

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name

Requested 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

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

1. Assist in the Traditional Agriculture Registration Reopening Initiative to occur on unpatented Crown Land.

The project is being driven by the legislative changes from the recent Water Act amendments (passed in fall 2025) by reopening the Traditional Agricultural Registrations (TAR) program, enabling eligible users with historical water sources (pre-2001) on unpatented Crown land to register their traditional agricultural water use and secure priority rights under the Water Act.

Project Objective:

Assist in the development of a provincial wide program for the acceptance, implementation, and delivery of TAR's on unpatented crown land. Albertans (primarily ranchers, farmers, and land occupiers on unpatented Crown land) are informed of and able to participate in the reopened TAR registration process during the designated timeframe.

Phase 1: Planning & Implementation Preparation:

- Mid-March - Proclamation and Ministerial Order to enable the amendment
- Application form, guidance docs, digital systems and internal processes to support

Phase 2: Communication and Outreach:

- Education & Awareness
- Public messaging, website updates, stakeholder outreach
- Collaboration with other government agencies and stakeholder groups (AGLA, WSGA, etc).

Phase 3: Application Intake

- Acceptance, review (desktop or in field), validation of water sources being registered
- Recommendation to Director for issuance of amendment to existing registration or new registration

Phase 4: Closure & Evaluation:

- Finalize registrations, evaluate outcomes
- Key findings, stakeholder feedback, summary report

2. Assist preparing water license amendments for Director's decision.

All existing water licenses will be amended to include the appropriate conditions utilizing s. 54 of the Water Act. Work will begin with the largest licenses (by volume) grouped by sector as first priority and then proceed to smaller licenses and sectors.

Responsibilities

The incumbent is responsible for supporting Reopening of the TARS initiative, including the following;

1. Development & delivery of internal and external communications and messaging to Albertans about the TAR reopening initiative
2. Establishment of eligibility criteria, application requirements and supporting guidance materials
3. Acceptance of registration applications and validation of historical water sources on unpatented Crown land during the set timeframe
4. Coordination with internal stakeholders (EPA and Lands division) to process, validate and register eligible applications
5. Monitoring and reporting on outcomes and key findings

The project has 4 main phases of which the incumbent will assist and support.

Phase 1: Build the project and program delivery that can accommodate the acceptance of TARS in a timely and most effective manner

Phase 2: Develop and deliver a comprehensive public awareness and communication strategy

Phase 3: Implementation of a new process for accepting applications including the review, desktop and field validation, processing, and issuance of TAR applications with accuracy and efficiency

Phase 4: Evaluate and report back on the project once the time frame for acceptance of TARS is closed.

Problem Solving

Typical problems solved:

Balancing intended policy/legislated outcomes regarding traditional agricultural water use on unpatented crown land. The incumbent must have good collaboration and communication skills with registration holders, EPA staff and other government agencies to assist in the submission, processing and issuance of registrations that will result in the best outcomes.

Types of guidance available for problem solving:

Supervisor and colleagues are readily available to advise incumbent on problem solving. There are also several related procedure and guidelines documents available to the incumbent to assist in problem solving.

Direct or indirect impacts of decisions:

Although the Director is the ultimate decision maker on each registration, the Director's work will be made much more efficient and effective by the incumbent providing the Director with well researched, thoughtful and collaborative draft registration for Approval. The incumbent's work has a direct impact on the effectiveness of this program and therefore the overall success of EPA in managing traditional agricultural water use on unpatented land.

Key Relationships

Major stakeholders and purpose of interactions:

Direct interaction with lease holders and public land staff to obtain their input on the types of information that will go into the Registration. Good interaction with the applicant will ensure that the final registration application and any amendments are achievable by the applicant, the applicant will be more likely to actually comply, and water management overall will be improved. The incumbent will also interact frequently with staff in Regulatory Assurance Division, in Water and Circular Economy Division, and occasionally in Resource Stewardship Division to ensure the best possible registration applications are provided to the Director for decision, and to keep staff in those divisions up to date on project progress.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science	Other	

If other, specify:

Environmental science, water management or stewardship, or similar fields related to water use in Alberta

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

Experience in environmental regulatory systems, knowledge of Alberta Water Act and associated regulations and policies.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
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 	<p>Stakeholders attitudes range from professional, open-minded and unbiased to unreceptive, confrontational emotionally charged, or biased.</p> <p>The EPO must remain objective, non-judgemental and consistent when making observations, providing information and making recommendations to clearly show that the department is fair and considerate in attaining its goals.</p>

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 	<p>Must have good people skills and the ability to forge a strong team within work unit.</p> <p>Will be required to have a strong knowledge of related legislation (EPEA and Water Act), compliance processes and techniques, department policies and procedures as well as other legislative acts.</p>
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 	<p>Judgment is required to interpret legislation and regulations during compliance related activities.</p> <p>The EPO position is focused on activities that relate directly to environmental legislation and regulations and will be required to prepare observations, reports, and documents for a various compliance actions.</p>
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 collaboration 	<p>EPO responsibilities include responding to complaints, conducting site inspections and resolving complaints as well as directing remedial efforts.</p>