

Working Title Slave Lake Area Manager	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Forestry and Parks
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Present Class	Requested Class	Levels to Deputy Minister (Not including incumbent level)
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Dept ID	Program Code	Project Code (if applicable)
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**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide **Page 7**).

Reporting to the Regional Director of the North Region, the Slave Lake Area Manager is responsible for delivery of the operational programs within the Slave Lake Area. The position provides innovative direction and leadership on compliance, visitor services, visitor engagement, public safety, human wildlife conflict prevention, facility and trail maintenance, business development, daily operations and general administration. The position ensures that budget targets are met and that appropriate financial and contractual controls are in place. The position ensures the effective delivery of field operations in a high-profile Region of Alberta's parks system by actively promoting local problem solving through the appropriate allocation of assigned team resources. Forming and maintaining effective partnerships with the Region's infrastructure group, the Divisions and Branches throughout the Department, Federal and Provincial agencies, public advisory groups, partnering non-profits, local municipalities, MLAs, Division and Departmental senior management, special interest groups, volunteers, contractors and the general public are key to addressing issues in a timely and responsive manner.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide **Page 8**).

This position provides leadership and direction to administrative, professional and technical staff to ensure effective delivery of: site Visitor Services, Visitor Engagement, Recreation and Resource Management inclusive of Public Safety and Compliance, Maintenance and Municipal Services, Administration, Human Wildlife Conflict Prevention, Special Facilities programs, Business Operations and Contract Management. This position supervises teams across 2 Districts in the Area, Lakeland and Ft. McMurray. There is a seasonal staffing component where up to 60 staff will be employed for the season.

Responsible for the delivery of the Parks Division field program in the Slave Lake Area and resolves complex and/or sensitive issues ranging from personnel issues, compliance, resource management issues, business operations and other pertinent areas.

- Provides direct supervision to District Team Leaders and Area lead staff regarding the operations, management and administration of the Area and the sites.
- Manages the implementation of land and water-based recreation activities on a year-round basis in parks and recreation areas to ensure quality services and facilities are being provided. This is accomplished by identifying program needs, setting priorities and developing program budgets for sites within the Districts.
- Oversees the operations of special facilities within the Area.
- Responsible for compliance with all pertinent legislation (Provincial Parks Act, Wilderness Areas, Ecological

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Reserves, Natural Areas and Heritage Rangelands Act, Wildlife Act, Financial Administration Act, Fisheries Act, Occupational Health and Safety Act its regulations and Code, etc.) and Departmental and Divisional policies and procedures. All staff are aware of their responsibilities in this regard.

- Negotiates responsible outcomes for the Department in contract and/or land negotiations
- Provides input to the Visitor Engagement Supervisor into the development and implementation of programming. This is accomplished by identifying and helping prioritize interpretive and environmental education program opportunities within the Area.
- Manage budgets, time and human resources to implement, maintain and evaluate the operation of the Government of Alberta Occupational Health and Safety program.

Responsibilities include:

- 1) Area program budgets, controls and forecasts are prepared in a timely manner and ensures:
  - i. Priorities are set which meet business plan goals
  - ii. Program needs are identified through appropriate internal processes
  - iii. Budget targets are met and appropriate financial and contractual controls are in place
- 2) Providing strategic direction on program priorities and strategies for excellence in service delivery through:
  - a. Enhancing research, monitoring and provision of services in the Area's parks.
    - Providing data and analysis to support effective management.
    - Developing strategies to increase Albertans' awareness and appreciation of Alberta's provincial parks and protected areas.
    - Preparing effective strategic business and operational plans to implement for the Area.
    - Providing direction on key management planning projects within the Area,
    - Providing input to capital plans in accordance with Divisional guidelines.
- 3) Building and maintaining effective interdepartmental relationships and effective coordination of interdepartmental programs and issues.
  - Represents the Department on divisional, regional and interdepartmental task groups or planning teams and effectively contributes to objectives of such committees.
  - Ensures that Park Division's interests are effectively communicated and considered when representing the Branch and/or Division to interdepartmental committees or working groups.
  - Develops and maintains a strong working relationship with the Lands Operations Division, Conservation and Land Enforcement Branch to ensure enforcement and compliance requirements within the Area's protected areas are maintained and enhanced
  - Effective communication and team building within the Area, with other regional staff and headquarters staff through timely preparation of briefing notes and action requests materials required for the Minister and Senior Management
- 4) Builds and maintains relationships with external stakeholders ensuring that the interests of the Division and the Department are properly presented and represented.
  - Responsible for formulating, negotiating and initiating partnerships with non-government organizations within the Area in a wide variety of applicable park operations.
  - Provides input for land management, negotiating acquisitions and dispositions, developing land use guidelines and controlling activities within the area.
- 5) Program Administration including personnel programs, training, and safety programs, are managed effectively and in accordance with applicable legislation and Department administrative procedures.
- 6) Fulfills the duties of Acting Regional Director when requested to do so by the Director.

**KNOWLEDGE/EXPERIENCE:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, 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 9-10**).

- Post-secondary degree in resource management, park management or recreation management supplemented by four (4) years related experience. Related experience or education may be considered as an equivalency on a one for one basis.
- Extensive knowledge of applicable legislation including the *Provincial Parks Act* and its Regulations and Orders, the *Wilderness Areas, Ecological Reserves, Natural Areas and Heritage Rangelands Act, Water Act, Historic Resources Act, Public Lands Act, Public Health Act Recreation Area Regulation*, and Occupational Health and Safety legislation.
- Experience and demonstrated success in leading and engaging a diverse group of professional and technical staff in meeting business unit goals.
- Experience with budgeting and forecasting
- Experience in contract negotiation and management
- Experience with operations management including the development and implementation of programs with proven results
- Demonstrated effective communications skills (both verbal and written) and conflict management skills with proven ability to work with senior management and executive.
- Strong leadership and project management skills demonstrated through ability to problem solve, and make timely decisions while ensuring that appropriate department policies are followed and actions are aligned with government mandate
- Understanding of the goals and objectives of the Division and the Department, the political environment and how the Government structure functions.
- Understanding of ecological and social sciences pertaining to parks management.
- Extensive knowledge of Departmental policies and procedures, including human resources, financial administration, FOIP, communications and legislative processes.

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide **Pages 10-11**).

This position must lead, coordinate and organize the Area by providing direction and/or advice to staff on all relevant policies, procedures and legislation while ensuring that programs are delivered consistently within Department and government direction.

The position will also contribute to collaborative or cross-ministry work on priority policy initiatives. The diversity and complexity of the Area land base requires the incumbent to have strong communication, mediation and negotiation skills to resolve complex issues with a wide variety of stakeholders and special interest groups.

Developing positive relationships with other government departments, the public and interest groups is essential for the delivery of all assigned programs. Specifically, the incumbent must foster relationships and develop partnerships with other Departments, research institutes, other levels of government, stakeholders, business community, non-profit organizations and volunteer groups to enhance the delivery of Departmental goals.

Provide business understanding, knowledge and implementation to increase dedicated revenue funding required to operate park facilities and Area and Regional programs. Programs must be innovative and usually generate net revenues to be successful.

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide **Pages 11-12**).

Creative and innovative approaches are necessary to resolve conflicting perspectives. The North Region has experienced tremendous growth in terms of population increases and recreational use in the past decade. Heavy oil extraction, mineral extraction, logging, hunting and many major recreational business opportunities occur in the Area resulting in the need to balance conservation with neighbouring resource use and long-term economic

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viability. The Manager must achieve a balance among many competing interests and complex issues that exist regarding the land base and park operations; solutions must be achieved and implemented where there is not necessarily a correct answer. Strong skills in working in a regulated environment where Regional Plans and cross-Departmental objectives must be met while they may not mesh.

Decision making must consider the high profile of the Area with interest groups, the public, the media as well as provincial elected representatives.

A combination of approaches to address these issues must be utilized on a regular basis to provide high quality and responsive public service in an Area under high media, political and public scrutiny.

Balancing the requests of lessees and the mandate of the Division is challenging while ensuring Park Division's mandate is being upheld. Understanding the political and economic climate of the province is essential in making decisions on these matters. Consultation with and support from Divisional and/or Departmental executive is essential in achieving favourable outcomes.

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide **Pages 12-13**).

Clients	Frequency	Nature and Purpose of Contact
<b>Internal:</b> Professional, technical and administrative staff	Daily	Advice/direction/problem solving/supervision
Director(s)	Daily/Weekly	Advice/recommendations
Other Ministries	Daily	Cross jurisdictional issues; JOP commitments
ADM/DM/Minister	As requested	Special briefings
<b>External</b> Lessees MLA's Municipalities Contractors Other Agencies First Nations Industry Volunteer Organizations	Ongoing As required Monthly Monthly On going As required/ongoing As required Monthly	Inspections; amendments Updates; briefings Updates; planning; common concerns Negotiations; oversight Jurisdictional issues; assistance Relationship building; consultation Partnerships; impacts Partnerships; assistance

**IMPACT AND MAGNITUDE OF JOB (SCOPE):** Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide **Pages 13-14**).

The Manager is fully responsible for effectively delivering all of the Area's operational programs and must ensure that business goals of the Ministry are achieved. The position is directly involved in administering legislation relating to the business of the Ministry. Program delivery influences over one of the Region's signature protected areas and several classic sites.

With minimal direction from the Regional Director, this position decides on the type and level of public

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programming, local community involvement and level of assistance provided to other internal and external stakeholders (e.g. other departments, divisions, municipalities). If incorrect decisions are made this will have a negative impact on the Department and the government's public image in local communities, working relationships with other levels of government, special interest groups and internal working relationships with other provincial government departments.

Program delivery influences tens of thousands of visitors annually and is responsible for some of Alberta Parks' premier infrastructure. The incumbent has full responsibility for coordinating day-to-day activities for compliance, public safety, administration, business and program administration (fee collection and campground service delivery) and maintenance within the Area.

**CHANGES SINCE LAST REVIEW:** Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide **Page 14**).

None

**COMPARABLE POSITIONS:** List comparable GOA benchmarks (See Writing Guide **Pages 14-15**).