

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director-ILD

Current Class

Requested Class

Job Focus

Operations/Program

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

Land Operations, Lands Delivery North

☐ 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:

The Director of Integrated Lands Delivery leads the implementation of client-service oriented programs within portions of the province, including the Ministry's regulatory assurance programs, specifically the Crown Land Management Program and Rangeland Management Program.

This position exists to ensure legislated approvals and dispositions are managed through the integrated regulatory assurance framework. This position functions collaboratively with the other Directors and the Lands Policy and Planning programs, and is accountable for meeting provincial program standards and leading regional delivery of the program.

The position is also responsible for the management of Public Lands Act and Parks Act dispositions on all Crown lands including public lands and Parks. The Director also ensures compliance with all legislation and policy through effective regulatory responses to achieve crown land management outcomes. The Director has the delegated decision-making authority for authorizations and regulatory assessment. The Director leads program delivery within the region to ensure alignment with Ministry and Government of Alberta direction; compliance with legislation, policy, and Land use plans; and being responsive to client and stakeholder requirements.

Through direction of the Lands Division Leadership management team and Executive Director of Lands Delivery and Coordination Branch, the Director is accountable for lands program delivery in the region being integrated, coordinated, and compliant with relevant legislation, policies, and standards to achieve business plan goals, policy and planning outcomes. The Director also identifies competing land use and related

conflicts that could result on the land base, and participate in land related policy development and implementation and land use planning at the regional, sub-regional and local level as required, which will determine implementation of land use priorities and management approaches. This requires extensive collaboration with other divisions within Environment and Parks, other ministries and agencies, other levels of government including federal and municipal, with indigenous communities and with various stakeholder groups.

The Director works collaboratively with senior representatives of the Division, the Ministry, other ministries and governments, as well as with indigenous communities, industry, and environmental stakeholder organizations to ensure that delivery of crown land management programs reflect Ministry and Government of Alberta direction and move towards achieving desired social, environmental and economic outcomes for the benefit of Albertans.

Reporting to the Executive Director of Lands Delivery and Coordination Branch, the Director functions within the parameters of applicable Government and Ministry legislation, regulations, policies, directives, and procedures.

Responsibilities

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

Specific accountabilities include:

1. This position leads and directs delivery of the regional land and range program to manage the health of Alberta's environment and natural resources. In Alberta, the *Public Lands Act*, *Provincial Parks Act*, *Environmental Protection and Enhancement Act (EPEA)*, *Water Act*, *Mines and Minerals Act* and *Forests Act* and the accompanying regulations, set out in detail what activities require approval and the process for obtaining the approvals. Approvals are required to ensure proposed projects that could cause an adverse impact on the environment and other users are reviewed. This is delivered through regulatory processes for activities that could cause an adverse impact on the environment. This includes:

- Statutory decision maker (Designated Director) for approval decisions under the various pieces of legislation within the Lands Division's mandate.
- As statutory decision maker this includes representing the Department at Appeal proceedings for Director's decisions before quasi-judicial boards (Public Lands Appeals Board; PLAB) and representing the Department in court for Judicial Reviews of Director's Decisions.
- Responsibility for implementing the land and range program to meet department, division and regional business plans.
- Providing advice and guidance to applicants and the public regarding legislative requirements (e.g. public consultation, information sessions) related to application.
- Balancing and weighing stakeholder concerns, perspectives, and expectations with legislative requirements, environmental management framework thresholds and environmental outcomes in executing delegated decision making.
- Ensuring applicants and affected parties/public receive decision notification and understand their right to appeal the decision.
- Applying judgment and discretion in waiving or requesting additional requirements (e.g. consultation, giving notice).
- Conduct regulatory assessments through review and audit of reporting information to verify regulatory outcomes established through Acts, regulations, authorizations, codes of practice and associated policies, standards and guidelines are being achieved.
- Work with the regulated community to correct and remediate areas of non-compliance identified through regulatory assessments.
- Strategically developing the region's annual program goals, priorities and direction in collaboration with other regions to ensure consistency.
- Utilizing business analytics to focus time and resources to operational priorities in the most effective manner

2. The Director is accountable to ensure Crown Land and Range objectives and deliverables are achieved to the standards expected and in accordance with operational policies and procedures.

This involves:

- Responsibility to lead organizational change efforts relating to the Branch's crown land management and

range program.

- Including implementation of the regulatory assurance framework across multiple legislation, integrating regulatory processes with the Alberta Energy Regulator, and conducting regulatory decisions so that environmental outcomes are met.
- Directing the implementation and maintenance of program standards to ensure Albertans, industry, municipalities and proponents understand approval requirements and processes.
- Directing the development and ongoing review of standards/guidelines identifying application requirements.
- Working within both the division and with other divisions on the development and ongoing review of standards/guidelines regarding application/submission requirements by proponents.
- Directing review and updates for standards/guidelines and forms through electronic format including enhancing access to information in the region.
- Directing the development and presentation of subject specific information sessions to a variety of audiences. (e.g.: industry, communities, government ministries) to educate and inform proponents, public, affected parties, and stakeholders.

3. Provide direction and leadership to District Managers and staff by:

- Mentoring and coaching staff
- Leading change initiatives and providing regional staff with tools, processes and training that enable them to effectively meet the challenges of delivering regional programs.
- Developing and implementing staff training programs to deliver an effective and efficient crown land and range management programs.
- Ensuring all teams work safely and follow the OH&S Plan for the region
- Providing regular feedback and evaluation

4. The position directs development, and implementation of effective processes to ensure affected parties are notified of approval applications and to fulfill legislated public disclosure requirements. Public involvement is a key component of the application approval process. This involves:

- Promoting transparency and actions that lead to open communications and positive engagement of stakeholders to reach an understanding and constructive outcome.
- Providing staff with tools and processes that enable them to identify methods and adequacy of notification and identifying all parties affected by the applications.
- Identifying appropriate consultation processes to address competing and often opposing perspectives and expectations.
- Assessing the potential risks and implementing mitigation strategies to ensure public and stakeholder involvement occurs to enhance and maintain positive and productive relationships between the division/ ministry and all stakeholders

5. The position is responsible for providing leadership in developing, coordinating and maintaining positive and productive relationships and strategic alliances with a diverse stakeholder community to produce and develop the best possible solutions. This is accomplished by:

- Bringing forward issues, trends and processes to the Executive Director and Lands Division Leadership Team that need to be addressed through review of existing or development of new processes and policies.
- Participating and leading cross-regional committees and working groups to ensure consistent application of processes, address common issues, and coordinate program planning.
- Proactively capitalizing on opportunities to collaborate with the Alberta Utilities Commission, Alberta Energy Regulator, Natural Resources Conservation Board, Department of Fisheries and Oceans and other ministries (Agriculture and Forestry, Municipal Affairs, Energy, Tourism and Transportation) on initiatives to assess and mitigate any adverse impact or cumulative effects on the environment.
- Collaborating within the region, across regions, within the ministry and across ministries on major application projects in assessing impact, integrated resource management, cumulative effects, and affected parties.
- Identifying trends and collaborating with other divisions to ensure reasonable and balanced implementation of management frameworks.
- Ensuring the Lands Division staff are proactive in identifying, developing/supporting and implementing place based policy to support effective Integrated Resource Management and a Cumulative Effects Management

System

6. As a part of the Branch Leadership Team, works collaboratively with other branches and divisions to ensure department business plans are delivered in an integrated and effective manner. The position is responsible for supporting and contributing to the effective delivery of the Ministry and Divisional business and operational plans. This is accomplished by:

- Ensure divisional business plans are delivered in an integrated and effective manner, leveraging resources as required to deliver priority programs.

Problem Solving

Typical problems solved:

This position faces the challenge of moving regulatory management in the region from the delivery of authorizations, compliance and resource management on a project-by-project basis to a state where outcome-based approvals are in place and a regional plan outcomes are implemented, reviewed, and assured through education and auditing. Significant interpretative and critical thinking is required along with the ability to facilitate decision-making processes involving senior ministry representatives and stakeholders. Examples of difficult or challenging situations faced by the position include:

- Significant interpretative, evaluative, and developmental thinking is also required, along with the ability to understand complex relationships and facilitate decision-making processes involving stakeholders and senior Ministry and Government of Alberta decision-makers.
- Frequently the Director must modify approaches and come up with creative new solutions for sensitive environmental concerns or land disposition issue. Each regulatory decision is a unique problem and requires a unique resolution - the Director must consider several factors in making defensible decisions such as; environmental/natural resource, public and political interests.
- Addressing environmental management framework thresholds, integrated resources management and ministry and Government of Alberta's priority on achieving environmental, economic and social outcomes in the regulatory assurance framework.
- Championing environmental stewardship, and integrated resource management, and cumulative effects systems through education and interaction opportunities in a regulated environment/relationship with Albertans, municipalities, and industry.
- Maintaining ministry credibility in providing assurances to Albertans that the regulatory process is open and transparent and conducted under legislative authority.
- Identifying and assessing opportunities to re-engineer regional business processes; transform operations; capitalize on new technologies; and create efficiencies, as well as directing implementation of improvements to processes.

Types of guidance available for problem solving:

[Legislation/Policy](#)

[Formal statutory decision making training](#)

[Executive Director and Senior manager counterparts to discuss and advise](#)

Direct or indirect impacts of decisions:

The position is accountable for delivering the regional crown land and range management program that impacts economic development, environmental and social outcomes expected by the Alberta Government. Decisions made by this position affect the sustainability of Alberta's natural resources.

This position has direct accountability for final decisions on all crown land and range management matters - including providing testimony at Public Lands Appeal Board and/or Legal proceedings on environmental and natural resource decisions. This position makes commitments that bind the Department.

The position influences the application of integrated resource management planning and cumulative effects management systems across partnering ministries through the collaboration on projects and initiatives as

well as identifying processes, practices and standards changes to further support the integrated management of and impact on Alberta's natural resources.

The position:

- Provides statutory decision making for authorizations and water resources.
- Ensures the honour of the Crown is upheld through appropriate First Nation consultation.
- Manages the disposition of resources including proactive resolution of issues to effectively manage the public resource.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Management team and staff members

Division and Department senior representatives

Senior Ministry and Government of Alberta officials, including the Minister, Deputy Minister, and MLAs Regular and ongoing

Regular and ongoing

Regular and ongoing Lead regional activities and strategies; provide guidance, direction, and advice; and facilitate collaboration in relation to regional operations.

Develop business, operational plans and strategies; provide advice, consultation, and recommendations; resolve issues and concerns; exchange information; and collaborate on initiatives.

Provide advice and information relating to operational issues and decision-making relating to environmental management operations.

External

Senior officials and representatives of:

- Other ministries and boards
- Various cross-ministry councils and stakeholder committees
- Federal government departments and municipalities, provincial, and territorial governments
- Stakeholders organizations and associations (i.e. Canadian Environmental Assessment Agency; local health regions and authorities; Aboriginal organizations; non- government organizations (NGOs); industry and economic associations) the public

Regular and Ongoing Represent Ministry priorities and positions within the region; identify and resolve complex issues, including facilitating decision-making and problem-solving and negotiating solutions; exchange information; identify opportunities for collaboration; communicate key policy and legislative initiatives; encourage innovation; develop strategic partnerships and working relationships; provide leadership to stakeholder committees; make presentations to public, professional industrial, and other associations; exchange best practices, benchmarks, and solutions relating to environmental management programs, particularly within a regional context.

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:

Degree or Diploma in environment or natural resource management

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

The Director requires broad and comprehensive knowledge of:

- Degree or diploma in environmental or natural resource management preferred supplemented by extensive directly related experience in a senior leadership role.
- Government of Alberta business plan goals and priority initiatives, strategic policy direction, structure, and affiliated organizations, particularly as they relate to the Ministry and Division mandates.
- Ministry business plan goals, strategic and operational priorities, issues, programs, resources, and regulatory frameworks.

- Applicable legislation, regulations, frameworks and guidelines (i.e. Public Lands Act, Provincial Parks Act, Environmental Protection and Enhancement Act, Water Act, Mines and Minerals Act, and Forests Act,)
- Government of Alberta and ministry decision-making processes and applicable directives and policies that are key to justifying and defending the Delegated Director decisions before appeal boards and court processes.
- Expertise in process and procedures development, accountability frameworks and understanding of corporate and administrative operations.
- Ministry programs, particularly in relation to strategic, program and operational policy development and implementation, cumulative effects and natural resource management, authorizations, compliance assurance, and regulatory approaches.
- Strategic thinking, planning and visioning and the ability to translate strategy into business and operational plans.
- Issues management, risk management and change management principles, methodologies and processes.
- Financial Accountability Act, budgeting, forecasting and audit reporting
- Human resource planning, accountability, and performance management processes and systems.
- The partner and stakeholder community affected by the regional environmental management mandate, including relevant organizations, committees, advisory groups, and senior representatives.
- The political environment within which the Ministry operates.
- Business productivity software used to carry out job responsibilities.

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 	Strategic systems thinking to work within a broadly defined conceptual framework and manage multiple complex issues, programs and functions while delivering results and creative solutions within rigid time frames.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process 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 	Researching, analyzing and problem-solving to assess and respond to varied and complex issues through synthesizing different viewpoints, risks, and make decisions in alignment with legislation, and Ministry and government business priorities, direction and

			intent.
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Assurance of continuous improvement, business flow process development and understanding and application of risk analysis, risk mitigation and risk communication to promote risk tolerance among staff.
Build Collaborative Environments	○ ○ ● ○ ○	<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 talent recognized • Promotes collaboration and commitment 	Develops and maintains effective working relationships and partnerships with senior representatives of the Ministry, other departments, Municipal decision makers, agencies, industry, and stakeholder organizations to address issues and lead organizational change efforts relating to the lands program.
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <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 	Leadership and influencing to promote innovation, build consensus and motivate others to accept and adopt innovative concepts and approaches.