

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name

Waste Management Lead

Requested Class

Job Focus

Policy

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

Water & Circ Economy/Water & Waste Sustainability

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of the Circular Economy and Waste Policy Section, this position is responsible for analysis and development of waste management policies, regulations and legislation for municipal solid waste, industrial and hazardous waste management. The position carries this out through leading a small team in carrying out the analysis and policy development, working with stakeholders on waste priorities to understand and responding collectively to existing and emerging waste management issues through multi-stakeholder processes (involving internal and/or external-to-GOA stakeholders.) The position provides specialist and policy support will be provided through the various phases of the policy cycle including: issues identification, research, engagement and consultation, implementation, evaluation, and education. Policy support will also consider the broad strategic direction and priorities of the department, Government of Alberta, and other governments.

The position is responsible to understand, integrate competing perspective and prepare defensible for waste policy options and products (e.g., guidance on characterization, treatment, storage, disposal and end of life management) and is accountable to ensure that policy advice, recommendations and decisions consider environmental, social and economic implications. This position provides specialist support to the department and works with department staff, municipalities and other agencies or coordinating bodies on a variety of matters, such as but not limited to:

- regulatory interpretation, e.g., landfill encroachment and implications, remedial measures for historical encroachment or historical waste disposal related contamination issues;
- policy renewal, e.g., development of cross-provincial working groups for improved harmonization related to landfills,

hazardous waste and the transport of hazardous wastes;

- emerging issues, e.g., approach to waste management in emergencies (e.g., fire, spills, flood, livestock disease)

This position may be called on to support and assist other AEP staff (including technical and regional engineers/ approval coordinators), outside industry stakeholders, staff in other provinces, and engineering students to promote better understanding on proper management of waste, and provides leadership on complex and emerging issues through a “community of practice” network.

All of these responsibilities are directed towards the proper management of wastes, and are carried out under the authority of the *Environmental Protection and Enhancement Act* (EPEA), as well as in fulfillment of the department's Business Plan and Government of Alberta's strategic priorities. The work is often conducted within frameworks established through the Canadian Council of Ministers of the Environment, the Canadian Food Inspection Agency, Regional Land Use Plans and international obligations, such as the Basel Convention.

Responsibilities

1. Responsibility: Develop and apply provincial policies; regulations, standards, guidelines, directives, legislation, management frameworks and other policy instruments related to waste disposal, treatment and re-use that protects human health, air, land and water in Alberta.

Activities:

-Participate in the development of departmental positions on environmental policy issues and provide advice and input into the development of provincial policies on waste management.

-Compile, review and summarize technical data and information relevant to the establishment of legislation, codes of practice, guidelines, objectives and other policy instruments.

-Provide leadership on waste policy projects, research/compare other jurisdictional requirements, and assume lead role in writing comprehensive and scientifically defensible policies and standards.

-Represent the department on multi stakeholder committees, inter-provincial and national technical committees to advance Alberta's interests in provincial and national priorities related to waste management policy matters.

-Identify and generate information necessary to address uncertainties and data gaps.

-Follow the policy development process to work with stakeholders to plan, develop and implement policies, consulting as required at various times in the process.

-Provide original and innovative approaches, engineering expertise to resolve complex technical and/or policy issues related to waste issues.

-Collaborate with the other regulators such as Alberta Energy Regulator and Natural Resources and Conservation Board, and departments overseeing Municipal Affairs, Labour, Transportation, Agriculture and Forestry in managing waste-related concerns and issues.

-Evaluate and interpret information about landfills disposal waste, waste treatment and the handling, transport and tracking of waste to protect air, land, water and groundwater, including actions and waste policies in other jurisdictions, to inform policy development and planning initiatives.

-Assign, mentor/guide and supervise the aforementioned work responsibilities to direct reports, as required.

2. Responsibility: Consult and work with stakeholders (including private sector, regulators, agencies and other government departments) to identify, understand and respond to priorities on existing and emerging

waste management issues regionally, provincially, nationally and globally.

Activities:

- Review and provide input to provincial and federal initiatives related to trends in landfill gas and leachate from various landfills. The identification of chemicals of concern or targeted for elimination or required for reduction through greenhouse gas guidance or legislation.
- Track and/or develop tracking systems for waste management, hazardous waste and recycling within the province and of initiatives by municipalities.
- Compare and evaluate impacts at landfill from natural emergency events (flooding and wildfire) that impact the operation and health of existing infrastructure.
- Lead and/or participate in multi-stakeholder committees and initiatives, as required, that provide opportunities for public and stakeholder input into departmental activities.
- Provide input to federal commitment under the Basel Convention, related management of hazardous waste and its technical guidance, as well as provincial implementation of international conventions.
- Review and provide input to provincial and municipal government activities, and industry development that will affect waste management requirements.

3. Responsibility: Identify research needs and manage research programs to meet departmental needs and support departmental policies, priorities and legislative requirements.

Activities:

- Maintain current awareness in best practices and emerging waste management approaches, and identify emerging issues of relevance to Alberta. This may include maintaining relationships with associations such as Environmental Services Association of Alberta, the Alberta Association of Independent Landfill Owners, academia, amongst others.
- Scan, identify and brief executives on emerging issues that Alberta should prepare to address.
- Review federal government activities that will affect Alberta programs or stakeholders.
- Track waste management issues and relevant standard/policy development activities in other provinces and other jurisdictions of interest.
- Evaluate and provide advice on information and reports submitted to the government or produced by various organizations that deal with waste management issues.
- Prepare and manage contracts for research projects dealing with waste management, as requested. Seek funding partnerships where appropriate to leverage departmental funding.
- Ensure that research results are communicated to expert committees, stakeholder groups and the public in accordance with departmental policies, procedures and practices.

4. Responsibility: Advise on and respond to inquiries regarding waste management.

Activities:

- Provide expert level support to senior and executive managers at meetings with municipalities, industry associations, companies and service providers regarding waste management issues.
- Lead and/or collaborate with other engineers and specialists in the design and implementation of the updated internal and external waste-related guidelines and directives, such as the Alberta Users Guide for Waste Managers.
- Provide policy support to Regulatory Assurance functions in the department where there may be

ambiguity or disputes on policy intent in waste-related legislation and regulation and its implementation.

-Support department with expert-level advice in public meetings, negotiation of bilateral and multi-lateral federal/provincial agreements, meetings of government delegations and other events and activities, as required.

-Develop and delivers educational material to GOA and industry to ensure clarity on waste policy gaps and issues, such as asbestos management, disposal of sulphur and other waste disposal issues.

-Support department efforts in implementation of New West Partnership Trade Agreement (NWAPTA), the Canada Free Trade Agreement and its renewals.

5. Responsibility: Provide supervision of direct reports in alignment with APS legislation, policy and cultural values.

Activities:

-Guide/mentor direct reports and getting results through their team to achieve business goals and priorities.

-Set direction to support productivity and provides support to peers and management, as needed.

-Assist with hiring/supervision of temporary staff, when requested.

-Building effective collegial relationships, motivating and supporting staff performance through the use of the APS Performance Excellence cycle, identify and support effective goal setting, and leading performance conversations to support learning and development objectives within business parameters.

Problem Solving

Typical problems solved:

- Develop and apply provincial and national environmental standards, guidelines, objectives and policy instruments that are consistent with provincial legislation, other departmental and governmental agreements (e.g. CCME, Environment Canada, Regional Land Use Plans):
- Engineering principles, expertise and knowledge (and ability to apply in a number of environmental disciplines such as: Hydrogeology, microbiology, soil science, and biochemistry) are an asset to develop and review policy (legislation, standards, guidelines, and other policy instruments) and evaluate their efficacy.
- Analyze external policies for application in Alberta and/or examine the effects of implementation by other jurisdictions of these policies on the Province of Alberta; ability to work with diverse perspective to integrate provincial policy into inter-provincial and national initiatives.
- Apply environmental management policy and related instruments.
- Apply professional judgment and experience on how to appropriately address unique and urgent waste management issues, working with individuals with different roles. Examples: large scale fire or spill clean-up.
- Consult and work with stakeholders and government agencies/regulators to review, understand and respond collectively to existing and emerging environmental issues through engagement with stakeholders.
- Identify research needs and priorities, and communicate implications; manage research projects and contracts, as necessary.
- Interact with expert committees, stakeholder groups; the public, students, and the research community to consider science and engineering solutions to provide support for new and existing waste policies; apply political acumen to communicate purposefully and effectively with different audiences.

- Provide advice and recommendations to senior executive with recommendations for emerging issues in environmental management balancing values, pragmatism and science.

Types of guidance available for problem solving:

- Use of the policy cycle process for developing policy options decisions.
- Supervisors - guidance and mentoring provided by senior manager (Director) and Executive Director.
- The existing legislation and waste framework guidance, e.g., Environmental Protection and Enhancement Act and associated regulations and guideline.

Direct or indirect impacts of decisions:

- This position provides waste expertise to the Department and is responsible for development of comprehensive and scientifically defensible regulations; policies, stands and framework for waste management.
- Regulations, policies and standards developed affect a wide range of stakeholders that include other government departments, regional activities, and industry within the province.
- Decisions have financial consequences as they influence the funds spent on various initiatives throughout the province related to development and ongoing management of waste for industry; municipalities and individuals.
- Problem solving typically involves the practical interpretation and application of legislation guidelines etc. to specific issues and resolution often requires the development of procedures and policies to deal with complex situations.
- Coordination and effective use of internal and external resources to resolve issues, policies and problems that are less defined by standard engineering practices.

Key Relationships

Major stakeholders and purpose of interactions:

- Alberta Environment and Protected Areas (divisional/program units) and delivery agencies.
- Governments (municipal, other Alberta departments and institutions, other provinces, federal).
- Industries (oilfield waste services, oil and gas, oil sands, mining, petrochemical, manufacturing, utilities, agriculture, forestry, fertilizer, cement production, and waste service industry).
- Environmental non-governmental organizations and public interest groups.
- Engineering associations and environmental consultants.
- Universities, colleges and research institutions.
- Indigenous Peoples including First Nations and Metis Associations.
- Members of the public.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- A degree in engineering with professional membership in APEGA or graduation from a related discipline, along with with eight or more years of related experience in waste management in operations, compliance or environmental policy would be an asset.
- In-depth knowledge of waste management practices, landfills design and management, waste chemistry, as well as familiarity with soil science, alternative energy, toxicology engineering and biochemistry.
- Ability to interpret existing technical information and integrate new data and information as it arises, as well as understand the scientific methods used and their merits.
- Knowledge and understanding of provincial, national and international activities, approaches and parameters in waste management (for both hazardous and non-hazardous materials).
- Capable of working independently, in a multi-disciplinary team environment, and with leading specialists and/or multi-disciplinary teams, as the situation requires.
- Excellent written and oral communication skills to communicate effectively with specialists and non-

specialists, including stakeholders and members of the public; able to translate meaning and exchange understanding between technical and non-technical audiences.

- Ability to establish contacts in the academic, as well as professional community, to resolve scientific and engineering questions and address assumptions/inconsistencies encountered during the course of the work.
- Strong time management to be effective in balancing multiple demands.
- Interpersonal skills for teamwork and for effective public consultation and facilitation.
- Knowledge and ability to use a desktop computer and Microsoft Windows software are required.
- Knowledge of provincial government administrative and financial procedures and policies are an asset.
- Willingness to meet professional requirements on an ongoing basis; and increase knowledge by pursuing professional and continuing education opportunities.
- Comprehensive knowledge of the EPEA and associated regulations, policies and programs related to waste management.
- Provide supervisory oversight and guidance to team, including familiarity with leave and time approvals, managing priorities and workload, coaching, goal setting and learning/development discussions.

Completion of the APS' Foundations for Supervisors is an asset.

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"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Build common ground and vision to meet business objectives while working in teams, recognizing a diversity of perspective, expertise and roles (be it cross-ministry teams, with stakeholders, and/or peers).
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • 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 	Considers multiple approaches to examine issues and to produce rigorous advice, which can include considering evaluation tools, challenging assumptions, assessing competing perspectives, integrating seemingly different ideas, etc; and modeling this curiosity in the approach to assignments and issues
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for	Sets out assignments and responsibilities and

		<p>outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>supports the team to work together to meet business objectives.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>Reflects on performance to identify areas of improvement and mentors director reports on areas of improvement.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>Partners with key waste stakeholders and foster relationships</p>