

## New

Ministry

Tourism and Sport

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

ASR Development Officer

Requested Class

Natural Resources 8

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Sports, Tourism and Recreation/All Season Resorts

☐ 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 Regulatory Operations, All-Season Resorts (ASR) Branch, the ASR Development Officer is responsible for the regulatory review, issuance and lifecycle management of resort, commercial and residential developments on All-Season Resort designated lands. Employing principles of Integrated Resource Management, execution of policy, legislation, and department directives, the position ensures overall sustainability of development and recreational activities by assessing if activities are eligible, and if so, balance their development, use and footprint on those lands with respect to other ecosystem, environmental and social values. The position is key in providing advice and guidance of regulatory process to a wide range of stakeholders including, but not limited to; municipal, tourism, recreation, residential, general public and other government departments, while ensuring crown land uses are sustained by multiple users for the long-term benefit of all Albertans. The result is a balanced and managed landscape ensuring ASR designated lands are available for long term sustainable use. The ASR Development Officer ensures proponents understand the full suite of required regulatory approvals, land dispositions, and other statutory obligations under the *All-Season Resorts Act*, *Public Lands Act*, *Environmental Protection and Enhancement Act (EPEA)* and the *Water Act*. This position supports the Government of Alberta's vision to grow the visitor economy while maintaining environmental integrity and social responsibility.

Professional, educated expertise and advice is provided to applicants, clients, other professionals, other regulatory bodies and local and provincial government officials on issues ranging from; regulatory review and

issuance, jurisdiction, inspection, compliance, indigenous consultation, reclamation, residential and commercial subdivision planning, waterbody and riparian health and input into operational and overarching policy direction to achieve balanced development sustainability.

The position is required to assess multiple application inputs complying with established regulatory procedures, while considering numerous policy direction and other agency, stakeholder and Indigenous consultation inputs in parallel with multiple regulatory bodies.

The position ensures that compliance monitoring on disposition approvals and other associated regulatory licences and approvals are completed in a timely manner, including the regulatory oversight of municipal services including wastewater, storm water and drinking water. This will include compliance audits, enforcement, and reclamation. The position is responsible for ensuring stewardship monitoring is undertaken, including operational requirements as identified in resource management plans. This position conducts inspections to verify compliance in accordance with the Compliance Assurance Framework Document. Resolves incidents of non-compliance through an abatement approach and/or using the Integrated Compliance Process.

This is a complex position that requires educated professional skills and knowledge in a number of regulatory and environmental disciplines as well as an in-depth awareness of all activities that occur on All-Season Resort designated lands and associated jurisdictions in order to assess and analyze impacts and make integrated land use decisions. This position works in a highly independent manner without ready access to supervision, and works directly with other Divisions, Branches and Ministries to inform regulatory decisions and processes.

## Responsibilities

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

1. Manage, administer and inform regulatory decisions in respect to All-Season Resort designated lands under the *Public Lands Act*.

### Activities

- Review applications for resort development, addressing the wide range of regulatory considerations required for All-Season Resort Development based on established processes and policy within established timelines.
- Make recommendations or decisions to issue or refuse, based on numerous factors in alignment with legislation and approved policy and procedures such as: application inputs, assessment of environmental factors, feedback from affected agencies, stakeholders, municipalities, public interests and Indigenous communities.
- Determine applicable referral bodies of affected stakeholders or agencies and assess those inputs in the review of proponent proposals. Mitigate concerns when possible.
- Advise clients on disposition procedures and operating conditions.
- Issue authorizations and approvals for temporary field activities (e.g., agriculture and grazing, entry, access, borrow pits, sumps, landings, campsites, temporary workspace and exploration activities) as stand-alone or associated activities to a disposition.
- Ensure dispositions, authorizations, approvals or licences are appropriately issued and conditioned.
- Review and evaluate Operational Business Plans for proposed resort development activities, define viability of the proposed activity, operating conditions and monitor Operational Business Plans.
- Review application of permits or dispositions for issuance based on numerous factors in alignment with approved policy and procedure such as: application inputs, assessment of environmental factors, feedback from affected agencies, stakeholders, municipalities, public interests, Indigenous communities, relevant management plans and conservation objectives.
- Maintain a fulsome knowledge of First Nations and Metis Settlement consultation procedures in relation to the allocation of land and regulatory processes as related to the GoAs obligation to indigenous peoples.
- Review proposals for regulated pipelines and coordinate integration of approvals between EPEA, the Public Lands Act and Parks Act.
- Review application and make recommendations on land sale or land exchange applications to the mutual benefit of the government and Albertans.

- Ensure valid concerns are acknowledged, documented and inform the final decision.
- Ensure regulatory recommendations and decisions are complete and all factors as considered in a review.
- Ensure factors considered in an application review can be articulated, justified and defended when subject to an Appeal or Judicial challenge.

## 2. Review and process applications under the *Water Act* and *EPEA*.

### Activities

- Process surface and/or ground water applications and notifications submitted under *Water Act* legislation such that authorizations are issued in a consistent and timely manner, and to ensure the needs of applicants and other stakeholders are met.
- Ensure effective regulation of municipal facilities under *EPEA* is within the framework of the legislative requirements by issuing approvals, renewals, amendments and registrations for water treatment, wastewater treatment and storm drainage systems
- Perform technical and administrative evaluation of applications and establish project specific conditions, performance limits, monitoring and reporting requirements, and prepare final approval documents.
- Work closely with municipal facility owners and operators to foster better understanding of approval requirements and to develop and improve emergency response procedures.
- Evaluate appropriate and applicable technologies and research specific literature and practices for which there are no Alberta standards/guidelines in place.
- Participate in municipal council, public and multi-stakeholder committee meetings.
- Develop and implement safe drinking water program as outlined in Water for Life strategy.
- Continually improve drinking water quality and waterworks operations.
- Assist operators to optimize and operate water treatment plants "beyond compliance" such that the best possible water quality is produced for consumers. Train operators on how to review laboratory reports and quality assurance procedures.
- Coordinate with municipalities regarding capacity of existing drinking water and wastewater infrastructure and facilitate discussion between proponents and municipalities regarding required upgrades/changes.
- Review applications under the *Water Act* for completeness, send referrals, resolve issues, prepare licence and approval conditions.
- Communicate with stakeholders involved in the process including those filing statements of concern.
- Mediate concerns from the public and other stakeholders.
- Coordinate authorizations with other government departments.
- Advise the designated director of any potential deviations from established objectives, policies and advise of any major environmental issues.
- Manage and coordinate annual water use returns.

## 3. Evaluate proponent development proposals and make integrated decisions to determine the best sustainable use and achieve a balance of sustainable development on ASR designated lands.

### Activities

- Evaluate proposed Master Development Plans and determine suitability of the proposed development within the surrounding lands including considering the environment, wildlife, municipal issues such as utilities and development standards, and social issues such as staff housing and tourism economics.
- Examine various applications and existing uses to evaluate and develop solutions to balance activities on the landscape. (e.g. finding a balance between level of development on the land and impacts on footprint, indigenous peoples and endangered species)
- Manage inputs from multiple referral groups and stakeholders and mitigate any overarching concerns during application to achieve a balanced approach as aligned with established policy.
- Ensure referral inputs are considered in the overall regulatory decision that satisfy multiple crown land objectives. Referral bodies include, but are not inclusive to; Rangelands, Forestry and Parks Ministry, Environmental and Protected Areas Ministry, Travel Alberta, Municipalities, other GoA agencies, reservation holders and otherwise identified affected stakeholders.

- Identify and attempt to resolve conflicts for competing or conflicting land uses (i.e., consensus based decision-making and coordinated crown land management).
  - Identify existing land uses and plans (including wildlife recovery plans and municipal development considerations) in an effort to inform decisions balancing the conservation or development objectives of crown land.
  - Participate in the development and implementation of Provincial Endangered Species Recovery Plans or the development of conditions that support these plans specific to All-season resorts.
  - When exercising regulatory responsibilities, coordinate and consider the decisions as authorized by other regulatory bodies such as; Regulatory Assurance Division, Forestry Branch, Alberta Energy Regulator and Department of Energy.
4. Manage and administer dispositions, licences and long-term approvals throughout the activity's lifecycle (renewal, assignment, closure or cancellation).

#### Activities

- Review existing dispositions on ASR designated areas for uses including; commercial, utility, recreational, municipal and individual to ensure its use is aligned with the issued purpose/activity and Master Development Plan and the terms and conditions of the disposition authority.
- Make recommendations and decisions to renew, amend, assign or cancel dispositions based on numerous factors in alignment with established procedures such as: operational inputs; compliance of the holder, and the assessment of and alignment with applicable policies.
- Review water use reporting information regularly to ensure all licences continue to be in "good standing".
- Review annual, monthly and special reports for technical compliance of potable water and wastewater systems to ensure they are meeting provincial standards.
- Advise clients on proper disposition procedures, operating conditions and instances where remedial actions, such as an amendment or operational plan, is required to bring a disposition into compliance.
- Review and evaluate Operational Business Plans for resort development activities, define viability of new proposed activities, operating conditions and monitor Operational Business Plans.
- Explore or review reclamation/mitigation strategies with responsible parties as required.
- Review and assess reclamation application submissions as per existing policy and legislation to ensure lands can be returned to the crown, minimize reclamation liability and to contribute to the reduction of cumulative effects.

5. Manage and monitor ASR designated areas to ensure compliance of activities under disposition and licences.

#### Activities

- Inspect and identify non-compliance or unauthorized use of ASR designated areas, assess level of action where abatement actions, warnings or other enforcement actions can be directed or further refer the incident to other regulatory bodies for additional investigation.
- Evaluate waterbodies and watercourses to determine if the bed and shore is crown owned under the Public Lands Act.
- Inspect existing activities to ensure they continue to meet terms of the authorization, and when not, document the non-compliance and direct the holder to implement appropriate actions to correct the findings.
- Investigate occupation and unauthorized use of bed and shore and recommend appropriate actions (abatement, investigation, warnings, Orders or penalties) and/or remediation.
- Investigate unauthorized use of crown lands or contravention of terms and conditions of the authorization and recommend appropriate action (abatement, investigation, warnings, Orders or penalties) and/or remediation.
- When cross-jurisdictional enforcement is required, work in conjunction with multiple enforcement agencies as a subject-matter-expert during investigations and to implement enforcement actions.
- Identify, evaluate and select appropriate remedial actions for weed control and reclamation problems as associated to existing activities.

6. Deliver professional and specialized knowledge and services to meet client and stakeholder needs on all

aspects of ASR designated lands.

#### Activities

- Provide knowledge transfer either through direct queries or through designed partnerships by way of meetings, workshops, and individual client contact to increase awareness, knowledge and enhance skills of application in areas affecting ASR designated lands (i.e., application process, regulatory requirements, interpretation of policy and procedures, reclamation standards, awareness of public access or restrictions, access to bed and shore, wetland and riparian values, educational institutions, field tours, etc.).
- Provide technical information, expertise and advice to clients on land management practices to ensure appropriate use, sustainable development and conservation of public lands (i.e., noxious weed controls, soil erosion controls, bank stabilization, reclamation practices as applied to multiple activities).
- Participate and partner in applied research projects with a wide variety of clients to improve all aspects of regulatory conditioning and issuance, conservation and reclamation (i.e., vegetation management, minimal disturbance, wildlife impact, wetland mitigation and protection of bed and shore/riparian areas, cumulative effects, reclamation criteria using native species, natural recovery and assisted natural recovery, water use efficiency, receiving water body quality considerations).
- Participate on Departmental, Divisional and external teams and committees as a Subject Matter Expert to inform continual improvement of regulatory procedure and inform new departmental policy while ensuring red tape is reduced.
- Manage and mediate client, public and indigenous disputes using conflict resolution, de-escalation skills, principled negotiation, and consensus based decision-making techniques. Due to increased pressures on the land, disputes tend to be emotionally charged at the onset and must be de-escalated prior to achieving resolution (i.e., access, water body ownership, bed and shore disputes between residential owners or recreational users, consultation assessments).
- Act/cover for higher-level roles when required and manage additional workload for field staff while they are away on time off, courses or should the position become vacant.
- Participate in training and education of staff in public land management when required.

7. Provide land management expertise and knowledge to inform policy, planning and program development.

#### Activities

- Identify and recognize strategic issues that require procedural or policy consideration and forward the issues and possible solutions to the appropriate committee, branch or division for consideration.
- Where required, inform supervising and executive management of procedural and policy gaps that threaten regulatory issuance or create liability for the Department.
- When urgent, develop interim strategies to address immediate concerns and prevent delays in regulatory review and decision.
- Participate within task groups and committees to articulate the issue and to formulate, propose and potentially develop policies and procedures that are provincial in scope or are focused on land and resource use issues.
- Assist in development of local and regional or sub-regional management plans as it pertains to All-Season Resorts and their integration into current and developing regional plans.
- Participate and inform planning initiatives, regional and sub-regional plans and review draft policies and procedures to ensure regulatory jurisdictions and regulatory processes are understood and properly reflected to ensure greater success of implementation.
- Identify and communicate barriers to regulatory issuance and factors that may lead to red tape.

8. Ensure Departmental resources are managed effectively while providing quality service to clients in a timely and professional manner.

#### Activities

- Strive to continually improve and maintain the quality of service to all clients.
- Continually assess processes to remove unnecessary steps or procedure that could be considered as red tape.
- Employ new and innovative technology to ensure high quality service is maintained.
- Maintain leading edge knowledge of new technology and practices by attending conferences, courses and workshops, literature review, and by peer and client contact.

- Maintain professional competency through membership in appropriate associations as required.

## Problem Solving

Typical problems solved:

This position conducts complex reviews and makes recommendations or decisions related to All-Season Resort development, ensuring a balance of economic, social and environmental outcomes. The position is critical to the management of All-Season Resorts designated lands which have a growing demand for and conflicting presence of users such as; adjacent private land owners, increasing demands for recreation potential, consideration of municipal needs and area structure plans, indigenous peoples and consultation processes, environmental values, and interaction with affected stakeholders and municipal infrastructure. In addition to this diverse and demanding landscape, the coordination with additional regulators such as the Alberta Energy Regulator and municipalities create additional complexity to ensure regulatory processes and jurisdictions are properly maintained and executed. Additional rigor is required to ensure decisions as rendered by the department are defensible when challenged and heard by established appeal boards and judicial reviews. Regulatory applications and activities already under disposition are continually affected by these factors, where an ASR Development Officers must execute a diverse understanding of multiple legislation, policy and procedure and maintain a skill set to ensure decisions are properly executed and defensible. These decisions are made independently daily, in accordance with existing policy and practices under the authority delegated to the ASR Development Officer. As a regulator for drinking water and wastewater, the role of the ASR Development Officer has a direct connection to human health for resort users, onsite staff, and seasonal and permanent residents.

The ASR Development Officer is responsible for identifying and evaluating multiple factors and variables, which will inform a regulatory decision, and as such, is accountable for that decision. The ASR Development Officer must have a sound working knowledge of a broad range of Acts and regulations due to the diversity of the position. This includes but is not limited to the *Public Lands Act*, *Provincial Parks Act*, *Forests Act*, *Environmental Protection and Enhancement Act*, *Surface Rights Act*, *Mines and Minerals Act*, *Water Act*, *Species at Risk Act*, *Trails Act*, *Public Lands Administration Regulation*, *Forest Reserves Act*, *Recreational Access Regulation*, *Exploration Regulations*, *Surface Materials Regulations* and *Responsible Energy Development Act* and others as created from time to time that impact Divisional work and decision-making. Because of the overall requirement to regulate development on All-Season Resort designated lands, Albertans are directly and indirectly impacted by the incremental, cumulative, day-to-day decisions of the position.

More specifically, the ASR Development Officer uses their skills and knowledge to ensure the appropriate development proceeds that fits with the landscape, considers the appropriate legislation, policies and plans, incorporates input from regulatory counterparts, municipalities, First Nations and the public. At the same time, this position ensures the landscape and environment is managed as per established policy or regional plans while maintaining the opportunity for Albertans to enjoy the social and environmental benefits of All-Season Resort designated lands. Unique resource management, recreational, public and indigenous conflicts are common and require complex and multifaceted solutions. As a result the position requires a broad knowledge and creativity to bring these conflicts to resolution. Examples of unique considerations are: protection of bed and shore, determination of riparian zones and riparian health, soil science, forestry, endangered species, vegetation, rare plant communities, current and ongoing recreational use, use and access of First Nations, stakeholder impacts and a broad understanding of resort development and requirements for public safety and integration into municipalities. The ASR Development Officer makes integrated resource management decisions based on inputs from other subject matter experts taking into account land capability and suitability, compatibility with other land uses, environmental impact, policies and regulations, local and regional plans, stakeholder concerns, First Nation and Metis Settlement consultation and unique local and regional considerations. Timing, level of disturbance, public or First Nation consultation requirements, day-to-day operating requirements, and reclamation have significant impacts on the overall cost of conducting an activity and therefore a working knowledge of these components is integral to the activity approval. The position is routinely challenged to defend established conditions or to assess options to waive conditions of an activity to address unforeseen circumstances such as erratic weather, construction

delays or other factors. Communication with clients is constant and immediate to ensure holders are not impacted by delay, as clients typically operate in a fluctuating economic setting and need to also respond to many timelines. This position must always respect the need for efficient and effective service to their clients while ensuring environmental and biodiversity integrity is maintained and no unintended impacts occur.

The potential for conflict with clients, local municipal governments, indigenous peoples and the general public is high. Conflicts over crown land uses arise on a regular basis due to the wide variety of potential uses, various users and stakeholders. Conflict occurs regularly over issues such as location, proximity to other activities or property, timing and method of construction. Unnecessary conditions imposed on an activity can be very costly and disruptive to a disposition holders plan for development. Furthermore, activities may have a significant impact on the environment such as water, rangeland and wildlife. This often results in anger from other clients, the public, indigenous people or various user or interest groups who may not agree with or fully understand the circumstances surrounding the activity. The position requires strong skills in mediation and conflict resolution, such as principled negotiation and coordinated resource management to de-escalate the conflict and make sound land use decisions.

Types of guidance available for problem solving:

Challenges faced by this position require strong analysis, reasoning, evaluation, judgment and problem-solving skills. Interpretive strategies and critical thinking is required along with the ability to facilitate decision-making processes involving Ministry and Cross Ministry representatives, stakeholders and staff. Creative and innovative land and resource management solutions are commonly implemented by the position due to limitations of policy, guidelines, and legislation to provide specific guidance to the myriad of land activities, complex management and regulatory issues encountered on a day-to-day basis. Solutions are found using extensive knowledge and through experience gained through the job (i.e., jurisdiction, bed and shore, riparian area management, soil erosion, forestry, archaeology, geophysical operations, municipal servicing, negotiation and mediation skills, investigative skills, computer skills, construction and reclamation techniques, analytical skills, impacts to the public, cumulative effects and general wildlife management).

Direct or indirect impacts of decisions:

The position is responsible for supporting statutory decisions within the ASR Regulatory Assurance Framework. The ASR Development Officer will directly deliver the regulatory system responsible for ensure that a fair, transparent, and predictable process is in place for environmentally sustainable development to take place. Regulatory decisions are highly linked to the province's economic outcomes and ongoing development. Decisions of issuance or refusal are commonly challenged by affected parties (e.g., applicant vs non-government agencies/First Nations). Decisions and approvals issued by the ASR Branch have material implications for tourism investment, environmental protection, Indigenous relations, and public trust in the regulatory system.

Inspection, monitoring and compliance results can directly impact a holder's ability to access crown land and use it for an intended purpose and may result in further regulatory investigation or the assessment of significant penalties, as well as significant costs for reclamation and mitigation of damages. The position commonly facilitates conflict resolution with upset clients, followed by negotiations on how best and at what cost to repair or reclaim damages.

Work areas administered by the All-Season Resort Branch can be very remote, require the position to function in a highly independent manner within the general framework of policy, guidelines, and legislation available. Success or failure of major clients (commercial, recreation, tourism, residential development) is highly dependent on decisions made in the field, meaning clients do not easily forgive or make allowances for a lack of knowledge during joint government/industry field reviews or when direction is requested by the client. The implementation of environmental programs during resort development is reviewed and inspected for compliance on a regular basis by the ASR Development Officer. Adherence to site specific environmental programs is critical for maintaining social acceptance of ASR developments.

## Key Relationships

Major stakeholders and purpose of interactions:

The position has considerable (daily) contact with commercial, recreational and municipal and provincial clients as well as indigenous groups, conservation groups (e.g. Alberta Conservation Association), user groups/associations and the general public. Routine contact with other professional consultants, local and provincial government agencies (Municipal Affairs, Environment and Protected Areas, Forestry and Parks, Department of Fisheries and Oceans and departmental policy groups is also required.)

This position interacts routinely with Environmental Law to assess options as part of a regulatory review, including; policy or legislative interpretations, challenges to appeals or judicial review, or advice related to ongoing disposition management. Interaction with the Public Land Appeal Board and the Environmental Appeal Board is a general occurrence.

The position must maintain a high degree of professionalism during interactions with external groups/agencies at workshops, seminars, conferences, and meetings. The position is required to prepare advice (e.g. Ministerial Briefing Notes) for specific land and resource management issues that be politically sensitive or controversial. Participation routinely occurs within external and internal multi-stakeholder or task force committees such as; Digital Regulatory Assurance System, Standards and Conditions Committee or the Public Land Use Committee to ensure provincial consistency and clarity regarding the intersection of the ASR Branch and other provincial land managers.

## 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:

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

This position operates within a high-profile, multi-jurisdictional and politically sensitive environment. ASR Development Officers must balance client service, economic development, and environmental integrity while navigating regulatory complexity. Officers are expected to interpret and apply overlapping statutes and policies, mediate competing land uses and provide technical leadership to proponents and stakeholders.

### Knowledge

- Degree in Environmental Sciences with 4 years related experience or Diploma equivalency.
- Valid certifications maintained in TDG Air and Ground, WHMIS, H2S Alive, Standard First Aid and Basic CPR, ATV Rider Course and Defensive Driving.
- Sound knowledge of legislation, including; Public Lands Act, Parks Act, Forest Act, Forest Reserves Act, Trails Act, Mines and Minerals Act, Forest Prairie and Protection Act, Water Act and associated Codes of Practices, Environmental Protection and Enhancement Act and associated regulations and standards, Species at Risk Act, Surface Rights Act, Freedom of Information and Protection of Privacy Act, Public Lands Administration Regulation, Responsible Energy Development Act, Exploration Regulations, Surface Materials Regulations, Timber Management Regulations, Forest Protection Regulations, Soil Conservation Guidelines, departmental policy directives and guidelines.
- Knowledge of existing regional and sub-regional plans, their content, management intent and how they are considered in crown land management as well as crown land designations, ownership and rights associated to those designations.
- In depth knowledge of soil science and erosion protection, plant science, animal science, timber management, range management, riparian management, fisheries and wildlife management, physical geography, forest ecology and water resources.
- Sound knowledge of principles and practices of integrated land management to accurately assess impacts and outcomes on a wide variety of crown land and overlapping resource values (wildlife, soil, timber, water, public and indigenous use). Considerable expertise in soils, vegetation and overall landscape features in order to evaluate land capability.
- In depth knowledge of disturbance and construction methods and required reclamation standards to ensure crown land is properly utilized for economic gain of the province, while ensuring the province does



<p>not assume reclamation liabilities and restores land for future use or allocation.</p> <ul style="list-style-type: none"> <li>• In depth knowledge of the tourism, hospitality and recreation industry, including construction best practices and resort operations.</li> <li>• Extensive knowledge of municipal servicing, including drinking water treatment and distribution, wastewater treatment and disposal, storm water management, and traffic and public safety considerations.</li> </ul>
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Considerable skills in mediation, negotiation and conflict resolution to effectively deal with a wide variety of industry clients, local and provincial government agencies and the public to ensure crown land management objectives are adequately maintained while allowing use.</li> <li>• Strong organizational skills to maintain efficiency in a fast-paced work environment.</li> <li>• Strong prioritization skills to respond to rapidly changing work environment and heavy workload.</li> <li>• Creative ability to solve complex problems.</li> <li>• Effective time management skills.</li> <li>• Investigative and analytical skills relating to inspection, compliance monitoring and enforcement.</li> <li>• Strong communications and interpersonal skills to effectively pass on management requirements and to develop and maintain partnerships with clients.</li> <li>• Ability to work independently with limited supervision.</li> <li>• Aptitude for independent decision-making based on accurate data and application submissions.</li> <li>• Ability to lead working groups and be a team player.</li> <li>• Orienteering skills (Geographic Positioning System and Compass)</li> <li>• Skills in the operation of four-wheel drive vehicles and off-highway vehicles including; side by sides, quads and snowmobiles.</li> <li>• Working knowledge of Occupational Health and Safety Regulations, Transportation of Dangerous Goods Act and Regulations, working alone, and wilderness survival techniques.</li> <li>• Working knowledge and ability to use departmental/divisional computer programs and systems such as; CLAT, EDS, DSPT, GLIMPS, DRAS, ECSS, and 1GX.</li> <li>• Computer literacy including; Microsoft word, excel, powerpoint, SharePoint and outlook systems as well as expertise and knowledge in navigating database and spatial systems.</li> <li>• A strong understanding of risk management principles and how to apply risk into strategic and operational decision-making.</li> </ul>

**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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	Ability to integrate the ASR framework into the broader land use and regulatory framework and make decisions and recommendations understanding the overall natural resource system. This could include ensuring recommendations for resort disposition include all factors required in the legislation but also the broader context and impacts to other

			departments or municipalities.
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"> <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>	The position needs to work across department organizations to ensure critical information about other government mandates are incorporated to all resort decisions. This will be done through fostering collaborative working relationships with other department colleagues.
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"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	Ability to change approach, make recommendations and decisions based on new information or changing dynamics related to a resort file.
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"> <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>	As the ASR program is new, the ability to navigate complex systems by finding new and innovative ways to manage approvals and compliance across multiple legislation while ensuring outcomes are achieved.
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	Ensure that decisions are made in alignment with

		principles: <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	the ASR regulatory framework and statutory timelines.
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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.