

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Environmental Regulation, the Environmental Standards Specialist is responsible for the development of specifications/guidance documents to ensure that departmental activities related to construction and maintenance are conducted in compliance with relevant federal/provincial legislation. The position is the technical expert on regulator issues related to the aquatic environment, and provides leadership and coordination to a diverse group of internal and external stakeholders to ensure that departmental standards meet the needs of those responsible for the delivery of highway and water infrastructure projects.

Responsibilities

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

- As the environmental legislative/regulatory subject matter expert for the department, this position identifies policy needs/changes and collaboratively formulates the departmental position on proposed regulatory changes. This role also advocates the department's position to regulations regarding federal/provincial legislation to influence formulations of policies as a means of ensuring that they are practical for delivery of department projects. Policies that require direct involvement of this position include, but are not limited to, the Federal Fisheries Act, the Navigation Protection Act and the Alberta Water Act.
- This position takes a leading role in the development of new and updated specifications, standards, and technical guidelines to ensure cost effective regulatory compliance in the delivery of department projects. These standards guide the delivery of work throughout the planning, design, construction and operational phases of projects related to water management and highway infrastructure. Collaboration with internal/external stakeholders is required in order to ensure the department's standards provide clear direction to service providers, and that roles and are well understood.
- As the subject matter expert on regulation related to wildlife, wetlands, navigation, water quality and fisheries, this position provides technical advice and guidance on complex issues that arise during project delivery. This includes interpretation of legislation, specifications, standards and understanding/communicating the expectations of regulators. This technical advice is required to keep projects on schedule, while developing solutions that are cost effective and in compliance with regulatory requirements. Providing assistance to problem solve issues related to environmental processes is required on a daily basis.
- This position takes an active leadership role with respect to knowledge transfer with both internal staff and with industry. This position will engage relevant stakeholders to explain the tools and processes that Alberta Transportation and Economic Corridors have in place to address regulatory requirements. This will include development of training materials & courses, delivery of targeted presentations, and in person communications such as with the department's Environmental Working Group. Updates to training materials are typically on a frequent basis due to changes in provincial and federal regulatory practices.
- This position is the primary source of regulatory support for highway and water projects delivered by the Major Capital Projects Branch.

Problem Solving

Typical problems solved:

The position is continually faced with challenges in an ever-changing regulatory environment. Creative solutions are routinely required in order to ensure that departmental policies, specifications, and standards are effective. The incumbent must be fully cognizant of the ramifications of departmental processes as they regulate to legislation not yet proclaimed.

This position provides leadership in application of the Service Delivery Model with a solution and client focus in a range of cases where there are conflicting priorities, significant pros and cons, and diverse stakeholder interests. Tools to support such decision making include collaboration with partners, understanding the perspectives of relevant stakeholders, and building an informed recommendation. Engineering awareness and biological judgment with a client focus is critical to successful problem solving.

Types of guidance available for problem solving:

Guidance includes existing standards and specifications, published regulations and interpretive documentation, past experience with project deliver, information and context gained through building relationships with regulators, strategic priorities from department executive, and support from the Environmental Regulation team in Technical Standards Branch.

Direct or indirect impacts of decisions:

Decisions made impact the cost effectiveness, schedule risk, and regulatory compliance of most projects delivered by Alberta Transportation and Economic Corridors for Highway and Water Management infrastructure. Regulatory compliance is key to successful project delivery, protecting staff and stakeholders from penalties, and to ensure protection of environmental resources.

Key Relationships

Major stakeholders and purpose of interactions:

Director, Environmental Regulation: daily interaction to discuss priorities and progress of various initiatives.
 Executive Director, TSB: biweekly regarding policy approaches regarding federal legislation.
 Federal/Provincial Regulators: biweekly regarding consultation for project support and standards development.
 Project delivery staff: daily interaction to advise and support decisions regarding regulatory risk and compliance to ensure timely and cost effective delivery.

Required Education, Experience and Technical Competencies

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

If other, specify:

Environment or Forestry

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

- Experience with specification and standards development to provide a consistent and compliant approach for the delivery of projects.
- The position must have an in-depth knowledge of the department's policies (i.e. planning, design, construction and operations). A solid understanding is gained through both academic study and practical experience.
- A related university degree in environmental related science supplements by four years of relevant experience. This position must have a thorough of the core Ecosystem Components (e.g. wildlife, fisheries, navigation, water quality, hydrology and wetlands) in order to adequately recognize impacts to environmental receptors and develop specifications and mitigation measures intended to address these impacts.
- This position requires expert knowledge with respect to fish passage, fish habitat assessment and aquatic biology of Alberta.
- Experience in championing and implementing innovative solutions.
- Familiarity with department structure and process is an asset. Strong communications skills, with demonstrated ability to collaborate with stakeholders while focusing on client needs.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on	Must manage a considerable range of activities that are concurrently on the go. Evaluates options in order

		implications of different options <ul style="list-style-type: none"> Analyzes long-term outcomes, focus on goals and values Identifies unintended consequences 	to identify the optimal solution.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> Leverages skills and knowledge of others Genuinely values and learns from others Facilitates open and respectful conflict resolution Recognizes and appreciates others 	Building productive relationships is essential for the position to successfully meet delivery time lines. Facilitate meetings with stakeholder groups that may oppose the project as a means to find efficient solutions.
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> Asks questions to understand a problem Looks for new ways to improve results and activities Explores different work methods and what made projects successful; shares learning Collects breadth of data and perspectives to make choices 	The position understands concerns of others and identifies mitigations to offset those impacts. Deeply understands the problems at hand and identifies options that are technically defensible to various stakeholder groups, including federal/provincial regulators.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)