

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Planning Lead

Current Class

Program Services 5

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

Lands, Lands Planning/South

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Dir., Land & Env. Pln. South

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2021-09-30

Responsibilities Added:

Increased focus on leadership for sub-regional and land use planning.

Responsibilities Removed:

Recreation planning focus has been reduced due to change in department mandates.

Job Purpose and Organizational Context

Why the job exists:

Alberta's Integrated Resource Management System (IRMS) supports the achievement of the environmental, economic and social outcomes Albertans expect from sound land use planning, policy assurance, cumulative effects management, and sustainable resource development. Land use planning at the region, sub-regional and local level are key component to ensure Albertans' Crown lands are well managed and support the established outcomes. This

position will be responsible to provide leadership and support for land use planning in southern Alberta, to deliver on the department's mandate, and to ensure consistency and rigour is applied to planning at multiple scales.

Responsibilities

1. Develop land use plans at the regional, sub-regional and local levels that establish regulatory and policy direction that set environmental, economic and social outcomes with a focus on Alberta's watersheds, landscapes, and biodiversity in accordance with the department's mandate for environmental protection and sustainable resource management.

Key activities:

- Working closely with staff from across Environment and Protected Areas and other departments to ensure there is alignment and integration of land use planning with other Integrated Resource Management programs and initiatives.
- Planning will be required to support and enhance recreation and tourism use and experience while reducing conflict with other land uses including resource extraction, grazing, Indigenous traditional and cultural use, while achieving environmental outcomes.
- Support existing, or establish new collaborative working groups to involve staff from across the department in the development of land use policies, standards and guidelines.
- Convening and collaborating with Indigenous peoples, stakeholders (e.g., environmental non-government organizations, recreation groups, grazing stakeholders, industry, municipalities, Watershed Planning Advisory Councils, local landowners, etc.), other government ministries and agencies to advance land use plans.
- Identify and prepare briefing material for Executive, Minister and Cabinet consideration for any 'policy shifts' in proposed land use plans that represent significant change to current policy. Shifts will require rationale, options, legal issues or implications for change to existing legislation. Extensive work with cross-Ministry teams and legal council will be required.

2. Provide leadership to staff responsible for the development of land use plans to address emerging and priority issues.

Key activities:

- Lead development of strategies and core elements of regional, sub-regional and local land use plans. This will require internal discussions to establish a common government position addressing issues and solutions and may require mediation/negotiation with Indigenous peoples and external stakeholders in addition to collaborative engagement processes.
- Provide leadership and mentorship to staff involved in the process. This may include other planners, education and engagement specialists, project managers, subject matter experts, administrative support, and others.
- Use of extensive project management oversight to ensure multi-year planning initiatives involving complex process and dependencies adhere to project and political deadlines, budgets are maintained, and technical resources are available.
- Work with social scientists on the development of a performance management system that sets measurable indicators that can evaluate whether the plan and management actions are achieving the established outcomes and objectives.
- Identification of emerging and future issues requiring land use planning where not directed by regional plans or higher order plans. This may require strategic alignment with other government priorities.

3. Strong communications and interpersonal skills allowing relationships and strategic alliances to be developed and maintained with both internal and external stakeholders, and to enhance the culture within we work.

Key activities:

- Drawing upon experience and training to build relationships and trust with Indigenous communities that allow for effective engagement and involvement in planning processes.
- Creative and collaborative engagement approaches with Indigenous peoples, stakeholders and Albertans.
- Superior written and verbal communications including written correspondence to the public on behalf of the Minister, strategic positioning of planning initiatives to Executive and Minister through succinct and clearly

articulated briefings.

- Strong interpersonal and leadership skills to strengthen collaboration and the team environment within the Section, Branch, Division and on cross-Ministry working teams.

4. Leadership to Lands Planning Branch staff and support to the Director in achieving Branch, Division and Department mandates.

Key activities:

- Direct supervision of planners in the section. Involves development of annual performance agreements, coaching, mentoring, and providing learning and development opportunities.
- Leadership and mentoring for all section staff during planning processes, and to staff across the Branch and Division.
- Reflect in practice and 'model the way', the GoA values of excellence, respect, integrity, and accountability. Support the Branch Leadership Team in embedding these values into the branch culture.
- Write and deliver briefings for the Executive Team and Minister, where required. This requires strategic thinking, strong written and verbal communication skills, and situational awareness of other initiatives and issues across the department, and in other departments.
- Provide direct support to the Director and act as required in when the Director is absent.

Problem Solving

Typical problems solved:

The position provides leadership over the development of integrated landscape management plans that involve contentious topics requiring building collaborative processes with internal and external stakeholders that will have opposing interests. Resolving conflicts within cross-Ministry working teams in building a one-government Integrated Resource Management approach to planning can be expected. The incumbent will be expected to apply strategic thinking in order to align the work with government initiatives, and to position the work appropriately for Executive and elected officials for approval purposes.

Given this wide scope of topics, the position needs to undertake considerable informal engagement and relationship building with stakeholders and Indigenous peoples. Creative and effective formal engagement process will be required to garner specific multi-disciplinary input and support. Strong leadership, project management, facilitation and conflict resolution skills are critical to this position given the contentious and complex nature of the work.

A challenge for this position is the incorporation of Traditional Ecological Knowledge through meaningful engagement and involvement of the numerous Indigenous groups in southern Alberta. Industrial development, land disturbances and recreation access are particularly sensitive in relation to Indigenous and Treaty rights to hunt, trap, and fish, however it is essential for conservation of species of importance to those same communities. Considerable patience, creativity, and cultural awareness is critical to establish appropriate strategies that are environmentally sound, and also address Indigenous and Treaty rights.

The incumbent will be required to lead a process that involves and manages often conflicting desired direction from both internal and external groups to support development of plans that accomplish and balance multiple outcomes a complex and busy landscape.

Types of guidance available for problem solving:

The incumbent is supervised by the Director of Land and Environmental Planning - South. Strategic guidance and program direction are provided by the Director and the broader Lands Planning Branch leadership team. The incumbent will be expected to develop and test solutions to complex problems. This will require working closely with cross ministry colleagues holding expertise in forestry, energy, recreation and tourism, municipal governments, and Indigenous relations to inform solution development.

Direct or indirect impacts of decisions:

The incumbent does not hold decision making authority under legislation. Impacts of decisions are primarily relational and influential, as the Planning Lead communicates and collaborates with stakeholders, First Nations, department staff, Executive and other Ministries regarding various land use planning options. As land use plans can have binding

legislative direction, impacts can be significant on land use activities including on industrial and economic sectors, recreational use, and traditional land uses. Strategic foresight, tact and diplomacy will influence how people react to proposed approaches. Consequences range from escalation of the issue to Executive or elected official levels to collaboration and cooperation in solidifying or amending proposed approaches.

Key Relationships

Major stakeholders and purpose of interactions:

The Planning Lead will be expected to build relationships and have an ongoing contact with a diversity of individuals and groups both within and external to government. This includes:

- Staff within the Land and Environmental Planning (South) Section and across the Lands Planning Branch. Providing leadership, mentoring, coaching and supervision to staff either formally to direct reports or within project teams, or informally to others. The department and Branch culture and values must be upheld to support an inclusive environment.
- Staff across the department and within other ministries to support integration and alignment of policies and direction within the Integrated Resource Management System. Trust and collaboration are essential to successful planning initiatives.
- Recreation stakeholders including motorized and non-motorized groups, environmental organizations, industry including the forestry, energy and mining sectors, municipalities, grazing sector, landowners and other stakeholders. Effective working relationships must be built with organizations and individual either directly or indirectly affected by recreation management and land use planning.
- Indigenous peoples and communities have Treaty and Aboriginal rights, and traditional land uses. A strong understanding of reconciliation, Indigenous culture and connection to the land will support efforts to build trusting and effective relationships.

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:

- Strong understanding of the governments' role, and department process for land use planning, policy formulation, legislative development, and accountability.
- Ability to effectively manage multiple complex planning initiatives. Requires strong project management oversight, time management skills, and lead multi-disciplinary teams.
- Strong communications skills to articulate in written, verbal, and presentation formats complex issues with broad implications; tailor messaging for diverse audiences; and develop reports and briefings with recommendations for Executive and elected officials.
- Strong ability to lead engagement, facilitation, negotiation, conflict resolution, consensus-building and team-building.
- Good understanding of legislation such as the *Alberta Land Stewardship Act*, *Public Lands Act*, *Water Act*, *Environmental Protection and Enhancement Act*, *Wildlife Act*. Knowledge of ministry business plan, organizational structure, and GoA policies and priorities related to public land management.
- Strong cultural awareness, empathy, and willingness to continuously learn in support of effective engagement with Indigenous groups and communities on environmental management and natural resource development. Good understanding of Aboriginal and Treaty rights and other emerging policy and legal decisions on rights in relation to land-use.
- Strong understanding of cumulative effects management and the impacts from different types of land uses activities on the environment.
- Applicable GoA information management systems and business productivity software (e.g. Microsoft Outlook, Word, Excel, PowerPoint, Project, etc.).
- Certifications or training in the following disciplines is an asset: recreation management, land use planning, project management, engagement and consultation, Indigenous awareness.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <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 	<ul style="list-style-type: none"> • Land use planning can result in highly divisive and contentious positions between stakeholders, and between government departments. Strong facilitation and collaborative processes must be used to build consensus. • Collaborative approaches and participatory methods facilitate investment and ownership of the outcomes across ministries, with stakeholders and with Indigenous communities which can reduce system resistance to changes that result from land use plans.
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 	<ul style="list-style-type: none"> • Land use planning requires bringing polarized and divisive positions into mutually shared desired outcomes and direction for a region. • Assertive inquiry enables deeper understanding of a problem. • Establish collaborative processes with individual having divergent views.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<ul style="list-style-type: none"> • Advancing plans and policy shifts can only be achieved with political acumen and situational awareness of other government initiatives. • Anticipate future trends and pressures to support proactive approaches to manage changing pressures on environmental conditions.

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"> • 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 	<ul style="list-style-type: none"> • The incumbents team handles numerous high priority initiatives for government, that are susceptible to frequent changes in timing and direction. • Leadership for the team is required to support unanticipated changes in direction, and to anticipate obstacles. • Shifting priorities will require adjustments in timelines, deliverables, budgets or workloads.
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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