

## New

Ministry

Forestry and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Mgr, Mgmt & Systems Planning

Requested Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Parks, Strategic Planning and Capital Development

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Dir, Planning & Strategic Init

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Planning and Strategic Initiatives, the Manager of Management and Systems Planning leads system and site-level planning to support the sustainable management of Alberta's provincial parks system. Providing day-to-day management of staff, this position is accountable for systems planning, park management planning (multiple scales and types), and the development of planning frameworks, decision supports and tools. This position develops innovative solutions that address current pressures, provide long-term guidance, and enable a harmonized and effective park planning program.

#### Responsibilities

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

##### 1. Systems Planning

- Lead development of systems planning projects and initiatives as a result of departmental or divisional priorities.
- Develop and maintain frameworks and analysis that defines the overall purpose as well as objectives for conservation, recreation, nature-based tourism and education for the various classifications that collectively constitute the provincial parks system.
- Lead land analysis and park system monitoring to support decision-making on park designations, park boundary design, and land securement needs.

- Develop options and recommendations to inform and support integrated park planning initiatives (e.g., regional and subregional planning).

## 2. Management Planning

- Ensure effective delivery of: management plans, master development plans, internal management directives, planning statements and other tools that provide direction for a park's role in the system and site significance, desired visitor experience, scope and scale of appropriate facilities, and the development of management objectives and actions.
- Seek continuous improvement in planning approaches to enhance equitable, effective park management and design meaningful opportunities to engage with Indigenous Nations and communities, Albertans and park visitors, and stakeholders.
- Provide planning advice and support to regional planning and other divisional projects, collaborating closely with regional staff and other branches, program and subject matter experts.
- Ensure that land administered by the division are legally established, and that all planning products and tools are in compliance with all guiding legislation, regulations, and departmental policies and procedures.

## 3. Provincial-scale Planning Framework

- Lead the development, enhancement, implementation, and renewal of planning frameworks to achieve park, recreation and tourism outcomes and enable holistic management of provincial parks system.
- Develop a suite of planning solutions (the 'toolbox') that guide a cohesive and harmonized planning program at provincial and site-specific scales. This includes: planning prioritization matrix, Protected Area Management Effectiveness (PAME) program, planning process guidance, zoning framework, visitor use framework, and implementation and reporting tools.
- Coordinate and incorporate varied input across the division, seek to understand best practices and test innovative solutions to ensure deliverables are efficient, effective and practical to implement.

## 4. Leadership and Program Support

- Lead a diverse team through leadership, coaching and day-to-day supervision of staff with minimal assistance. Uphold performance standards and support employees in reaching their full potential.
- APS values of excellence, respect, integrity and accountability are embedded in the team culture
- Initiate frequent formal and informal communication with division and departmental managers and staff.
- Grow understanding of the Alberta Parks system and outdoor recreation and tourism across Alberta through meetings, field-based learning, and professional development.

### **Problem Solving**

Typical problems solved:

The Alberta Parks system as a whole consists of 464 sites with varying degrees of recreation, conservation, tourism, and education outcomes. The parks system exists within the broader context of the Crown land system, as well as the matrix of private and municipal land across the province. This diverse landbase includes national historic sites, Canadian Heritage rivers, UNESCO world heritage sites, inter-provincial parks, highly urbanized parks, undeveloped remote natural landscapes, and parks under cooperative management with Indigenous governments. Within this Alberta Parks system, Parks Division is accountable for managing 266 core sites primarily made up of Provincial Parks and Provincial Recreation Areas, which must effectively integrate dual mandates for both recreation and conservation.

This position requires a very collaborative and thoughtful approach to lead planning programs involving multiple clients and stakeholders, including the public, First Nations, local communities and other departmental and interdepartmental staff at various level. This position uses an understanding of conservation, land management, recreation and recreation ecology, regulatory, enforcement and policy systems, and political/public/stakeholder interests in their development.

Examples of problems faced by this position:

- Ensuring the effective management of parks within the context of its location, pressures, and surrounding land uses.
- Resolving disparate and conflicting positions, inputs and opinions.
- Balancing the needs of varied users, stakeholders, and internal staff, with the site-specific values and

threats, in the absence of most baseline site data and a lack of a comprehensive policy foundation.

- Identifying opportunities to implement best practices, leverage new technologies, and direct the improvement of planning processes amidst changing budgets and resource levels.
- Lead a planning team and program that identify park values and set direction to manage and maintain park values for current and future generations.
- Geographic dispersion of sites, staff, stakeholders and clients across the province.

Types of guidance available for problem solving:

The Manager of Management and Systems Planning functions within the context of legislation, regulations, policies, statutes, directives and guidelines developed by Cabinet and other senior officials. Key pieces of legislation and policy that set parameters and expectations for the work of the Manager include the Provincial Parks Act, Public Lands Act, Government Organization Act, Public Service Act, Government Accountability Act, Freedom of Information and Protection of Privacy Act, as well as plans, policies, guidelines and procedures established by Cabinet, the Minister, and Deputy Minister.

This position requires the ability to analyze information from a variety of sources and perspectives, forecast trends, and synthesize information as the basis for recommending long-term planning approaches and divisional positions on a variety of park management, outdoor recreation, and tourism outcomes. This position must also adapt responses based on political acumen, and to direction provided at the Ministerial or Executive levels.

Legislation, regulations and high-level policy provides some contextual direction, but does not provide adequate detail to solve day-to-day problems and direct work. The incumbent must achieve a balance between many competing interests and complex issues that exist in park planning, where there is not necessarily a correct answer. Deep knowledge of parks, natural sciences, outdoor recreation, tourism, broader land management, research into best practices, building collaborative networks, and using system awareness (from on-the-ground program delivery to stakeholder reactions to strategic outcomes) augment the broad regulatory framework for decision-making.

Direct or indirect impacts of decisions:

This position is key to the achievement of branch and divisional objectives. Creation of systems and management plans and initiatives for the parks program is both internally and externally focused and far reaching, and affects a large and significant clientele with over 12 million park visitors annually. The plans, policies and initiatives influenced by this position affect other departments, public stakeholders, ENGOS, local governments and the private sector with business interests in parks.

As evidenced in the past, decisions can create public outcry, erode trust in government leaders and the department, and impact progress on sustainability. This position must weigh the internal and external impacts of decisions to conduct options and risk analysis and provide recommendations to decision-makers.

**Key Relationships**

Major stakeholders and purpose of interactions:

Professional, technical and administrative branch staff: regular and ongoing contact to provide guidance and advice, review and approve work, and facilitate overall coordination of projects and efforts.

Divisional management (operational managers, program area managers, regional directors): regular contact as required to provide expertise, gather input, and develop programs and initiatives.

Cross-ministry management and staff: occasional contact as required to engage broader perspectives and exchange information for advancement and support of divisional initiatives.

External public, stakeholders, Indigenous communities: periodic contact as required to gather input during engagements and consultations on key projects and initiatives.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

Planning, park or natural resource management, conservation, human geography, recreation, tourism

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

A Bachelor's Degree in a related field with 6 years of experience and direct experience managing or supervising others. Equivalencies will be considered for 1 year of related education for 1 year of experience and vice versa.

### 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"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>This position requires the integration of operational, program delivery impacts (short term and narrow scope), the ongoing impacts to overall program delivery (medium term), and the strategic impacts to the program (long-term and broad scope) in their thinking and plans. This position must assess impacts and develop recommendations across a range of scales.</p>
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul>	<p>This position must take action to coach, develop, and solidify career paths for their team to ensure effective delivery of projects and equitable distribution of work.</p>
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</li> </ul>	<p>This position must approach problems from various perspectives, while creating a collaborative environment for all views to be heard. Decisions receive a high degree of interest from stakeholders and have the potential to be polarizing.</p>

		addressing risks	
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>	<p>Engages with external and internal stakeholders and partners, seeking input and feedback. Resolves outstanding issues through negotiation, communication and collaboration.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>Achieves departmental and divisional objectives while working with complex policy and program issues, responding to shifting priorities with tight timelines. Leads by example and takes responsibility for team's actions and outcomes.</p>

**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.

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Employee Name

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Date yyyy-mm-dd

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Employee Signature

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Supervisor / Manager Name

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Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

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Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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Date yyyy-mm-dd

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ADM Signature