New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Range Reg Assurance Specialist

Requested Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Lands South, Range and Conservation Stewardship

[✓] Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Range Info Mgt & Analysis Lead

Supervisor's Current Class

Agrologist Level 3

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Rangeland continues to implement the Regulatory Assurance Framework (RAF) and a move to disposition lifecycle management. This position would offer key support in the implementation of RAF. The position will also provide key support in relation to spatial data management for the Forest Reserves Range Grazing Allotments.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. RAF data needs - Evaluate data capture and storage needs for implementing RAF. From this analysis, build tools/databases to securely capture and store data. This may include spatial and non-spatial data. Will ensure the proper documentation and metadata of all data. Includes tools such as ESRI products, PowerBI, Access, and other database tools.

2. Data reporting - provide data reporting, and mapping as required for a variety of RAF and rangelands needs.
- reporting on the status of measures to enable staff to monitor progress and ensure requirements are met
- mapping products as requested.

3. Support on-going spatial data needs of the Forest Reserve Range Grazing Allotments.

- on-going work with the Rocky Mountain Forest Range Association vegetation inventories and management plans
- assist work to clean/standardize data for RAF.

4. On-going support of Rangeland data and spatial data requirements. This may include supporting the following projects:
- Provincial Grazing Reserves
- Recreation Access
- Farm Development leases
- other rangeland disposition needs

Problem Solving

Typical problems solved:

Analysis data to report on a multitude of measures.

- Technical troubleshooting for data management programs and tools.

- Data auditing and quality control.

- Learning and implementing new technologies.

Types of guidance available for problem solving:

· Peers
· Documentation on tools and processes
· Independent learning and troubleshooting. Position expected to have enhanced problem solving skills. Find multiple ways of solving an issue - online, forums, technical task solving.

Direct or indirect impacts of decisions:

· Impacts the ability of operations staff to do their job in a timely manner
· Impacts data being collected and reported on correctly and consistently

Key Relationships

Major stakeholders and purpose of interactions:

Rangeland Agrologists and Rangeland Team leads - ensure that data needs and products are being met. Work with agrologists to ensure data consistency and quality assurance requirements are being met. Work with Provincial Geospatial staff to ensure tools are meeting rangeland needs. Work with key partners including Multisar, Cows and Fish, and the Rocky Mountain Forest Range Association. Work with Service Alberta and IT partners to enforce data collection standards are met.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science		

If other, specify:

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

Training/certification in GIS, with emphasis on ESRI ArcGIS products. Skills in Python and SQL are required. Strong skills in Microsoft products (Excel, Access, Word) is required. Skills in data analysis such as PowerBI, SharePoint are recommended.
Background in Natural Science (Environmental Science, Agriculture) is strongly preferred.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

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

Systems Thinking	○ ◉ ○ ○ ○	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences	Incumbent is required to take a strategic systems approach to determine how best to stage solutions to complex issues.
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Incumbent will be expected to use innovative, adaptive and responsive strategies to problem solving. Incumbent will actively research and collaborate on new technologies and ideas for data management and analysis.
Agility	○ ◉ ○ ○ ○	Works in a changing environment and takes initiative to change: • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines	Incumbent needs to actively seek innovative funding solutions for changing database priorities. Incumbent supports staff by addressing shifting workplace priorities and ensures resources are available to address these changes.
Build Collaborative Environments	◉ ○ ○ ○ ○	Works in an open honest manner with colleagues: • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing	Using effective communication and partnership building skills the incumbent will focus on the strength of collaboration to resolve complex issues.

		interpretations	
Develop Networks	○ ◉ ○ ○ ○	Works on maintaining close relations with all stakeholders: • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques	This position requires the development and maintenance of effective and impactful relationships within the rangeland agrologists. Engage with staff to ensure that agricultural systems align to meet operational and policy needs.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Benchmark Evaluation - 126TN01

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

_____   _____   _____
ADM Name   Date yyyy-mm-dd   ADM Signature

_____   _____   _____
DM Name   Date yyyy-mm-dd   DM Signature