

New

Ministry
 Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID: ~~XXXXXX~~ Position Name (30 characters): Land-Use Policy Analyst

Requested Class: Program Services 4

Job Focus: Policy Supervisory Level: 00 - No Supervision

Agency (ministry) code: Cost Centre: ~~XXXX~~ Program Code: (enter if required): ~~XXXX~~

Employee

Employee Name (or Vacant): Vacant

Organizational Structure

Division, Branch/Unit: Land & Land Policy & Programs, Land-Use Policy

Supervisor's Position ID: ~~XXXX~~ Supervisor's Position Name (30 characters): Director, Land-use Policy Supervisor's Current Class: Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Land-use Policy, this senior professional position is responsible for leading the development and implementation of policies, tools, and strategies for land-use and surface rights management that support department and GoA priorities. The work involves project management (from design to execution) to develop or amend land-use-related legislation, regulations, policies, and guidelines. The position also leads the communication and training for internal and external stakeholders in new or amended policies. The work requires interaction and consultation with Department, cross-GoA stakeholders, Federal and municipal governments, indigenous communities, external interest groups, and industrial sectors. This position needs to manage political sensitivities related to the potential impacts of new policies on industry and small businesses who use Alberta's public and private lands. The position ensures strong stakeholder relationships and engagement. Work involves development of comprehensive assessments, jurisdictional reviews, options development and development of scientifically-sound, evidence-based policy and legislation. Ultimately land-use policy needs to be well integrated across department programs. This position works closely with Alberta Energy Regulator and Lands policy colleagues in Forestry & Parks to ensure policies developed by this position are aligned with 'sector-specific' land policies developed by those agencies. This

position is also a key contact with Surface Rights and Municipal interests in land-use, both government (ie. Agriculture, Farmer and Property Rights Advocate, Land & Property Rights Tribunal).

Responsibilities

1. Lead development of policies and programs related to land-use and minimizing cumulative impacts to the environment. This includes the following key activities:

- * Providing project management leadership on complex multi-stakeholder projects; developing project charters and work plans with goals, resource allocations and time frames.
- * Identifying and developing relationships with relevant stakeholders - in particular organizations related to surface and landowner rights, and various industrial sectors (forestry, energy, aggregate).
- * Developing and implementing stakeholder & indigenous consultation and engagement strategies for program development, implementation and on-going maintenance.
- * Ensuring programs, policies and tools consider place-based differences (e.g., Forest Reserve, Parks, green area, and white area public land) while balancing overall provincial outcomes
- * Development and implementation of program performance measures and evaluation tools.
- * Preparing proposed legislation, regulations, policies, and required documentation for Ministerial and Cabinet approval.
- * Developing and evaluating policy options.
- * Provide briefings and presentations to senior officials (Senior Managers, Executive Managers, and elected officials) on policy initiatives
- * Monitoring and conducting environmental scans to identify potential policy and program issues.
- * Working closely with regional Lands and Parks field staff in Forestry and Parks to ensure that policies can be effectively implemented and address operational delivery issues.

2. Develop and maintains relationships and strategic alliances with internal and external stakeholders to promote shared stewardship of Alberta's Public & Private Lands. This involves the following key activities:

- * Identifying and developing relationships with key stakeholders (such as the Farmers & Property Rights Advocate Office, Surface Rights groups/ associations, Municipal Associations -urban and rural, Alberta Beef Producers, Canadian Association of Petroleum Producers, and the Alberta Forest Productions Association), and foster opportunities for strategic alliances to advance Alberta's land stewardship agenda.
- * Identifying opportunities to work with other ministries (e.g., Forestry and Parks, Energy, Agriculture, Tourism & Sport) to develop strategies and programs to improve management of Industrial and Commercial Activities on both Crown Land and private land, and ensure alignment in approaches.
- * Identifying policy tools (incentives, disincentives) that will achieve desired outcomes.
- * Identifying and raising awareness of issues and concerns from the environmental community, and providing Ministry executive with risk assessments and recommendations for solutions.
- * Developing and maintaining relationships with research institutions, agencies and associations (ie. such as universities, Alberta Biodiversity Monitoring Institute) to influence research and program priorities to align with department interests.
- * Developing workshops and presentations to promote the Ministry's and GoA's perspective and reputation as a leader in building shared stewardship in managing land-use on Crown Land, and where applicable - private land.
- * Develop key messages and outreach strategies and work with Strategy and Governance & Communications outreach professionals to execute strategies.

3. Alberta Environment and Protected Areas land-use management interests and priorities are effectively represented in Government of Alberta cross ministry priorities, federal government initiatives and interdepartmental initiatives. This involves the following key activities:

- * Participating on local, ministry or cross-ministry committees/working groups to access and share knowledge, best practices and trends.
- * Participate on Federal Provincial Territorial committees and task teams to advocate for Alberta's interests, and to share best practices.
- * Proactively identify municipal, cross-ministry, or federal government forums for presentations/ briefings to

advocate for Alberta's interests.

* Assist with other policy initiatives beyond agriculture as assigned by the Director.

4. Regional Lands staff & the Alberta Energy Regulator are supported in implementation of land-use legislation and policy initiatives. This involves the following key activities:

- * Provide advice, assistance and leadership to Lands regional delivery staff in Forestry and Parks and AER operational staff on interpreting and implementing various land-use policies, legislation, and regulations.
- * Lead development and delivery of training on land-use based policies and initiatives, in particular new initiatives. Involves liaison with Forestry & Parks staff, Education Specialists in Regulatory Assurance Division and Engagement Specialists in Strategy & Governance Division to ensure effective roll-out of new or amended policies and/or regulations.
- * Collaborate with senior managers and subject matter experts in Lands and Education Specialists in Regulatory Assurance Division to ensure formal training courses and provision of land-use-related content to regional staff training programs.

Problem Solving

Typical problems solved:

The position has significant latitude to develop policies, tools, and regulations related to various land-uses, in particular in the area of surface rights and geophysical activities. Policies are typically approved by the Executive Director or potentially Minister, and legislation and regulations are approved by elected officials and Cabinet. However, strong policy options and advice from this position are critical for effective decision-making by those levels. This position has authority (and responsibility) to work with stakeholders, senior managers, executive directors, industry leaders/associations, municipal staff and officials, and indigenous groups to develop such options.

The position functions in an environment of complex issues such as: environmental concerns with land-based practices, Property Rights concerns from private landowners, geophysical operations in sensitive areas - ie. lakes, and interactions between provincial policy and municipal policy/ legislation in the area of riparian/water boundaries, indigenous interests in land. Various information, relationships and perspectives need to be considered in coming up with solutions that address all interests. The policies and tools this position develops can have a significant impact on large and small businesses, as well as landowners concerned about property rights. Such stakeholders have a strong voice with government. High political acumen, tactful communication, and strong relationships with the variety of land interests in Alberta is an absolute must for success in this role.

Typical problems encountered in this position include:

- * Development of land use policies that respect property rights and surface rights of tenure and landowners. For example, the Surface Rights Act general regulation is up for review in 2024. Conducting this review will involve engagement with landowners, surface rights groups, indigenous groups, industry and various government agencies to ensure a contemporary and sound update to the regulation.
- * Development of geophysical regulations and policies that are environmentally sound (reduce land and habitat fragmentation) but are cost effective / practical for industry to deliver. A particular issue this position must solve is whether geophysical can be conducted on or near lakes or other water bodies.
- * Working with municipalities on water boundary assessments in alignment with Municipal Government Act - an efficient but effective approach for water boundary reviews some municipalities have elected to undertake.

Types of guidance available for problem solving:

Types of guidance available for problem solving are:

- * Other senior policy professionals in the Department and 'sector specific' land policy colleagues in the Department of Forestry and Parks. Alberta Energy Regulator has experts in the practice of geophysical operations as well.
- * Guidance in two existing regional plans and legislation (Public Lands Act, Surface Rights Act, Mines and Minerals Act, WAERNAHR Act primarily).
- * Emerging applied and academic research into land-use management to minimize environmental impacts or cumulative effects on the environment.

Direct or indirect impacts of decisions:

* The Position has a direct impact on Alberta's economic agenda in that Alberta's economy is driven by use of natural resources that occur on Crown Land (Public Land and Parks) and private land in terms of energy development, agriculture, forestry, tourism and the emerging renewable energy sector. The challenge is to manage the cumulative effects of such development while also respecting landowner property rights, and enabling practical use that doesn't unduly 'sterilize' access to resources. Policies and legislation developed by this position need to be practical, cost effective and mindful of rights (both property rights and rights to access government tenure). Industry competitiveness must be maintained or improved through this sensitive and delicate balance that this position manages.

* indirectly this position has impacts on the conservation agenda for the Department and GoA in that policies for land-use and in particular 'working landscapes' that maintain biological diversity are a key area of focus for the Global Biodiversity Framework, as well as Alberta's domestic 'Nature Strategy' under development. This position needs to develop credible approaches to maintain biodiversity through various land use management tools and policies. For example, this position is a lead on policy regarding geophysical management under the Mines and Minerals Act. Geophysical activity needs careful management to ensure impacts to biodiversity (in particular fragmentation) is well managed.

Key Relationships

Major stakeholders and purpose of interactions:

EPA Executives:

Provide advice, updates, reports and recommendations on linkages, alignments and performance.

EPA, Alberta Energy Regulator, Energy & Minerals & Forestry & Parks Program areas:

- Provide advice, updates and discuss linkages and alignment.
- Coordinate development and delivery of programs
- Provide information and support for education and outreach programming.

Branch team:

Discuss issues and learnings

Other ministries (in particular Municipal Affairs, Agriculture and Jobs Economy Innovation):

Discuss linkages, alignments and provide advice; share information and knowledge; ensure issues are addressed in program design; work with legal services and legislative council to develop and draft legislation and regulations.

Alberta municipalities, districts, and counties:

Assess program impacts and work in partnership for program development

Other provincial jurisdictions and federal gov't:

- Share information on related programs and policies, lessons learned and general subject area knowledge.
- Discuss and agree on coordination of agreements;

Surface/ Property Rights Groups, Industry associations (CAPP, AFPA, Alberta Beef Producers), Indigenous groups, advisory councils and committees:

- Receive feedback on policy priorities
- * Partner to develop and implement policies and programs
- Provide research, analysis, support and technical advice.

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:

Natural resource management - forestry, agriculture, land management, *or other relevant degrees*

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

The position requires a post secondary degree in natural resource management, public administration, public policy, a related degree or relevant work experience and several years of experience in project and issues management. It requires knowledge in the following areas

- * Land-use management and agricultural practices
- * Natural resource management
 - Cumulative effects approaches to minimize human footprint impacts on biodiversity
 - Roles, responsibilities and relationships across the GoA
- * Strong Project Management skills and experience
 - Research, analysis and information management
 - Technical and scientific understanding of environmental issues related to biodiversity
 - GoA, Ministry and related ministry strategic plans, objectives and mandates
 - GoA policy development process
 - Ministry and GoA decision-making process
 - Related legislation, regulations and policies
 - Decision-making, evaluation and assessment methodologies and tools
 - Government organization and direction
 - Cumulative effects management
 - GoA performance management and reporting systems
 - Political environment, policy-making and implications

The position requires the following skills and abilities:

- Anticipate future issues and impact on the Ministry mandate/strategies/commitments
- Build productive relationships with Ministry, GoA and other stakeholders
- Lead and manage a variety of processes and projects through integration of diverse and multi-disciplinary initiatives
- Analyze complex issues and synthesize findings into recommendations.
- Work independently with general direction
- Agility to take on policy initiatives beyond agriculture initiatives, as assigned by Manager.
- Excellent organizational management skills to balance multiple demands and timelines.
- Strategic thinking, systems thinking and analytical skills
- * Superior communication skills (written, verbal and presentation), including the ability to convey ideas and listen to others and develop 'win-win' options that address all interests as effectively as possible.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process	

		<p>issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	
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 signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature