

## New

Ministry

Forestry and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Terrestrial Invasive Species and Feral Horse Management Coordinator

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

Lands Division/ Lands Delivery&Coord S / RSLUP

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Rangeland Stewardship and Prog

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Terrestrial Invasive Species and Feral Horse Management Coordinator (TISC) reports to the Rangeland Stewardship and Programs Manager and provides advice and strategic support to the Rangeland Stewardship and Land Use Policy Director in the ongoing strategic operational and issues management of the Unit's terrestrial invasive species program and feral horse management. The position is unique within the unit and the incumbent is viewed as an expert in their role and therefore an important component of the Division for meeting its mandate. The TISC is a key resource within the Unit's mandate and is delegated considerable independence to deliver the programs.

Working closely with the Rangeland Stewardship and Programs Manager and Director, this position ensures the delivery of the terrestrial invasive species program and implementation of the Feral Horse Management Framework. This position will coordinate terrestrial invasive species management on vacant crown land, responsible for hiring and supervision of seasonal weed crews, engagement with internal and external stakeholders including the development of leveraged partnerships that support terrestrial invasive species management on Crown lands. In addition, this position will lead the feral horse program including the development of grant programs that leverage collaborative relationships and initiatives to deliver department initiatives. The position will be instrumental in establishing ecological monitoring,

of the impact of horses, engage academic researchers to develop projects that support the sustainable management of feral horses, develop and maintain stakeholder relationships and partnerships to support the implementation of the Feral Horse Management Framework and provide department secretarial support and coordination on the Feral Horse Advisory Committee. The TISC will be responsible for coordination and storage of feral horse data and Branch coordination of feral horse FOIP requests. The TISC will regularly provide advice and information in response to Ministerial and departmental requests and in proactively identifying issues to be brought to the Director's attention. The TISC is relied on to build and maintain relationships as well as research and summarize materials for the Director as needed.

The incumbent will also represent the unit with both internal and external stakeholders, at times on behalf of the Director and or department, and meets with and works in cross-functional teams across government staff (Forestry and Parks, other departments, and other levels of government) on TISC and feral horse related issues.

Success in this position requires strong leadership and organizational skills, decision-making ability, political acumen, critical thinking, adaptability to a fast-paced environment, creative problem solving, flexibility, and the ability to connect themes and priorities across program areas, often with high volume and short turn around. The TISC must be able to achieve all this with limited supervision.

## Responsibilities

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

Supports the Director with issue management, the day-to-day management, and strategic operations of the unit to achieve the goals of the programs under the incumbents leadership.

- Terrestrial Invasive Species Program:
  - Build effective partnerships with municipalities and non-government organizations across Alberta to manage invasive species.
  - Leverage invasive species budget to allow department to accomplish more with limited budget.
  - Manage, track and report on the invasive species budget including contracts and any partnership grants.
  - Hire, develop work plans, supervise seasonal weed crews.
  - Lead training and development of department staff in the use of reporting tools and invasive species identification.
  - Collate yearly invasive species data (occurrence, treatment) into a year end report for Director and Executive Director review.
- Feral Horse Program:
  - Lead the implementation of the Feral Horse Management Framework.
  - Lead the annual population surveys in the 6 Equine Management Zones (EMZ).
  - Responsible to coordinate the update feral horse website, and publication of all feral horse survey results on Open Government.
  - Feral Horse budget administration and tracking including
  - Develop and lead the installation of ecological monitoring in key rangeland areas in selected EMZs to document feral horse impact.
  - Develop and maintain stakeholder relationships and partnerships to support the implementation of the Feral Horse Management Framework and provide department support and coordination on the Feral Horse Advisory Committee
  - Partnership with academic institutions to support research to support framework implementation.
  - Department secretarial support and coordination on the Feral Horse Advisory Committee.
  - Responsible for drafting Memorandum of Understanding, grants and licences to feral horse stakeholders to support knowledge development and Feral Horse Management Framework implementation.
  - Develop and manage in collaboration with feral horse stakeholders, adaption and fertility control projects.
  - Responsible for coordination and storage of feral horse data and Branch coordination of feral horse FOIP requests.
  - Manage, track and report on the feral horse budget.
  - Develop yearly report on activities undertaken and project results.
  - Review and update all communication material and support the development of any new material.

- Review briefings, action requests, letters, and other documentation, that clearly articulate policy updates or issues that may include recommended options for actions or responses. This includes regularly providing advice and information in response to Ministerial and departmental requests and in proactively identifying issues to be brought to the Minister's attention.
- Proactively identifies potential issues and pinch points with a view to mitigate or identify alternative cause of action.
- Review and finalization of action requests as required (i.e. proofreading, editing and revising for content) and coordinating input and information gathering from across the branch, and potentially the division, and Department.
- Applies current policies, procedures and processes, so that the Director is aware and appropriately briefed on arising issues.
- Represents the unit as required, by attending meetings or events with internal branch, division, ministry or cross ministry projects and initiatives on unit related matters. May also meet with external stakeholders in this capacity.
- Establish and maintain effective and strong working relationship with branch, division, and department staff to ensure ongoing information sharing and strong working collaboration for issue management and information gathering.

## Problem Solving

Typical problems solved:

This position provides comprehensive services essential for the delivery of the Rangelands Stewardship and Program programs and initiatives. The position provides leadership, research, analytical, operational delivery, and information development services in support of the terrestrial invasive species and feral horse programs.

This position functions in an environment of complex issues, information, relationships, and perspectives. The impact of actions and recommendation made can be significant, given that program are inter-related, affect diverse stakeholders, and are potentially politically sensitive. Significant judgement and creativity are required to determine information sources, analyze and compile information, develop reports and interact with stakeholders.

This position works directly with subject matter experts (both internal and external) to support the implementation of the two programs they will be responsible for. This position must be able to establish effective working relationships within the department and stakeholder representatives for all aspects of responsibilities.

This position works within the parameters of established legislation, frameworks, policies, plans and guidelines. The Manager is available to clarify goals and provide consultation and guidance as required, with this position expected to liaise across program areas in relation to specific projects and initiatives.

Professional judgment and initiative are critical, with this position delegated considerable independence to identify and resolve issues, determine priorities and develop creative solutions and approaches to responsibilities. The position must exercise judgement and political acumen in determining scope of research and other activities, when presenting results of analysis and developing recommendations. Matters with potential for significant impact on the unit and branch, or resource allocation are discussed with the manager, as are issues of a potential sensitive or controversial nature.

Types of guidance available for problem solving:

**Guidance is provided by legislation, minister direction, Assistant Deputy Minister and Senior executive direction.**

Direct or indirect impacts of decisions:

The position is responsible for coordinating the governments legislative responsibilities under the Weed Control Act, Stray Animals Act and Horse Capture Regulation. The incumbent will provide leadership on the provincial delivery of terrestrial invasive species management and feral horse management. Because of the variety of responsibilities, the position will effectively manage competing task and deadlines, drafting and editing a variety of action request such as Ministerial Briefing notes and letters, monthly budget analysis and reporting deadlines.

## Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Daily contact with the Manager and/or Director to ensure both are informed on issues, obligations and deadlines, emerging issues, projects and activities.
- Regular contact with other unit leads in the Rangeland Stewardship and Land Use Policy Section to ensure consistency in approach and action.
- Frequently work with the Director on completing action request items, budget analysis requirements, and other Section related items.
- Collaborate with other units, branches, divisions, and cross ministry contacts to exchange information, provide assistance, develop projects, and consultation on unit related matter, and represent the unit at various meetings, projects, information exchanges, and working groups as appropriate.

External:

- Municipalities, organizations with a terrestrial invasive species mandate, grazing lease holders, producer organizations, feral horse advocacy organizations, general public.
- Academic institutions who are interested in rangeland ecology and feral horse research. Non-government organizations and advocacy groups.

## Required Education, Experience and Technical Competencies

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

If other, specify:

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

Professional Agrologist Eligible

## 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		
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none"><li>• Creates opportunities for improvement</li><li>• Is aware of and adapts to changing priorities</li><li>• Remains objective under pressure and supports others to manage their emotions</li><li>• Proactively explains impact of change on roles, and integrates change in existing work</li><li>• Readily adapts plans and practices</li></ul>	
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 issues: <ul style="list-style-type: none"><li>• Uses wide range of</li></ul>	

		<p>techniques to break down problems</p> <ul style="list-style-type: none"> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <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>	
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	
Systems Thinking	○ ○ ○ ● ○	<p>Integrates broader context into planning:</p> <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>	

**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.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature