

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title Senior Area Forester	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Forestry & Parks
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Dept ID	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Forest Area Manager, the Senior Area Forester provides leadership to the Forest Management and Forest Health sections and ensures effective integration of forest management practices into the development of strategic plans that will support Forestry and Parks while balancing impacts on the public lands and forest landscape. A key focus of this position will be to lead division and external teams on projects which have regional and/or provincial implications as well as drafting and implementing regional directives and or guidelines and standards to ensure smooth program delivery within the forest area.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**1. Forest Management delivery for the forest area to ensure consistent and efficient application of legislation, policy initiative and procedures as they pertain to the practice of forest management on an integrated landbase.**

**Activities**

- Oversee all aspects of the forest area forest management program, including participation in company Forest Management Plan development teams.
- Oversees the complex and often controversial Community Commercial Timber Permit program, assisting with issue resolution as well as overall direction.
- Liaise with Forest Stewardship and Trade Branch on matters requiring technical or scientific input, policy input or direction.
- Ensure policy and procedures are followed to maintain Department FOMP Program.
- Leads forest management planning initiatives for Forest Management Unit (FMU) where the crown has planning responsibilities.
- Oversees the delivery of the Timber Production Monitoring workload including but not limited to scaling, production audits and reporting, truck checks.
- Guide the area in promoting and adopting ecosystem based and adaptive management principles.
- Ensure policy and procedures are followed in relation to Indigenous Consultation.
- Work to integrate efforts, activities, and planning in wildfire and forest management.
- Carries out appropriate statutory decision-making responsibilities and approvals effectively, while preparing and maintaining all appropriate documentation.

**2. Provide leadership/participate on department and external project teams which have regional and /or provincial impacts in terms of forest management and land management policy development and related implementation issues.**

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**Activities**

- Assist in the development of provincial forest management and land management policy.
- Participate on inter-divisional and interdepartmental policy initiatives having direct implications on the area. I.e. Caribou Recovery Plans, SARA, local wildlife referral map, etc.
- Provide input, advice, and assistance with the development of upcoming Regional and Sub Regional Plans.
- Work with other Ministries in relation to long term forest and land management strategy implementation.

**3. Support consistent application of standards among forest management staff in the area through the provision of assistance and direction regarding relevant forest management policy initiatives and procedures.**

**Activities**

- Provide advice and assistance in the review and approval of the GDP and AOP submission and other related planning submissions.
- Provide input to tenure allocation management and administration.
- Participate in compliance audit programs or related projects.
- Provide input to FMA, Quota, CTP, LTP timber allocation proposals for the area.
- Provide input into the review and implementation of the various company Operating Ground Rules.
- Provide assistance in relation to Timber Grazing Integration negotiations and processes within the area and at a provincial level.
- Participate on the Senior Area Forester Provincial Committee and other committees as assigned.

**4. Supervise the human resources assigned to the Forest Management Section and Forest Health Section to ensure that services delivered support the area/division business goals.**

**Activities**

- Responsible for the supervision and training of staff assigned to the forest management section.
- Responsible for the development of staff performance management agreements, performance monitoring and performance reviews.
- Mentor other area staff to promote smooth and efficient operation with the area.
- Develop staff to their fullest potential through coaching, providing leadership opportunities, 'stretch assignments and appropriate training.
- Champion equity, diversity, and respect initiatives.
- Champion WHS and the OHS Program and APS goals.
- Responsible for ensuring that staff maintain current safety certification required to conduct regular work duties (CPR, 1<sup>st</sup> Aid, WHIMIS, TDG etc.).

**5. Respond to issues/appeals related to area Forest Management and Land Management decisions by representing the Forest Area.**

**Activities**

- Prepare briefing notes as requested in response to forest management and land management issues.
- Directly participate in meetings or hearings to provide expert advice to proceedings.
- Respond to FOIPPA requests related to forest management and land management activities.

**6. Advocate Division programs and encourage compliance with legislation by establishing close working relationships with stakeholders, other agencies, and the public in order to promote integrated resource management practices.**

**Activities**

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- Respond to the public inquiries regarding integrated forest and land management practices and activities.
- Plan, implement and/or participate in area and department public involvement initiatives or programs.
- Represent department at client and stakeholder consultations, public meetings, open houses, etc.
- Ensure representation of the department at regular meetings of public stakeholder groups such as Forest Management Advisory Committees or similar Public Advisory Groups.
- Ensure integration and communication with Forest Resource Improvement Association of Alberta (FRIAA).

**7. Oversee and Support all aspects of the Forest Operations Monitoring (FOMP) and Timber Production Monitoring (TPM) programs**

**Activities**

- Ensure policy and procedures are followed to maintain deliverables of the FOMP program, and those accountabilities.
- Ensure delivery of operational field level program components, included but not limited to review and approval of company GDP/AOP, Forest Operations Monitoring (FOMP), Silviculture (SAM), ARIS Monitoring Targets, Reforestation Standards of Alberta audit targets (RSA), Timber Production and Monitoring targets.
- Oversees the delivery of the Timber Production Monitoring workload including but not limited to scaling, production audits/reporting, and logging truck checks.
- Work with forest management staff to guide program and assist with priority setting recommendations.
- Participate when required and available with operational delivery.
- Ensure staff maintain appropriate training levels in FOMP and TPM.
- Ensure all staff are trained in various programs often used in the delivery of the FOMP and TPM programs such as FORESTS, Oracle/Mscale, ArcCollector/ArcMap/Survey123.
- Ensure staff are trained in the issuance procedures pertaining to Land Use Authorizations.

**8. Oversee and support all aspects of the Forest Health Program**

**Activities**

- Work with Forest Health Officer to administer all aspects of the forest health program, including Mountain Pine Beetle, monitoring of biotic and abiotic damaging agents.
- Establish effective integration of the forest health and the forest management programs.
- Manage, review and approve budget requests.

**9. Provide support to Wildfire in both program areas of fire suppression and fire prevention in order to suppress and reduce the incidence of wildfires.**

**Activities**

- Actively participate in fire suppression activities according to certification.
- Actively ensure forest management team participation on area rostered shifts
- Assist with the design and implementation of landscape and community protection vegetation management strategies.
- Review and provide feedback regarding proposed landscape planning for fire risk management.
- Support landscape level fire planning within forest management plans.
- Support firesmart activities in the Edson Forest Area, ensuring adherence to applicable legislation and policy.

**10. Ensure Forest Management program delivery through consistent provincial coordination with other area senior foresters and Edmonton staff.**

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### Activities

- Attend Senior Area Forester meetings in order to get updates from Head Quarters staff members, discuss changing policy and legislation, maintain current and relevant awareness of provincial program deliverables, coordinate with other senior foresters to ensure provincial consistency.
- Assist in maintaining a TOR for the Senior Area Foresters group.
- Review and provide input into Ministry initiatives, document, program, and policy reviews.
- Ensure staff are trained in most recent changes impacting the programs delivered at or impacted at the area level as it pertains to forest management.
- Oversee the compliance processes within the area to ensure adherence with the enforcement framework and maintain consistency with other forest area compliance files and processes.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- The position must work with and develop relationships with both senior staff of large forest management operations, as well as small local loggers and sawmillers.
- This position develops and maintains relationships with internal staff as well as external timber and nontimber clients (FMAs, Quota holders, Indigenous communities, Gazing community etc.)
- The position is called upon to communicate departmental forest management priorities to external stakeholders and jurisdictions in an effective and constructive manner and is often involved in joint or multi-stakeholder initiatives.
- The position is often called upon to provide guidance to area field staff on forest management issues and is required to interpret legislation and policy and take action based on procedural direction.
- This position is often called upon to act as the Forest Area Manager as required which includes both forest management and wildfire related issues.
- Creativity and originality are required on a daily basis for problem solving, communicating with various stakeholders including operational staff within the area, and creating improvements to existing plans and systems.
- The Senior Area Forester is one of 10 in the province and reports directly to the Forest Area Manager. This position directly supervises forest management staff which includes forest health staff.
- The Senior Area Forester oversees delivery of the forest management program which includes approvals, planning, FOMP and TPM.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- B.Sc. in Forestry or Diploma in Forest Technology with relevant years of experience and eligible for registration as a Registered Forestry Practitioner.
- Forest Practitioner education (Forester or Forest Technologist) combined with extensive experience in core forest management and land management functions which have provided a thorough understanding of professional practices and scientific principles to be considered when making resource management decisions.
- Member of the Association of Alberta Forest Management Professionals.
- Strong knowledge of resource industries in the province, their practices, issues and trends.
- Advanced knowledge of relevant legislation, primarily the Forests Act, Timber Management Regulation, Forest & Prairie Protection Act and related regulations, Public Lands Act, Alberta Environmental Protection and Enhancement Act, The Water Act and Codes of Practice and the Regulated Forestry Profession Act and

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Regulation.

- Extensive knowledge of existing forest management and land management legislation, policies and planning processes/tools such as the Alberta Planning Standard, Soil Conservation Guidelines, Forest Management Planning process, Timber Supply Analyses and the provincial timber harvest operating ground rules.
- Extensive knowledge in Indigenous consultation process and adequacy assessments.
- Knowledge of the Provincial FOMP program and components (FOM, SAM, RSA)
- Understanding of the Provincial Timber Production Monitoring Program
- Knowledge and understanding of forest insect, disease and invasive plants.
- Requires knowledge of fire prevention, fire behaviour, fuel types, weather conditions and topography as it relates to wildfire.
- Thorough knowledge of the Departmental program and policy objectives and associated Business Plan and rules.
- An ability to develop area strategies to respond to local challenges and opportunities.
- Highly developed communication skills to deal with a broad spectrum of stakeholders and the public, including excellent verbal and non-verbal communication skills, strong listening, and written communication skills.
- An understanding of the perspectives and issues of the non-industry stakeholders in the area and province.
- Strong working knowledge of computer applications and applicable software (MS Word, MS Excel, MS Outlook, MS PowerPoint).
- Working knowledge of GIS and GPS technologies.
- Ability to operate vehicles, UTV and snowmobiles.
- Ability to fly in fixed wing and roto wing aircraft.
- Exceptional mediation and negotiation skills and the ability to develop and maintain strategic partnerships with various stakeholders.
- Highly developed team, leadership, and supervisory skills.
- Highly developed organizational, prioritizing and time management skills.
- An ability to apply extensive experience, effective coaching/mentoring skills and constructive feedback to help junior staff develop their skills.
- Ability to work with limited supervision.
- Highly developed analytical problem-solving skills.
- Well-developed conflict resolution skills.
- Strong communication skills both written and verbal.
- Strong ability to think strategically.
- Ability to make difficult decisions on an ongoing basis.
- Adaptable and focused on the processes involved in ongoing change management communications and processes

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Ongoing contact with Edmonton staff as well as with other areas to ensure consistent delivery of cross boundary programs as well as to resolve cross- boundary issues.
- Ongoing contact with key stakeholders in the area as well as other agencies, internal and external, who have vested and but often competing interests in the use of public lands and timber. As the Senior Area Forester responsible for planning within the area, this job is often required to work with staff and clients to clarify decisions regarding crown timber and land use, explain program policy changes and mediate acceptable solutions while at the same time achieve integrated and sustainable resource management.
- Facilitates discussions between aboriginal groups and industry with regards to access rights, traditional use, protection of cultural and heritage sites, i.e., grave sites, and pending industrial activity as required.
- Senior Area Forester works collaboratively with Finance to ensure smooth and consistent program delivery.
- Management goals such as FOMP, SAM, RSA and scaling may be delivered by other Divisional Staff.

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- Maintains a productive relationship with other Section Heads to ensure that all Department goals will be met with the staff available.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

### Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))