

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Forest Tenure Specialist

Requested Class

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Forestry, FSTB/Forest Tenure, Trade, & Economics

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Forest Strategy, Policy and Economics Branch works to enhance the economic, environmental, and social contributions of forests and forest lands for Albertans.

Reporting to the Forest Systems Advisor, the Forest Tenure Specialist is responsible for the development, implementation, and maintenance of timber permit systems, with a particular focus on operational policy development, the interpretation of legislation and policy, and stakeholder relations. The position is responsible for the overall delivery of Alberta's timber permit programs with guidance from the Forest Systems Advisor and the Director of Forest Tenure, Trade and Economics (FTE).

The position works closely with the Forest Systems Advisor, department staff, the forest industry, and other government organizations in operational implementation of timber dispositions, data collection, interpretation and research & analysis.

Responsibilities

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

The position is accountable for the delivery of four key outcomes:

1. Implementation, and maintenance of Alberta's timber permit programs for local use.

- Manage administration of community timber permits, local timber permits, and personal use forest products permits.
- Contribute to ongoing evaluation of legislative and policy options related to community, local and personal use permits.
- Ensure accurate, timely application and evaluation of policies, procedures, and processes across the permit life cycle, from issuance to closure.
- Manage the membership of community timber programs in collaboration with department staff in the forest area offices. Support existing programs and initiate issuance/closure of programs as necessary.
- Assess timber permit interactions with other timber disposition holders (forest management agreements and timber quotas) and with forest management systems (such as AAC establishment, allocation, AAC drain and forest management plans).
- Manage processes for timber disposition issuance and direct awards.
- Engage with stakeholders, solicit input, and seek legal advice as necessary to mitigate relationship, reputational, and financial risks associated with the disposal of specific timber resources.

2. Implementation and maintenance of Alberta's timber permit programs for commercial volume supply to the provincial log market.

- Ensure accurate, timely application and evaluation of policies, procedures, and processes across the commercial timber permit life cycle, from issuance to closure, and commercial timber permit administrative systems.
- Contribute to ongoing evaluation of legislative and policy options related to commercial permits.
- Assess timber permit interactions with other timber disposition holders (forest management agreements and timber quotas) and with forest management systems (such as AAC establishment, allocation, AAC drain and forest management plans).
- Initiate and manage processes for timber permit issuance, including setting objectives consistent with government and division mandates for competitive processes, the evaluation of competitive processes, commercial timber permit issuance, timber sales and bidding, and direct awards.
- Engage with stakeholders, solicit input, and seek legal advice as necessary to mitigate relationship, reputational, and financial risks associated with the disposal of specific timber resources.

3. Support forest management agreement (FMA) and quota dispositions issuance, renewal, and reporting processes.

- Support timber disposition renewals with information and data regarding local and provincial log market use.
- Support forest management unit allocation decisions with information and data regarding local and provincial log market use. --> move the bullets and remove outcome.

4. Develop and evaluate operational policy. Contribute to strategic policy and tenure reference documents to enable effective forest tenure systems.

- Initiate operational policy development and evaluation to support the ongoing administration of Alberta's forest tenure systems in an effective manner.
- Contribute to strategic policy development and evaluation to support the ongoing administration of Alberta's forest tenure systems in an effective manner.
- Lead inter-departmental committee on timber permit operations.
- In collaboration with Forestry Field Operations (FFO), Revenue Operations, and other Forest Management and Wildfire Mitigation (FMWM) sections, ensure standard operating procedures pertaining to forest tenure are relevant and applicable.
- Maintain strategic tenure documents for efficient support of Forestry Division objectives and for use by other Forestry Division branches.

Problem Solving

Typical problems solved:

- Interpretation of legislation and policy pertaining to forest tenure and timber permits.
- Evaluation of timber permit management system for addressing risk, efficient service delivery, timelines and effectiveness in meeting government objectives.
- Development of policy options and risk assessments associated with timber permits.

- Expectations management and bridging of multiple perspectives.

Types of guidance available for problem solving:

- Forest Systems Advisor/Director of FTTE/Senior Forest Tenure Specialist: issue elevation/roadblocks.
- SPE, FFO, FMWM and Forestry Division subject matter experts: forestry expertise and systems guidance.
- Environmental Law Services: legal advice to support policy development and risk assessments.
- Internal SharePoint and file systems: historical and operational documentation for research and context.

Direct or indirect impacts of decisions:

- Internal impact: decisions/advice impact other relevant Forestry Division systems within Strategy, Policy and Economics (SPE), Forest Field Operations and Forest Management and Wildfire Mitigation.
- External impact: decisions impact approximately 80 community timber program members, 20 commercial timber permit holders, 80+ local timber permit holders, >8,000 personal use forest product permit holders. Environmental, reputation, financial, and legal risks to decision-making/advice.

Key Relationships

Major stakeholders and purpose of interactions:

- SPE and Forestry Division staff: daily for forestry systems expertise and policy development support.
- Timber permit holders: as needed on timber permit rights and obligations interpretation.
- Forest Resource Improvement Association: as needed for system integration with community, commercial and local timber permits.

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:

Membership/eligibility as a Registered Professional Forester (RPF) or Forest Technician (RPFT)

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

- Understanding of Alberta's legislative and regulatory frameworks, including the *Forests Act* and its regulations, the *Public Lands Act* and its regulations, *Forest and Prairie Protection Act* and its regulations and other relevant legislation and policy (4 years experience).
- Proficiency in relationship development and technical writing.
- Proficiency in stakeholder relations, facilitation, and negotiation (all categories, 5 years experience).
- Policy development (1 year experience)
- Experience in delivering reliable and accurate information in time-constrained environments.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for 	<ul style="list-style-type: none"> • Reviews timber dispositions prior to issuance to ensure they are consistent with FMP, annual allowable cut and other allocations. • Successful timber permit administration requires fulsome understanding of process spanning from tenure issuance to closure, including linkages to forest management planning; timber production, revenues,

		collaboration	and securities; disposition management systems, and legal risks.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<ul style="list-style-type: none"> • Relationship development and maintenance with diverse timber permit holders, and SMEs in SPE/FFO/FMWM is key to effective delivery of timber permit systems. • Education/coordination of permit holders and staff is required to overcome roadblocks, which could be legal, financial, or regulatory. • Operational policy development requires SMEs from SPE/FFO/FMWM and input from permit holders. Large number of perspectives need to be solicited and understood, which increases complexity of policy design and implementation.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for 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 	<ul style="list-style-type: none"> • Position is responsible for entire operational and internal policy cycle, from issues identification through to operational implementation and evaluation. Proactive consideration of multiple perspectives from permit holders and within SPE/FFO/FMWM is critical to coordinating perspectives and designing policies/processes that affect timber permit systems delivery. • Understanding of forest tenure system objectives (ie. competitive hosting environment, security deposit processes) beyond operational delivery is critical to policy development and design.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to	Facilitates delivery of the timber permit program

		address issues: <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 	(100+ small stakeholders) in coordination several different operational delivery teams in SPE/ FFO/FMWM. Each permit holder is operating under unique circumstances with various levels of sophistication. Significant amount of listening, education, and proactive interventions/creative solutions are require to successfully coordinate and manage program.
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Benchmarks

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

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
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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Daniel Lux _____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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