

Ministry

Environment and Protected Areas

## Describe: Basic Job Details

### Position

Position ID

Position Name

Senior Wildlife Biologist

Current Class

Natural Resources 9

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

Res Stewardship, Fish & Wildlife Stewardship

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Supervisor's Position ID

Supervisor's Position Name

Wildlife Manager

Supervisor's Current Class

Senior Manager (Zone 1)

## Design: Identify Job Duties and Value

### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

No changes.

Responsibilities Removed:

No changes.

### Job Purpose and Organizational Context

Why the job exists:

This position is accountable for the stewardship of wildlife populations and habitats at local, regional and provincial scales. To be effective, this position must review development proposals and licence applications, design, oversee and deliver wildlife population assessments, and engage with a wide range of stakeholders, First Nation and Metis communities and organizations to promote stewardship activities and attitudes. This ensures resource allocation and

## Responsibilities

### Outcome 1. Stewardship of wildlife populations and habitats

This job applies regulatory and non-regulatory mechanisms to maintain and enhance wildlife populations, to provide Albertans with consumptive and non-consumptive benefits of wildlife resources.

#### Activities

1. Lead and support the delivery of wildlife stewardship actions including the protection, enhancement and restoration of wildlife habitats and features.
2. Oversee and complete reviews of development proposals and provide advice aligned with wildlife related objectives, legislation, regulations, policy, and guidelines.
3. Ensure wildlife stewardship objectives are considered in regulatory processes under provincial legislation (Environmental Protection and Enhancement Act, Forests Act, Land Stewardship Act, Public Lands Act, Water Act, Wildlife Act) and federal legislation (Species At Risk Act) and provincial regulations (e.g., Wildlife Regulation), policies, regional and sub-regional plans, forestry operating ground rules, Master Schedule of Standards and Conditions, Crown Land Reservations) by establishing and maintaining productive relationships with regulatory partners in the provincial and federal government, and at arms-length agencies such as the Alberta Energy Regulator and Alberta Utilities Commission.
4. Review permit and license applications (e.g., Wildlife Research Permits and Collection Licences, Damage Control Licences), and take appropriate action (approve / recommend approval / not approve / return for correction) in alignment with statutory decision-making responsibilities and relevant legislation, regulations, policies, and guidelines. Critically review reports and data submitted by permittees and licensees and takes appropriate action in cases of non-compliance.
5. Oversee and deliver the registration of harvested bighorn sheep and cougars.

### Outcome 2. Wildlife population and wildlife habitat monitoring and assessment

This job leads the design, planning, delivery, evaluation, and reporting of wildlife population and wildlife habitat assessments at the local, regional and provincial scale to ensure wildlife harvest regulations, land use decisions, and other management decisions are informed by reliable information.

#### Activities

1. Collaborate with other professional staff to complete multi-year regional and provincial wildlife monitoring plans that include the selection of areas to survey, sampling frequency, survey protocols, evaluation, and reporting, including population estimates used to set wildlife harvest regulations.
2. Lead and support the completion and delivery of wildlife status assessments, management plans, recovery plans, and habitat inventories. May include travel by fixed wing and rotary wing aircraft, off-road vehicles, and the use of firearms.
3. Ensure continuous improvement and scientific and technical excellence by periodically reviewing existing wildlife monitoring approaches and by designing, testing and reporting the performance of new monitoring approaches, protocols, and equipment. Oversee the documentation of monitoring approaches in standards, policy, and guideline documents and manuals.
4. Lead and support the development and maintenance of scientifically rigorous approaches to

characterize the status of wildlife populations and predict potential responses to activities that may affect wildlife and wildlife habitat including wildlife harvesting and land use.

5. Ensure scientific credibility of wildlife population and habitat monitoring and assessment by ensuring data and data systems are accurate, well-documented, and aligned with recognized standards.

6. Publish findings in government reports, peer-reviewed journals and present at internal and external meetings, workshops, conferences and other gatherings.

### **Outcome 3. Engaged and supportive stakeholders, First Nations and Metis communities**

This job builds and maintains positive working relationships with a diverse community of internal and external stakeholders and persons with Indigenous-based rights to promote positive wildlife stewardship attitudes and actions.

#### **Activities**

1. Lead and support the development and delivery of provincial and regional communication and engagement strategies to promote positive wildlife stewardship attitudes and actions among wildlife harvest stakeholders, industry, agriculture, local and regional governments, First Nations and Metis communities. Represent the Crown in engagement and consultation meetings with Indigenous communities.

2. Participate in multi-stakeholder committees and processes to address and resolve issues and concerns related to industrial development (e.g., forestry, energy), agriculture, municipal development and recreational use, to promote species management, conservation, and recovery objectives.

3. Actively seek and enable participation in wildlife population assessment and stewardship activities by local stakeholders and stakeholder groups (e.g., Alberta Wildlife Federation, Alberta Professional Outfitters Association), community members, Indigenous communities and organizations, volunteers and partners including the Alberta Conservation Association and Alberta Biodiversity Monitoring Institute.

4. Provide advice on annual enforcement program priorities with enforcement senior managers, inspectors and officers and support investigation and enforcement actions with evidence, information and advice. Prepare court briefs with technical information for the Crown.

5. Represent the province in interactions with professional staff from provincial and federal governments on trans-boundary wildlife management issues and resource management initiatives.

### **Outcome 4. Team leadership, occupational health and safety, work planning, administration and corporate communication**

This job provides leadership, administration, and communication to foster a safe, productive and resilient workplace.

#### **Activities**

1. Lead the recruitment, onboarding, supervision, training and professional development of a team of wildlife biologists, technicians, and seasonal staff.

2. Advise managers and colleagues of innovative opportunities and challenges related to people and programs and recommend solutions to chronic and emerging challenges.

3. Lead and support all elements of the Branch Occupational Health and Safety program including hazard assessment, inspections; incident reporting, training (needs, courses, tracking); ensure effective

communication with managers on program status and challenges.

4. Lead and support the completion of annual work plans that identify and describe objectives, activities, work schedules, milestones, deliverables, and resource requirements that leverage internal and external resources to achieve organizational mandates and outcomes in a consistent and coordinated fashion.
5. Participate, and provide leadership, in department and external committees and teams whose work may affect wildlife and wildlife habitat. May chair committees and teams with diverse representation from government departments, stakeholders, and Indigenous communities.
6. Support the administration and communication requirements of the organization related to expenditure reporting, budget forecasts, contracts and procurement, inventory, leave, travel and expenses, and overtime in alignment with financial and human resource policies, procedures, and timelines.
7. Respond to requests for input and feedback from administrators, managers, executives, and Ministers, including responses to action requests, briefing notes, and media inquiries.

## Problem Solving

Typical problems solved:

Reporting to the Regional Wildlife Manager, the Senior Wildlife Biologist is routinely expected to solve most problems independently and in collaboration with colleagues and supervisors.

The Senior Wildlife Biologist is expected to solve the following types of problems:

1. Reconciling actions to support species conservation and recovery that may conflict with other environmental, economic or social objectives held by stakeholders or Indigenous communities.
2. Integrating diverse environmental, social and economic objectives and cumulative effects when reviewing and development proposals and providing consistent referral advice to regulators.
3. Considering multiple forms of legislation, regulations and policies when reviewing license applications and ensuring consistency of decisions.
4. Scientific, technical and logistical difficulties in assessing wildlife populations and habitats using predictive models and tools, and interpreting results while having incomplete information about ecosystem structure and function.
5. Development and evaluation of innovative or novel approaches to assess wildlife populations and wildlife habitat.
7. Communication with stakeholders, First Nations and Metis communities that may be dissatisfied with fisheries stewardship and land use outcomes.

Types of guidance available for problem solving:

1. Guidance for solving problems related to regulatory processes is available from relevant legislation, regulations, policies, and guidelines (e.g., Wildlife Act and Regulations, Federal Species at Risk Act, Alberta Fish and Wildlife Policy, Master Schedule of Standards and Conditions) and from reviews of relevant materials from other jurisdictions.
2. Guidance for solving scientific and technical problems is available from government reports, scientific literature, government staff and external experts and colleagues.
3. Guidance for solving bureaucratic and organizational problems is available from onboarding materials, Official Oath, Code of conduct and ethics for the Public Service of Alberta, Respectful workplace policy, Collective Agreement, Human Resources Directives, supervisor, and colleagues.

Decisions made by this position have considerable local and provincial impacts in a complex political and economic landscape.

Decisions made by this position may affect:

1. The opportunity for Indigenous peoples and communities (First Nations and Metis) to fulfill their constitutionally protected hunting rights, and the outcomes of litigations against the Province that could result in economic losses.
2. Wildlife resources available for recreational hunters and commercial users.
3. Land-use across multiple sectors that may require wildlife-related referrals and authorizations, including forest management plans, energy development, and municipal infrastructure.
4. Success in preventing or mitigating the introduction and spread of diseases and invasive species that may affect wildlife.
5. The ability of industrial operators and wildlife stewardship partners including the Alberta Conservation Association to conduct or sponsor wildlife research, assessment and stewardship activities.
6. The type, amount, and credibility of wildlife population and habitat information available to support wildlife harvest regulations and other regulatory processes; this has potentially large impacts on recreational hunters, commercial outfitters, developers, local governments, other stakeholders, First Nations and Metis communities.

## Key Relationships

Major stakeholders and purpose of interactions:

The frequency and purpose of regular contacts made internally and externally are:

**Supervisor:** Daily interactions to ensure awareness of planned and completed work activities, discuss challenges, and to receive guidance and support;

**Branch staff:** Daily to weekly interactions to plan, coordinate and deliver work activities; participates in task teams and committees to coordinate and advance the work of the Branch;

**Government staff outside the Branch** including Hunting and Fishing Branch, Fish and Wildlife Enforcement Services, Environmental Law Team, Education and Engagement, Indigenous Relations: Daily to weekly interactions to inform decisions, coordinate work activities, occupational health and safety, training, procurement, contracts, and corporate communications;

**Permit and license applicants, permittees and licensees:** Monthly to annual interactions to address inquiries, review applications, and review data submissions and reports.

**Regulators** seeking advice on the potential impacts of proposed development, including Lands Officers, Forest Officers, Regulatory Assurance: Weekly to monthly interactions to address inquiries, receive applications, and deliver referral reports

**Colleagues and others outside Government** with shared or related regulatory responsibility including Alberta Energy Regulator, federal government: Weekly to monthly interactions to discuss opportunities, solve problems, and discuss shared challenges.

**First Nations and Metis Communities:** Monthly to annual interactions to address inquiries, discuss opportunities and challenges, build and maintain relationships to foster positive stewardship attitudes and actions.

**Delegated Authorities and program partners** including the Alberta Conservation Association, Alberta Biodiversity Monitoring Institute, fRI Research: monthly to annual interactions to discuss and coordinate work.

**Stakeholders** including recreational hunters, organized groups (e.g.. Alberta Wildlife Federation, Alberta Professional Outfitter Association), outfitters, MLAs, municipalities, town councils, industry and agriculture: Monthly to annual interactions to address inquiries, build and maintain relationships to foster positive stewardship attitudes and actions.

**Scientists at universities and other scientific organizations:** Monthly to annual interactions to collaborate on research and development to support continuous improvement in wildlife stewardship activities.

**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:

Plus 6 yr relevant experience. Equivalences:Technical Diploma + 8 yr OR Masters Degree + 4 yr

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

**Knowledge**

- Biology and management of wildlife populations and habitat
- Provincial and federal legislation, regulations, policies and agreements relevant to wldlife management, conservation and stewardship.
- Government mandate, business plans, and programs that may affect or be affected by wildlife stewardship objectives and actions.
- Principles and practice of population and habitat assessment.

**Skills and abilities**

- Ability to travel by fixed wing and rotary wing aircraft.
- Ability to drive off-road vehicles including quads and snowmobiles.
- Ability to use firearms.
- Ability to resolve complex resource management problems and utilize persuasion skills that result in effective negotiation, influence and conflict resolution to achieve win-win solutions.
- Verbal and written communication skills, including writing scientific reports, making presentations, leading team sessions, providing advice and information to others.
- Data analysis, modeling, and data system management
- Ability to organize work, establish priorities, manage projects and understand budgeting and reporting.
- Leadership of a team of professionals including developing and coaching junior staff.

**Behavioral Competencies**

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

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>	For example, decisions, recommendations and actions to support wildlife stewardship objectives consider the broader environmental, social, economic and political context.
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>	For example, wildlife habitat stewardship projects are developed and implemented in collaboration with local stakeholders and community members.
Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <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>	For example, the impacts of industrial development on wildlife populations and habitat are minimized and mitigated by involving they key players and finding common ground through dialogue and negotiation.
Agility	○ ○ ○ ● ○	<p>Proactively incorporates change into processes:</p> <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> </ul>	For example, processes for reviewing permit license applications and development proposals are regularly reviewed and improved to ensure they are efficient and effective.

		• Readily adapts plans and practices	
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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