

Update

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Regulatory Approvals & Information Management (RAIM)

Current Class

Manager (Zone 2)

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

Heritage Division, Historic Resources Mgmt

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Snr Manager, Arch Survey

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2018-12-03

Responsibilities Added:

No significant changes since reclassification of position in 2018.

Responsibilities Removed:

No significant changes since reclassification of position in 2018.

Job Purpose and Organizational Context

Why the job exists:

Under the Historical Resources Act, Arts, Culture and Status of Women reviews development projects to determine if they are likely to adversely affect historic resources, including archaeological and palaeontological sites, historic buildings, and Indigenous traditional use sites. If historic resources may be affected, the department can issue requirements that developers avoid historic resources or document and/or collect these resources prior to initiating development activities. It can also require developers to consult with Indigenous communities whose traditional use sites may be affected by developments.

Reporting to the Director of the Archaeological Survey, the Manager of Regulatory Approvals and Information Management coordinates the department's regulatory policies and procedures with respect to historic resources and oversees the collection and organization of associated records. To be successful in its role, this position must supervise a team of professionals who engage with industry representatives, heritage professionals, departmental staff and cross-ministry colleagues to ensure that policies and procedures are effective and efficient and align with legislative and client requirements.

Responsibilities

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

Ensuring that development in Alberta is conducted in accordance with the regulatory provisions of the Historical Resources Act by overseeing the submission and review of development proposals, as well as the issuance of requirements and approvals.

- Maintaining website content that informs developers and heritage professionals when and how to apply for regulatory approvals through the department's Online Permitting and Clearance (OPaC) system and details the requirements for the conduct and report of Historic Resource Impact Assessments.
- Managing the structure and content of regulatory applications from a wide range of industry sectors to ensure that sufficient information is collected to inform decisions about potential impacts to historic resources.
- Developing policies and procedures to address the unique challenges associated with large-scale, complex industrial projects that unfold over many years.
- Coordinating review of proposed development projects by subject matter experts to determine if development activities may adversely affect known historic resources or lands with high potential to contain such resources.
- Determining which projects do not warrant review by subject matter specialists and issuing approval for these projects.
- Reviewing requirements and approvals drafted for issuance to developers to ensure that they are consistent and clear, and that they accurately reflect the perspectives of subject matter experts and the direction of senior management.

Overseeing the management of information associated with historic resource regulatory work and research projects.

- Coordinating applications for archaeological research permits and their reviews by staff to ensure that applicants meet the requirements of the Archaeological and Palaeontological Research Permit Regulation and other departmental policies.
- Issuing notices regarding archaeological research permit obligations and deficiencies and working with historic resource consultants to resolve compliance issues.
- Working with collection staff of the Royal Alberta Museum to facilitate timely submission of historic objects collected during archaeological work and the associated records.
- Ensuring regulatory processes and outcomes are effectively documented in OPaC.
- Designing and maintaining historic resource information collections - including the archaeological sites

inventory, archaeological research permit records, GIS spatial data, and digital and physical reference libraries - and ensuring they align with national data standards.

- Establishing a framework to manage records associated with highly complex, large-scale industrial projects spanning many years.
- Managing the review and evaluation of historic resource reports and site records to ensure that they comply with departmental reporting guidelines.
- Facilitating access to information by colleagues, historic resource consultants, researchers, and other stakeholders, while ensuring confidentiality of sensitive information is maintained.

Developing policies and procedures that promote efficient, effective and relevant historic resource management in Alberta.

- Providing training, written instruction, and ongoing assistance to internal and external OPaC users.
- Assessing current capabilities and effectiveness of OPaC to identify areas for improvement or expansion and working with colleagues and OPaC consultants to develop system enhancements.
- Developing performance measurement tools in OPaC that can effectively track the efficiency of regulatory processes.
- Maintaining statistics on industry sector applications for Historical Resources Act approvals and the outcomes of those applications.
- Coordinating the development of industry sector-specific guidelines for Historical Resources Act applications.

Collaborating with internal and external partners to clearly define and articulate regulatory submission requirements and streamline regulatory approval processes.

- Representing the department on cross-ministry committees related to land-use developments and historic resources.
- Ensuring that historic resources are protected from development, by either registering interests in other departments' land management policies and procedures and/or specifying or restricting development operating conditions.
- Establishing and maintaining effective communication with planning and regulatory agencies in all levels of government to ensure that historic resource concerns are incorporated into planning and development review and approval processes.
- Engaging with historic resource professionals regarding reporting and other requirements and incorporating their feedback into department policies and procedures.
- Engaging with industry representatives to better appreciate the needs and interests of regulated stakeholders, to guide improvement to regulatory programs for managing historic resources in the development context, and to communicate current requirements.

Leading the Regulatory Approvals and Information Management team.

- Directly supervising the Senior Regulatory Approvals Coordinator (1 FTE - PS4), Regulatory Approvals Coordinators (3 FTEs - PS2), Archaeological Permits and Digital Information Coordinator (1 FTE - PS2), Archaeological Site Information Coordinator (1 FTE - PS2), Land Use Planner (1 FTE - PS4) and contract/temporary staff as required.
- Providing direction and support to the team as they carry out assigned tasks.
- Allocating resources to make most effective use of skills and to respond to capacity pressures.
- Evaluating procedures and implement improvements to accomplish team goals most efficiently.
- Ensuring the consistency and quality of results by reviewing team outputs.

Problem Solving

Typical problems solved:

Working within the framework of both the Historical Resources Act and the Archaeological and Palaeontological Research Permit Regulation, this position must ensure that the department's regulatory and research frameworks are aligned with those of other government departments and agencies and are responsive to the interests of developers and historic resource consultants. This requires regular engagement with internal and external stakeholders to address general matters of policy and procedure as well as issues relating to specific projects. The position must also work with experts in several subject areas - including history, archaeology, palaeontology, and Indigenous heritage - to ensure that their specific interests are reflected in regulatory and research processes. Given that the position works in a complex environment with stakeholders engaged in projects of varying sizes and scopes from across Alberta's development sectors, a high level of creativity is required to address issues that arise.

Types of guidance available for problem solving:

While the position must consult with senior managers on policy development and issues relating to large, costly, and/or complex projects, it has significant latitude to make operational decisions to facilitate timely governmental approvals for development projects.

Direct or indirect impacts of decisions:

This position is responsible for providing development proponents, other regulatory bodies, and historic resource consultants the necessary information to ensure that proposed development projects and historic resource research are conducted in compliance with the requirements of the Historical Resource Act and the Archaeological and Palaeontological Research Permit Regulation. The work of this position influences the multi-million-dollar historic resource consulting industry as well as all of Alberta's industrial sectors. This position is responsible for ensuring that internal review procedures are thorough and consistent, and that the results of these reviews are communicated clearly. It must develop regulatory and policy initiatives, determine strategies for data collection, and manage the information resources that result from historic resource investigations. The ability to communicate effectively with all stakeholders enhances the effective management of historic resources in Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

Industry stakeholders and historic resource consultants (daily contact) - To explain project regulatory requirements and facilitate compliance.

Subject matter experts with the Historic Resources Management Branch, Royal Tyrrell Museum of Palaeontology, and Royal Alberta Museum (daily contact) - To ensure subject matter experts' interests are reflected and aligned in general policies and procedures, as well as in project-specific requirements.

Director, Archaeological Survey / Branch Executive Director (daily / weekly contact) - To provide performance measurements on regulatory and research frameworks, to craft policies and procedures, and to discuss challenges with specific projects.

Government of Alberta departments, industry sector associations, and historic resource consultant associations (monthly contact) - To collaborate on the development of policies and procedures that recognize these stakeholders' interests, to communicate these frameworks, and to ensure compliance.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Arts	Science	Other

If other, specify:

- Post-secondary degree in relevant branch of the Arts or Sciences.

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

- Expert knowledge of the Alberta Historical Resources Act and the Archaeological and Palaeontological

Research Permit Regulation.

- Understanding of The Government of Alberta's Policy on Consultation with First Nations on Land Management and Resource Development, the Government of Alberta's Guidelines on Consultation with First Nations on Land Management and Resource Development, The Government of Alberta's Policy on Consultation with Metis Settlements on Land Management and Resource Development, the Government of Alberta's Guidelines on Consultation with Metis Settlements on Land Management and Resource Development.
- Familiarity with regulatory legislation, policies, and procedures of other Government of Alberta departments and agencies.
- Knowledge of Alberta's development industries (resource extraction, land development, infrastructure) and their potential effects on historic resources.
- Knowledge of database applications, ArcGIS Pro software, and web site design.
- Knowledge of archaeological methods and collections management.
- Advanced project management skills.
- Superior verbal and written communications and listening skills. Ability to convey complex regulatory information in plain language.
- Skills in human resource management and demonstrated staff engagement abilities.

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		
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Encourages development and integration of emerging methods: <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	This position mentors, motivates, and directs seven professionally trained archaeological staff and technical specialists.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Builds trust to fairly represent every party: <ul style="list-style-type: none"> • Uses network to identify opportunities • Establishes credibility and common purpose with a range of people • Actively represents needs and varying groups • Creates strategic impression by inspiring and connecting with values and beliefs 	This position relies upon its deep understanding of regulatory frameworks and its extensive network of internal and external contacts to develop and implement policies and procedures to effectively manage both the effects of industrial development on historic resources and the records associated with historic resource research in Alberta. An example is recent work with the Alberta Energy

			Regulator (AER) that addressed concerns raised from the Geophysical Association of Canada and resulted in an update to AER processes and the creation of conditional language for their approvals.
Systems Thinking	○ ○ ○ ● ○	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>This position must determine effective ways of collecting the data that results from historic resource research and regulatory approval processes and make this information available to researchers interested in Alberta's history and to senior management pursuing the ongoing improvement of branch processes. An example is the implementation of the Spatial Data Standards for Archaeological Survey and Excavation, which created a framework for the collection of spatial data from archaeological assessment projects to better inform the regulatory decisions related to these assessments.</p>
Drive for Results	○ ○ ○ ○ ●	<p>Aligns different groups to achieve goals and realize broader outcomes:</p> <ul style="list-style-type: none"> • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics 	<p>The work of this position ensures that Arts, Culture and Status of Women's regulatory and research frameworks are clear, efficient, and effective, and is essential to the appropriate management of Alberta's archaeological and palaeontological sites, historic buildings, and Indigenous traditional use sites. Examples are the creation of a more streamlined format for industry compliance bulletins, like Subdivision Historical Resource Act Compliance, which is a</p>

			response to industry's request for current, concise guidance, and the ongoing development of templated text options in the OPaC system, which ensures that regulatory responses are clear and consistent across the various subject areas.
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Benchmarks

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

Manager, Land Access and Development (M410-22).

Both the position and the benchmark work in partnership with government, industry and discipline specialists to develop policies and strategies that allow development activities to occur while protecting Alberta's most sensitive resources. Both require extensive knowledge of industry practices and government legislation and regulation. Both require the ability to make immediate decisions about how broad policy directives apply to project-specific variables and to determine the appropriate course of action. Both require excellent verbal and written communication skills.

Manager, Business Planning, Culture and Tourism (M410-12)

Both the position and the benchmark involve extensive interaction with divisional staff and program managers and require a high level of knowledge of business rules and decision-making processes, data collection techniques, and results analysis and presentation. Both develop performance goals and measures and are charged with developing innovative solutions to challenges and promoting acceptance of change by internal and external stakeholders.

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.

	Date yyyy-mm-dd	
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