramifications of departmental processes as they relate to legislation not yet proclaimed.

Types of guidance available for problem solving:

The position will receive guidance from the Executive Director of Technical Standards Branch as well as from Major Capital Projects. Guidance will also be provided to the position from the Director, Environmental Regulation and the Major Capital Project Directors. The department has a robust set of standards, guidelines, and policies that will help to direct the position.

Direct or indirect impacts of decisions:

Decisions made by the position will ultimately impact project delivery schedule. Good decision making will place projects in the best position to proceed on schedule. Poor decision making could adversely impact project delivery time lines, and introduce extra cost to rectify mistakes. Quality standards developed by the position will guide proper decision making by others. Increased consistency across the department is the expected outcome of the standards developed.

Key Relationships

Major stakeholders and purpose of interactions:

Provincial/Territorial governments, First nations, Transport Canada, Fisheries and Oceans Canada,

Environment and Protected Areas, the Impact Assessment Agency, Environment and Climate Change Canada, Forestry and Parks, Environmental Nongovernmental Organizations, Academic Institutes and the general public. The purpose is to consult with each of these groups in order to explain the need for the project and to understand their perspectives.

Required Education, Experience and Technical Competencies

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

If other, specify:

Professional Biologists accreditation with the Alberta Society of Professional Biologists

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

1. Experience with environmental assessment of projects is required. Thorough understanding of federal and provincial legislation with a general understanding of municipal bylaws in order to efficiently navigate projects through complex regulatory requirements.
2. Six years of directly related experience such as the navigation of environmental regulatory processes for project delivery.
3. Ability to professionally represent the department at regulatory and quasi-judicial proceedings. such as the Natural Resources Conservation Board supporting the assessment of Public Interest Determinations

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		
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 	<ol style="list-style-type: none"> 1. Understands the higher level environmental regulatory system beyond individual projects. 2. Able to view project from multiple stakeholder perspectives to synthesize solutions acceptable to all parties 3. Work in alignment with department and APS values
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 	<ol style="list-style-type: none"> 1. Building productive relationships is essential for the position to successfully meet delivery time lines. 2. Brings multiple internal groups, other departments and other government agencies together to eliminate barriers 3. Communicates frequently and concisely 4. Reduces conflict

		talent recognized • Promotes collaboration and commitment	whenever possible 5. Acknowledges efforts of team 6. Works cooperatively with team lead and management to maximize results
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: • 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	1. Must manage a considerable range of activities that are concurrently on the go. 2. Deeply understands the problems at hand and identifies options that are technically defensible to various stakeholder groups, including federal/provincial regulators. 3. Often required to draw in resources from other levels of government or professionals. 4. Constantly assessing cost, risks and potential liabilities. 5. The position understands concerns of others and identifies mitigations to offset those impacts.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: • 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	1. Able to quickly regroup and move to alternative approaches when encountering roadblocks. 2. Able to explain changes to internal and external stakeholders. 3. High degree of expertise in dealing with emotionally invested stakeholders. 4. Demonstrates excellent judgment in the face of changing circumstances; prepared to quickly change direction if required
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses	1. The driving force to bring regulatory processes to completion to facilitate project delivery.

		<p>project challenges</p> <ul style="list-style-type: none"> • 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>2. Facilitate meetings with stakeholder groups that may oppose the project as a means to find efficient solutions.</p> <p>3. Focused on achieving project regulatory outcomes.</p> <p>4. Develops solutions acceptable to the department as a whole and consistent with APS values.</p>
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Benchmarks

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

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.