

Update

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Dir, Environmental Regulation

Current Class

Senior Manager (Zone 2)

Job Focus

Operations/Program

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

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-12-02

Responsibilities Added:

Included leadership responsibilities toward subject matter experts

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The Director of Environmental Regulation directs the development of standards, specifications, guidelines, and best practices ensuring regulatory compliance for the planning, design, construction and operation of highway, bridge and water infrastructure projects. The position provides expert advice to a wide range of internal and external stakeholders in matters involving complex environmental, regulatory, road closures, remediation, and aggregates related issues. The position ensures that standards, specifications, guidelines, and best practices that it is responsible for are regulatory compliant, cost-effective, adopt appropriate risk management values, and adequately address risk to the public and infrastructure.

Responsibilities

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

1. Provide direction, leadership, and expert advice related to environmental legislation and regulation.
 - Develop environmental standards, best management practices, and expertise within the Department.
 - Work with Regional staff to raise awareness of environmental regulatory requirements and ensure Regional Environmental Coordinators are fully engaged and informed to meet the often unique aspects of environmental regulatory aspects of project delivery.
 - Initiates, directs, and reviews external consultant designs to ensure they are adequate and effective, in the context of regulatory requirements, cost, and risk management.
2. Provide direction and leadership related to environmental liability and remediation issues.
 - Provide program level oversight regarding contaminated sites topics such as delineation, risk management, booked liabilities and emerging issues such as the re-use of contaminated materials from active highways.
 - Review and prepare responses to inquiries from the Auditor General (OAG). Engage with the Executive Director, TSB in order to ensure they are aware of the OAG's inquiries and can brief the ADM as necessary.
 - Provide input into and develop standards, practices and policies for remediation program, engineering assessments and risk-score sheets.
 - Allocate necessary funding within available budgets to complete the remediation program and hot-spot remediation.
3. Provide program-level oversight related to aggregates and road closures.
 - Provide advice and act as department contact for aggregates and road closures discussions.
 - Provide input into and develop standards, practices and policies for aggregates and road closures topics related to identification, exploration, use and reclamation of aggregate resources and completion of road closures.
 - Ensure the Aggregate Information System is properly maintained and associated booked liabilities are tracked.
4. Coordinate the department's Environmental Working Group.
 - Chair the TEC Environmental Working Group in order to track and address emerging regulatory issues.
 - Promote opportunities for innovation, process efficiencies, and products to address environmental challenges.
 - Engage and solicit feedback from industry on how to address emerging environmental issues.
5. Manage the Department's Alberta Wildlife Watch Program.
 - Manage the monitoring and assessment of Animal-Vehicle Collision (AVC) mitigation projects and allocate annual funding to mitigation projects within available budgets
 - Establish and communicate priorities for AVC mitigation province-wide. Collaborate with other ministries to confirm AVC hot-spot locations and engage the Executive Director, TSB once the priorities mitigation list has been established.
 - Direct and encourage AVC mitigation to be innovative and leverage new technologies when practical.
6. Environmental Management System, Environmental Regulatory Tracking Application, and Auditing.
 - Oversee the department's auditing for Environmental Construction Operations Plans and Environmental

Management Plans in order to monitor environmental performance.

- Work with stakeholders to share knowledge and innovate in order to improve environmental performance.
- Report the department's annual environmental performance to the Executive Director, TSB and present proposed actions to increase performance.

7. Support the section's subject matter experts (SME).

- Meet with the various portfolio SMEs on a regular basis to get status updates regarding progress and to identify areas of concern that require special attention.
- Provide necessary resources to the SMEs as a means to ensure they can meet performance expectations.
- Attend various meetings, as required, to provide management level support to the section's SMEs.
- Inform the Executive Director, TSB of issues/concerns as raised by the SMEs.
- Redistribute work within the section to ensure that resources are being used most effectively.

Problem Solving

Typical problems solved:

- The position handles very complex, multidisciplinary portfolios involving external technical experts, consultants, contractors, department staff, and occasionally academics. Most challenges may have several technically feasible mitigation options; this position decides which ones provide best value for money and desired outcomes. The position guides outcomes to realistic and practical solutions striving to strike a balance between costs and risks while seeking to incorporate new technologies/methods to seek continual improvement.
- This position has regular meetings with internal/external stakeholders to identify and mitigate issues; and to develop agreement templates or other processes (e.g. MOUs) to avoid future conflicts.
- This position is the authority on environmental regulation within the Ministry. Pressures change frequently and demand an agile and responsive skill set. Political acumen is a required skill set.

Types of guidance available for problem solving:

- Legislation provides the framework under which department can use as guidance for problem solving.
- Existing guidelines (Environmental Management System, engineering and consultant guidelines, etc.), standards (Environmental Construction Operations Plan ext.) and agreements provide initial guidance for issues but complex or contentious issues may require specific departmental context.
- Historical knowledge of interactions and outcomes of stakeholders discussions helps guide the department's decisions. This can include information captured within ARTS.
- The Executive Director for TSB can provide program-level direction on complex matters to the the Director.

Direct or indirect impacts of decisions:

The position makes complex program-level and technical decisions that are related to the delivery of highway, bridge, and water infrastructure projects.

- The decisions made by the Director can have significant cost implications toward the department's annual budget including long lasting costs to project delivery.
- The decisions by the Director can have impacts on other GOA ministries, consultants, and contractors.

Key Relationships

Major stakeholders and purpose of interactions:

Internal stakeholders include all Construction and Maintenance Division staff; more specifically the Regional Environmental Coordinators. These interactions are necessary to discuss highly technical problems and to identify cost-effective, regulatory compliant, solutions. Frequency varies from daily to weekly.

External stakeholders such as regulatory agencies, consultants, and academics are often contacted to facilitate highly-technical discussion often related to project delivery. These discussions vary on numerous

matters such as scope of work, design reviews, tender reviews, and permitting requirements. The expectation is that the outcome results in better working relationships with each stakeholder engaged. Frequency is several times a weekly to monthly depending on the stakeholder.

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:
A minimum of a degree in Biological Sciences.

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

-Ten years of experience leading environmental assessments and/or evaluations regarding the delivery of infrastructure projects. This includes the planning, design, construction, operations, and maintenance phases.

- Knowledgeable of federal environmental legislation.

- Working knowledge of fisheries, wildlife, contaminated sites, soils, historical resources, and rare species within an Alberta regulatory context.

- Understanding of industry practices, policy, and standards.

- Awareness of road closure processes and aggregates areas of legislation, practices, policy and standards.

- Ability to innovate, to solve complex, time sensitive problems.

- Excellent written and verbal communication skills.

- Ability to negotiate in order to find the win-win solution.

- Ability and experience leading a team of highly skilled professionals, including training and mentoring.

- Class 5 driver's license.

- Computer proficient: Microsoft Office applications.

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		
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: <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 	Complex and diverse issues are dealt with frequently by this position. The position manages several diverse SME areas and strives to ensure work areas remain focused on mandate and GOA priorities under an umbrella of respect, integrity, excellence and accountability. Complex issues require a supportive and inclusive environment to fully engage staff and build trust.
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 	Involvement and leadership within professional societies, regular participation in industry events, and broad-based interaction with stakeholders is required in order to establish and build

		<ul style="list-style-type: none"> • Maintains stakeholder relationships 	collaborative relationships, maintain and build awareness of services available, industry trends and capabilities.
Agility	○ ○ ○ ● ○	Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	The position is very supportive of continuous improvement. Processes are actively and regularly review to promote innovation and adapt to changes in government policy and direction. Change management is a part of the positions skill set. The Section has adapted to the addition of road closures and aggregates SME.
Build Collaborative Environments	○ ○ ○ ● ○	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	Works directly with a diverse group of stakeholders including external (regulators, Consultants, Contractors, ENGO) and internal (other Ministries, Branches, Regional staff). Facilitation of discussion, supportive engagement dialogue and inclusivity are important skills to succeed in this position.

Benchmarks

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