

Working Title Wildlife Biologist	Name
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Position Number	Reports to Position No., Class & Level Senior Wildlife Biologist	Division, Branch/Unit Resource Stewardship, Fish and Wildlife Stewardship	Ministry Environment and Protected Areas
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Present Classification Natural Resources 8	Requested Classification NR8
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

Reporting to the Senior Wildlife Biologist, this intermediate-level wildlife management field biologist will be accountable for performing a wide range of professional program activities intended to ensure the long-term sustainability of wildlife populations and wildlife habitats. The position functions with a high degree of independence and participates as a key member of an integrated team of professional and technical staff responsible for the management of wildlife resources. Key functions include assisting with program planning and delivery, conducting resource and user surveys, providing data analysis, making program recommendations, conducting reviews of land and resource use development applications and creating solutions to potential conflicts with wildlife conservation, assessing mitigation effectiveness of resource development approvals and managing all aspects of assigned budgets. The incumbent will have responsibility and influence in developing and implementing district and regional resource management strategies. This position may develop and recommend policy, legislative, and program changes to senior staff and management within the Division, Department, other areas of government, and other regulators or land managers. The incumbent may lead or participate as a key member of resource and land managers at the Regional or Provincial level. The incumbent will represent the government in various internal and external initiatives, and make public presentations as necessary. The position receives mentoring from senior biological staff.

The district's occupied by incumbents in this position can contain both public and Crown lands and thus wildlife staff must contend with a wide variety of issues dealing with allocation and conservation of wildlife and wildlife habitats in the context of agriculture, timber harvest, oil and gas, and other industrial development, as well as various recreational pressures.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Resource Management General

Organizes workload, develops work plans for him/herself and seasonal staff, and assigns priorities to junior staff and contractors with assistance from supervisor and managers. Participates in public consultation processes, participates on assigned committees contributes to identification of district enforcement priorities, processes research permits, maintains databases and participates in development proposal reviews in the Region, including development of recommendations and negotiation of solutions.

Activities:

- Collaborates in setting the district, and regional wildlife management goals and objectives.
- Provides direction to various permanent and seasonal staff and contractors on area, regional and specialist initiatives within the assigned district.
- Develops own work plans and performance measures to meet Departmental, Divisional and Regional program priorities, within assigned budgets and staff resources.
- May deliver stakeholder engagement/consultation programs to obtain public input on wildlife resource planning and management and enhance public understanding.
- Assist in development of wildlife resource management regulations proposals for the district. Includes preparing proposals for consultation with stakeholders. Synthesizes and advances regulatory proposals for Senior Wildlife Biologist.
- Conducts ongoing conservation risk assessments by identification of wildlife population, habitat and public use.
- May represent the province in interactions with professional staff from other provincial and federal levels of government on cross-boundary management issues and resource management initiatives.
- Approves and sets out the conditions for the issuance of research licences and collection permits in the district, and tracks the compliance with conditions.
- Ensures relevant resource management data for the district resides within the FWMIS information database. Interacts with users of wildlife resource management data and contributes to the design and operation of the provincial database.
- Provides consulting advice to internal and external interests on various wildlife management related matters, including project proposals, reports, partner organizations, universities, resource industries, and other government departments.

2. Resource Management – Species/Population

Provides input to and implements species population inventory and monitoring programs, develops recommendations for harvest allocation of wildlife resources, provides information and assists in the development of species management and recovery plans and their implementation and provides input to provincial standards and procedures.

Activities:

- Implements species population inventory and monitoring programs to determine population size, status, distribution, and structure, which ensure the continued sustainable use of wildlife populations.
- Helps to develop strategies and priorities to ensure the long-term sustainability of the wildlife resources in the district/region.
- Compiles information for district and regional reviews of recommendations for allocation (harvest).
- Represent district and regional interests in various regulatory and non-regulatory functions (e.g. public meetings, resource management meetings).
- Participates in the development and implementation of provincial species management and recovery plans at the district and regional level, including compilation and analysis of data.
- Compilation and analysis of data necessary for the development of species management and recovery plans as well as implements approved plans within assigned area.
- Assesses agriculture wildlife depredation problems and provides recommendations to effectively deal with the issue.
- Provides input to Senior Wildlife Biologist on development of provincial population inventory standards.

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3. Resource Management – Habitat

Responsible to ensure that wildlife population and habitat objectives for the district and region are incorporated into integrated resource management processes to help reduce the impact of agricultural, industrial and recreational activities on wildlife resources, and/or to enhance area habitat needs to ensure long term viability of wildlife resources. Participates in land management decision-making processes. Provides input to the development of wildlife management objectives and programs, participates in various landscape management planning and development exercises, carries out habitat inventory programs, monitors habitat trends, and provides professional advice to others on designing effective mitigation and conservation strategies. Provides recommendations to other government departments and land managers.

Activities:

- Participates in inter-department and intra-department environmental management decision-making processes to mitigate the impact of industrial and recreational developments on wildlife populations and habitat.
- Provides wildlife management input to the development of department and interagency standards, guidelines, practices, and programs that will ensure the protection of wildlife habitat.
- Represents Fish and Wildlife Stewardship and participates in long-term landscape management planning activities.
- Develops and carries out habitat inventory/monitoring programs to determine trends in wildlife habitat. Provides feedback to regulators and stakeholders on the effectiveness on their wildlife habitat protection efforts.
- Carries out habitat inventory programs to determine and assess habitat use over various scales of space and time.
- Provides professional advice to others and assists in habitat restoration and enhancement project planning of various groups (e.g. AFGA, ACA, Ducks Unlimited, towns, counties and municipalities)

4. Research

Identifies wildlife management research needs and prepares for review of the Senior Wildlife Biologist. Helps develop research business cases and design plans to address data or knowledge gaps. Implements assigned regional and branch approved research and adaptive management projects and may participate on regional, provincial, inter-agency, education institution and industry partnered research projects. Prepare technical and scientific reports, participates in peer review of related research activities.

Activities:

- Identifies and recommends prioritized research needs to address scientific data or knowledge gaps and helps develop business case and terms of reference for identified research areas. This may be department- led, joint department initiatives or joint government-industry research projects.
- Designs, directs, and/or implements scientific research programs and projects to address identified data or knowledge gaps in the district/region.
- Leads or participates on regional, provincial, inter-agency, education institution and industry partnered wildlife related approved research projects.
- Prepares scientific reports, conducts peer reviews and presents research findings to others. Reviews project proposals submitted to and received from the Alberta Conservation Association, NGO's, Universities, and industry, to provide recommendations on approval or otherwise.
- Reviews and processes research permits and collection licenses received from external parties and makes recommendations to their approval or otherwise to the regional or provincial licensing authority.

5. Education and Community Relations and Public Consultation

Educates and informs the public, stakeholders, and special interest groups about wildlife resources in the district and region, their management, current issues and programs. Designs and conducts public engagement/consultation processes to obtain stakeholder input on various resource management issues as well as participates on assigned committees and work teams. Provides information about other aspects of resource management, current issues and programs. Provides extension services to other departments, schools, industry, NGO's, First Nations and other user groups regarding wildlife resource management

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through presentations, field trips, meetings, mail out of materials, etc. Develops and maintains good media relations in efforts to provide timely, factual, and professional information about wildlife resource management.

Activities:

- Provides wildlife resource information (written or presentation) to internal and external audiences (i.e. other departments, First Nations, universities, schools, industrial stakeholders, NGO groups, various associations, community organizations, local governments, etc).
- Develops and maintains effective relationships with various media over wildlife management program matters through interview, article write-up, film productions, etc.
- Participates in extension service activities that support wildlife conservation initiatives of others (e.g. school field trips, school projects, habitat restoration projects by volunteer organizations, etc).
- Assists in the design and development of extension materials to assist in public education and community relation's activities designed to improve awareness, appreciation and understanding of Alberta's wildlife resources and their management.
- Designs and conducts user group public consultation processes to provide input to wildlife program management issues and regulations.
- Evaluates public/stakeholder input for the resolution of issues and develops strategy/ recommendations for review of Senior Wildlife Biologist or management.

6. Finance and Administration

Provides input to the development of district and regional budget preparation and administers allocated budget in accordance with financial administration guidelines. Accountable to ensure all financial policies and procedures are followed, their completeness, accuracy, and timelines. Administers OH&S Act, regulations, policies, and procedures for the assigned work unit and staff under supervision. Responsible for assigned equipment operation, repair, inventory, and use.

Activities:

- Identifies budget needs for manpower and projects and submits to supervisor. Upon receiving approved budget allocation must effectively assign resources to achieve identified workload objectives.
- Ensures all budget transactions are conducted within established financial policy and procedures by maintaining accurate and up to date records, meeting quarterly budget reporting and forecasting targets.
- Procures equipment to do the job, maintains accurate inventory, maintains assigned equipment according to established standards, and ensures it is operated safely.
- Responsible for OH&S within assigned work unit as per Act, regulations, established standards and protocols.

7. Supervision

Provides supervision (where necessary) to technical staff, wage staff, and contract staff. Responsible for performance agreements and assessments, if any, of these staff, employee relation matters, staff development, and training. Leads or assists project teams in the design, development, delivery, and evaluation of assigned biological programs.

Activities:

- Determine staff recruitment requirements in conjunction with Senior Wildlife Biologist or Regional Wildlife Manager; may initiate recruitment action and assists in employee selection.
- Develops performance agreements and staff development plans for staff supervised. Monitors performance, deals effectively with employee relations matters, keeps supervisor informed, provides ongoing performance feedback and completes year/term-end performance assessments.
- Provides new staff orientation. Provides or plans for identified training and development needs to perform the job assigned for each employee. Ensure supervised staff are operating in a safe environment and operating according to OH&S Act.
- Provides advice to non-government organizations and volunteers that are partnering in wildlife resource management activities.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Performs intermediate to advanced-level professional work delivering wildlife resource management programs. Under the supervision of the Senior Wildlife Biologist, this position has a high degree of independence in planning, organizing and carrying out field projects and programs and developing recommendations on land and water use referrals that will directly impact the sustainability of the wildlife population and habitat in that area.
- Stakeholders impacted will be hunters, trappers, special interest groups, First Nations and other aboriginal peoples, the timber and oil and gas industry, agricultural producers, and the general public.
- Key recommendations include: 1) harvest allocation of wildlife resources, 2) identification of wildlife enforcement priorities to Fish and Wildlife Enforcement Services, 3) assessment of agriculture wildlife depredation problems and provision of recommendations for resolution, 4) recommendation to mitigate the impact of industrial and recreational impacts on wildlife habitat, 5) identification of research needs and developing study designs, and 6) development of work plans based on regional and provincial priorities to meet program objectives.
- Provides input to development of provincial wildlife / industrial / agricultural policy, regulations, standards, guidelines and procedures.
- Provides innovative ideas to further scientific knowledge, resolve user conflicts, land management strategies and techniques.
- Conducts reviews of land and resource use development applications in order to assess mitigation effectiveness of resource development approvals and acts as scientific advisor related to wildlife matters to regulatory bodies conducting assessment of major industrial developments.
- Represents Fish and Wildlife Stewardship Branch in approval of landscape related integrated resource management planning exercises at sub-regional, local and project level (e.g., review of Forest Management Plans involve the position applying biological expertise and knowledge of habitat requirements of wildlife populations).
- Develops and undertakes engagement/consultation programs to integrate public/user/stakeholder input into resource management planning, and habitat protection in the area. Evaluates and integrates input when recommending population management strategies and balances this social viewpoint with biological expertise.
- Represents district and/or region on provincial-level committees developing policies and procedures for specific issues.
- Role includes resource management, public education, and research, advisory and administrative components.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Knowledge:

- Degree in Biology, Wildlife Management, or a related Natural Sciences field plus four years of directly related experience.
- Extensive directly related practical experience in wildlife and land-use management from which to apply scientific knowledge and establish a sound working level knowledge base.
- Extensive and detailed knowledge of data collection techniques, population, habitat, and inventory monitoring, species life histories, population analysis, disease identification and control.
- Detailed knowledge of all district and regional game species, non-game species, and furbearers.
- Extensive and detailed specific knowledge on aspects of resource development, extraction, and management techniques/constraints/activities, as they effect wildlife status, populations, and habitats. Including but not limited to, aspects of petroleum and natural gas development, timber harvesting, silviculture, and other aspects of timber/forest management, roadway construction techniques and options, public land grazing and other public land agricultural activities, till-crop production and management on private and public lands, coal/peat and other mining practices, water management, management of public recreation.
- A comprehensive knowledge of issues and challenges related to mitigating resource development impacts on the wildlife resource.
- Working knowledge of pertinent acts, regulations, policies and procedures.
- Working knowledge of OH&S legislation, policy and procedures.

Skills:

- Fully developed team leadership skills including: establishing work plans, delegating tasks and responsibilities, motivating co-workers and staff, performance monitoring, performance evaluation.
- Very good administrative skills on organizing work, establishing priorities, project management, performance measurement, financial management and reporting.
- Good understanding of scientific method and applicability of different analytic techniques/methods for dealing with various data types and sources for use in quantitative and qualitative decision-making.
- Excellent verbal and written communication skills, including making presentations, leading team sessions, and providing advice / information to others.
- Strong negotiation skills.
- Experience in working with other resource managers and regulators to address resource conflicts through planning and mitigation.

Abilities:

- Proven experience in conducting resource risk assessments to determine the best course of action in complex situations.
- Demonstrated and highly developed problem identification and problem solving abilities to resolve complex resource management situations, resulting in effective negotiations and achievement of acceptable results.
- Capable to operate specialized equipment (e.g., 4x4, quads, ski-doo, small boats and motors, radio telemetry equipment, immobilizing drugs, capture equipment, etc).
- Capable of conducting wildlife survey inventories from aerial-based platforms (i.e., Rotor-wing and fixed-wing).
- Demonstrated computer skills, including database management and GPS/GIS (ESRI) mapping and basic landscape/data analytical fluency.
- Demonstrated skill at providing clear, professional, written presentation of data from biological studies, for various scientific and departmental publications.
- Requires a strong ability to work with stakeholders, clients, other agencies and the general public in various forums.
- Required to act as an expert Crown witness on various regional and in some cases provincial proceedings.

CONTACTS: The main contacts of this position and the purpose of those contacts.

Provides professional wildlife resource conservation/protection input into land use management issues/processes (e.g. Forest Management Plan, Annual Operating Plans, Operating Ground Rules, etc.). This will involve interacting directly with other Environment and Protected Areas or provincial government departments as well as industry, consultants, agricultural producers, and special interest groups, etc. Requires use of influence and persuasion, as the biologist does not have approval writing regulatory authority.

- Facilitates public/user group consultation processes regarding resource management strategies and regulation/program delivery issues.
- Contact with aboriginal groups to discuss harvest allocation of wildlife resources and trapper compensation programs as well as concerns regarding wildlife issues.
- Acts as scientific wildlife biological program advisor on matters relating to environmental impact on wildlife as a result of land use/water use development in the area.
- Represents professional wildlife interests to print and electronic media.
- Provides public education function within area.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

As necessary, the position provides supervision to permanent and wage staff or volunteers assisting with surveys and other activities.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.