

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

[Redacted]

Position Name (200 character maximum)

Lands Program Specialist

Current Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

[Redacted]

Cost Centre

[Redacted]

Program Code: (enter if required)

[Redacted]

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Lands, Lands Policy and Programs

Current organizational chart attached?

Supervisor's Position ID

[Redacted]

Supervisor's Position Name (30 characters)

[Redacted]

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2026-02-05

Responsibilities Added:

Lead the coordination with EPA Finance Branch for the programs financial responsibilities and position name was updated.

Responsibilities Removed:

None

## **Job Purpose and Organizational Context**

### **Why the job exists:**

The Lands Program Specialist position supports the delivery of core work within the department, related to private land conservation programs administered through Lands Division.

This position is responsible for implementing the delivery of funds, policies, legislation and programming to effectively address Alberta Environment and Protected Area's (EPA) conservation objectives. By liaising with stakeholders and departmental staff to provide linkages between these groups and program delivery.

This position is responsible for coordinating the development and implementation of provincially delivered private land conservation programs while ensuring consistency with current legislative and policy frameworks to advance, complete or implement department priorities for conservation. The position also provides strategic recommendations and advice, based on theoretical knowledge, research and experience, for information-based decision making.

This position will provide guidance in the development of private land conservation program methodologies, including approaches for measuring and reporting ecosystem services indicators and valuation. The role will guide and oversee the creation of new tools, frameworks, and practices that strengthen private land conservation outcomes, ensuring they are grounded in evidence, innovation, and operational effectiveness.

## **Responsibilities**

Ensure program responsibilities of the private land conservation programs are completed in a timely manner. This may involve assisting other section staff and/or leading the following duties:

### **Complete program cycle requirements:**

- Coordinating updates of the application, evaluation, and communication materials on a regular basis, including annual program recipients, presentations to external stakeholders or internal staff.
- Communicate grant or program updates and general information (annual grant opening and fund availability), respond to inquiries regarding program administration to external/internal stakeholders.
- Accept all program applications and collate information in a high quality, standardized and functional way for evaluation by subject matter expert committee, this may include spatial data.
- Coordinate the grant application review process by assembling personnel with the appropriate expertise, lead discussions on project suitability, fund availability and administration.
- Lead and collaborate with inter-departmental staff on the process to purchase ecologically significant land from willing private landowners.
- Communicate review process results and recommendations to management in a concise and effective manner, including maps, tables and applicant information.
- Lead program grant drafting and their associated documents (grant agreement creation, interim and final reporting) and contracts (request for proposals, contract selection, contract management)

### **Evaluate and report on program outcomes and objectives**

- The position will be accountable for tracking, evaluating and reporting on an ongoing basis on the status of the program, including achievement of desired outcomes and objectives, financial, manpower, contract and budget reporting, as per Department policies and procedures.
- Lead regular reports to department management team on program activities, financial status of grants, and outcomes achieved.
- Contribute to annual reports of each year outlining the results achieved through the program, including work completed, financial reporting, etc.
- Implement evaluation of the programs and provide recommendations for continued improvement.
- Participate in audits of current and past projects, including field visits to ensure program outcomes are met.
- Lead continuous improvement by applying learnings from similar programs and policies in other

**jurisdictions (current events, other information sessions/workshops) to ensure objectives of the programs are being met.**

**Development and refinement of programs.**

- Establish and maintain key relationships with stakeholders, multi-stakeholder organizations, internal staff and other ministries, to ensure upfront and continued collaboration in the development and ongoing implementation of the program.
- Lead and develop key documentation, information, processes and procedures for programs including program directive and administrative procedure development, data and information requirements and engagement with stakeholders and other GOA staff.
- Coordinate grant review committees, including calling meetings, documentation of meetings, providing information support to the committee, organizing and managing the input from the committee by incorporating into the program process.
- Develop engagement plans and coordinate delivery of engagement activities for program development and refinement.
- Develop and deliver information for decision makers that affect private and public land conservation, including the development and coordination of workshops, conferences, guidelines and information documents.
- Lead research for private land conservation program delivery reporting on ecosystem services indicators, landowner payments, ecosystem services valuation. Including research and development of other tools to support private land conservation (tax incentives, etc.).

**Lead Policy Development across the Government of Alberta in implementation of long term environmental outcomes.**

- provide advice, assistance and leadership on interpreting and implementing various conservation, biodiversity and other land-use policies, legislation and regulations
- lead development and revisions on environmental land use based policies and initiatives. Involves liaison across multiple ministries to ensure effective roll-out of new or amended policies and/or regulations.

### **Problem Solving**

**Typical problems solved:**

**This position is responsible for the development and delivery of private land conservation programs within the section, which includes the prudent management of grant funds allocated to third-party organizations and frequent communication with key external partners.**

**The position is responsible for ensuring that funding to third-party projects is directed to those of the highest priority to improve conservation of private land throughout Alberta. The position leads the refinement, coordination and day-to-day management of this program. In particular, the position will be responsible for managing multi-year grant agreements for the entire program budget.**

**The position builds collaborative working relationships with department divisions and with colleagues in other departments, and is relied on to influence others to consistently apply an integrated approach to private land conservation and department program delivery.**

**This position functions within applicable Ministry and government legislation, regulations, policies, directives, and guidelines and must be familiar enough with these documents to apply them in an integrative way to all grant and program operations.**

**Types of guidance available for problem solving:**

**Guidance from coworkers, Manager and section Director is available, as well as subject matter expertise from other government staff that the position develops networks with.**

**Direct or indirect impacts of decisions:**

**Decisions made by the position during grant application review will directly impact funding opportunities to external stakeholders. Indirect impacts to these external stakeholders will also occur via the position's**

creation and updating of relevant guidelines and decision documentation surrounding private land conservation program funding or operation.

**Key Relationships**

Major stakeholders and purpose of interactions:

Interact daily with section staff to collaborate in program administration activities or evaluation and reporting.

Interact with other department or inter-department staff on a weekly to monthly basis regarding larger scale program administration, development, policy and engagement. This may include approval managers, division directors (Fish and Wildlife Stewardship, Infrastructure, Finance, Forestry and Parks).

Interact with external stakeholders (municipalities, land trusts, livestock or producer organizations, environmental non-governmental organizations) 2-3 times per year/seasonally for grant program administration (application and grant agreement-based discussion or questions), and on an as needed basis for engagement on grant/program improvement.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

Natural resources management, Agriculture, Environmental, Biology or related field

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

Project management, grant program management, natural resource management, business plans, occupational health and safety, provincial regulations and legislation.  
 Strong understanding of natural resource management, the departments conservation objectives and apply knowledge to Alberta through the delivery of programs.

**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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	Multiple stakeholders involved in engagement regarding grant program, work with review committees for different grant programs.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> </ul>	Changing departmental priorities alter how grant or program review will then drive interactions with external and other internal stakeholders

		<ul style="list-style-type: none"> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
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>	Evaluate and develop the refinement of private land conservation programs.
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	Evaluate and develop the refinement of private land conservation programs.