

Public (when completed)

Common Government

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Integrated Park Planner

Current Class

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Parks Division, Strategic Planning & Capital Dvpt



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mgr, Integrated Plan. & Init.

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Departmental reorganization and internal restructuring changed the focus of this position approx. 2 years ago, and the JD had not yet been broadened from its previous sole focus on regional planning. There is a similar 'Senior Integrated Park Planner' position in Strategic Planning and Capital Development Branch with an existing job description. Responsibilities from the existing Senior Integrated Park Planner job description were added to the job description for this position.

Responsibilities Removed:

No responsibilities were removed from the existing Senior Integrated Park Planner job description.

Job Purpose and Organizational Context

Why the job exists:

The Senior Integrated Park Planner ensures an integrated and process-oriented approach to lead strategic planning initiatives to advance, complete or implement Departmental or Divisional priorities. This position plays a key role in providing professional support, advice, and direction to various provincial level tasks, integrated planning, strategies, and processes. The incumbent will develop strategic recommendations and advice, build consensus and buy-in, integrate complex and often unrelated information, and build off technical and theoretical knowledge, research and experience to support decision-making. This position reports to the Manager of Integrated Planning and Initiatives. The incumbent develops relationships across divisions and Departments to leverage opportunities to build consistency and consensus on key strategic priorities.

Responsibilities

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

1. Integrated Planning:

- Act as the key point of collaboration and influencer for horizontally integrated initiatives, to provide expertise and advice to integrated park planning, strategic initiatives, recreation, tourism, and conservation projects, and garner support and resources for those projects within parks.
- Assist and/or lead in the delivery of divisional input into multi-disciplinary planning initiatives such as sub-regional planning, regional planning, land-use framework planning, sustainable development strategies, and land, park, and recreation management planning to ensure the effective integration of parks with the management of surrounding lands.
- Liaise with and build integration points with key departmental experts on land management; rangeland management; footprint management; capital development; and land-use planning including dispositions and reservations to address data needs and ensure environmental and recreational considerations, risks and mitigations are appropriately identified and incorporated into park plans.
- Assist section as needed in the development of park-specific recreation and land-use management strategies which translate provincial approaches to major regional land, natural resource and integrated management issues.

2. Strategic Planning and Initiatives

- Provide the provincial perspective and an integrated land-use planning perspective, and use collaborative approaches in leading the coordination of input from a variety of staff on major interdepartmental, government initiatives based on mandate priorities or other government direction.
- Lead the development of frameworks, processes, or tools that support the implementation of Departmental priorities, including those related to identifying and developing opportunities for recreation, incorporating concepts of recreation ecology, and developing strategic direction for the parks system.

3. Legislation, Policy, and Other Initiatives

- Lead advancement of park boundary amendments, and ensure that lands administered by Parks Division are legally established.
- Assist and/or lead in the development of legislative, regulatory and order in council amendments and supporting products and decision / approval documents.
- Support parks land acquisition process.
- Support the development of management direction for parks in alignment with current legislation, regulation, policy, and guidelines
- Provide recommendations on alignment with other land-use plans, policies, regulations, and legislation; Divisional and government goals; and assessing for land and resource implications.
- Prepare approval packages and communications for plan approvals.

4. Program support

- Provide advice and subject matter expertise on a variety of park projects, programs and initiatives.
- Participate on a variety of working groups and committees tasked with developing outcomes to help manage the parks system, such as science and ecology, capital planning, visitor services, strategic policy

development, tourism initiatives, and operations.

- Translate data and information into a format that can be communicated and shared to assist in decision-making.

- Support delivery of monitoring and reviews of park and other plans.

- Recognize areas for improvement in management strategies by working in collaboration with divisional staff, Forestry and Parks staff, and Environment and Protected Areas staff on the monitoring of plan implementation and effectiveness.

- Assist section as needed in the development of park management plans, master development plans and internal management directives, including undertaking research, writing content, and project management.

Problem Solving

Typical problems solved:

The Alberta Parks system as a whole currently consists of 464 sites with varying degrees of recreation, conservation, tourism, and education outcomes. The parks system exists within the broader context of the Crown land system, as well as the matrix of private and municipal land across the province. This diverse landbase includes national historic sites, Canadian Heritage rivers, UNESCO world heritage sites, inter-provincial parks, highly urbanized parks, undeveloped remote natural landscapes, and parks under cooperative management with Indigenous communities and organizations. Within this Alberta Parks system, Parks Division is accountable for managing 265 core sites made up of Provincial Parks, Provincial Recreation Areas, and Wildland Provincial Parks.

This position requires high degree of collaboration and integration with other divisions within the horizontally integrated parks program. This position has the latitude to develop and recommend innovative approaches and solutions to advance branch and division priorities and prepare for and respond to emerging park management issues. This position provides extensive coordination of integrated planning processes involving multiple clients and stakeholders, including the public, Indigenous communities and organizations, local communities and other departmental and interdepartmental staff at various levels, using an understanding of environmental science, recreation and recreation ecology, natural resource management, policy, legislation, regulatory systems, and political/public/stakeholder interests.

Examples of problems faced by this position:

- Developing planning options and solutions to multi-faceted and sensitive issues. These have direct impacts at the divisional level as well as impacting and/or supporting interests of park users, Indigenous communities and organizations, and stakeholders.

- Supporting integration between the various departments and divisions responsible for delivering the parks program, in order to garner land-use, resource management and conservation support and resources for projects within parks.

- Ensuring the effective integration of parks with the management of surrounding lands.

- Resolving disparate and conflicting positions, inputs and opinions.

- Balancing the needs of varied users, stakeholders, and internal staff, with the site-specific values and threats, in the absence of most baseline site data and a strong and comprehensive policy foundation.

Types of guidance available for problem solving:

This position functions within the context of legislation, regulations, policies, statutes, directives and guidelines developed by Cabinet and other senior officials. Key pieces of legislation and policy that set parameters and expectations for the work of the Senior Integrated Park Planner include the Provincial Parks Act, Public Lands Act, Wilderness Areas Ecological Reserves Natural Areas and Heritage Rangelands Act, Willmore Wilderness Park Act, Government Organization Act, Public Service Act, Government Accountability Act, Freedom of Information and Protection of Privacy Act, as well as policies, guidelines and procedures established by Cabinet, the Minister, and Deputy Minister.

This position requires the ability to analyze information from a variety of sources and perspectives, forecast trends, and synthesize information as the basis for formulating program and divisional positions on a variety of park management, outdoor recreation and tourism outcomes. This position must also adapt

responses based on political acumen, and to direction provided at the Ministerial or Executive levels.

Legislation, regulations and high-level policy provides some contextual direction, but does not provide adequate detail to solve day-to-day problems and direct site planning and management. The incumbent must achieve a balance between many competing interests and complex issues that exist in park management and operations, where there is not necessarily a correct answer. Deep knowledge of parks, natural sciences, outdoor recreation, tourism, broader land management, research into best practices, building collaborative networks, and using system awareness (from on-the-ground program delivery to stakeholder reactions to strategic outcomes) augment the broad regulatory framework for decision-making.

The Senior Integrated Park Planner works closely with the Manager, Integrated Planning and Initiatives, and the Director, Planning and Strategic Initiatives for advice and support on next steps and addressing problems. The position will also work closely with Strategic Planning and Initiatives staff and subject matter experts within the division, the department and in other departments to gain insights and advice on how to address planning challenges.

Direct or indirect impacts of decisions:

Creation of clear strategic planning direction for the parks program is both internally and externally focused and far reaching, and affects a large and significant clientele with over 12 million park visitors annually. The plans, policies and initiatives influenced by this position affect other departments, public stakeholders, environmental organizations, local governments and the private sector with business interests in parks.

As evidenced in the past, decisions can create public outcry, erode trust in government leaders and the department, and impact progress on sustainability. This position must weigh the internal and external impacts of decisions to conduct options and risk analysis and provide recommendations to decision-makers.

Key Relationships

Major stakeholders and purpose of interactions:

Daily interaction with staff at various levels (within division, department and interdepartmentally) to fulfill job requirements.

Daily/weekly/bi-weekly interaction with Manager, Integrated Planning and Initiatives, Director of Planning and Strategic Initiatives, and other parks and lands managers to provide information for decision-making, updates on projects, and priorities.

Interaction as needed, with executive management to provide information on priorities, progress and to provide information and recommendations for decision-making.

Periodic interaction as needed, with key stakeholders, park users, partners, and Indigenous communities and organizations.

Required Education, Experience and Technical Competencies

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

If other, specify:

Planning, natural resource, environmental, or park management, recreation, policy

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

This position requires a related post-secondary degree in planning, natural or social sciences, outdoor recreation, parks and protected areas management, natural resource management, environmental management, public policy, or another related discipline, along with four (4) years of related experience. Equivalency may be considered on a 1:1 basis between education and experience.

Knowledge:

- General knowledge policy, governance, project management and a broad suite of environmental and recreational management areas (e.g., land use, recreation and conservation), ideally within a parks setting and application of recreation ecology principles, in order to give practical interpretations.
- Knowledge of Alberta Parks system and management and planning/policy issues affecting parks.
- Knowledge of applicable government policy, processes, procedures, programs, and legislation such as the Provincial Parks Act; Wilderness Areas, Ecological Reserves, Natural Areas and Heritage Rangelands Act and other applicable Provincial Statutes such as Public Lands Act, Historic Resources Act, Federal Fisheries Act, Environmental Protection and Enhancement Act, Water Act.

Skills:

- Skill in interpreting/applying relevant legislation, policy and procedures for land planning and management.
- Strong interpersonal skills to facilitate working cooperatively in a team setting and with a variety of senior internal staff and/or external stakeholders, often representing different and sometimes conflicting perspectives and interests.
- Superior analytical, problem solving and strategy-related skills.
- Excellent organizational project planning and management, and coordination skills to review or develop policy, as well as to manage multiple policy initiatives simultaneously.
- Ability to synthesize information covering a wide range of topics and formulate innovative and creative solutions to problems and issues.
- Well-developed writing (articulate, clear, concise, grammatically correct) and verbal communication skills.
- Required to be proficient in Microsoft Office including Word, Outlook, Excel, PowerPoint, and Teams, and internet research skills. Basic GIS skills (e.g., viewing and interacting with layers) are an asset.

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	☐	☐	☒	☐	☐	Takes a long-term view towards organization's objectives and how to achieve them: • 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	This position requires consideration and integration of the strategic, operational, and policy implications for given recommendations, and must assess impacts across the short, medium and long-term. Scale of recommendations range from small site-specific scales, to broad province-wide scales.
Creative Problem Solving	☐	☐	☒	☐	☐	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from	Leading planning process and coordinating multidisciplinary input requires significant analytical and problem-solving skills. There is a requirement to evaluate numerous variables/

		other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	issues such as conflicting interest of stakeholders, operational issues related to park administration, scientific standards and compliance with legislation and departmental objectives.
Drive for Results	○ ○ ● ○ ○	Takes and delegates responsibility for outcomes: • 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	This position must balance a high workload, be agile and pivot quickly based on competing priorities. This position faces complex problems with no clear answer or precedent, and has to foresee issues and collaborate to reach a shared path forward.
Develop Networks	○ ○ ● ○ ○	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	This position will be expected to foster a professional network of aligned expertise in other divisions and departments, and identify opportunities to enhance integration across various government programs and departments.
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	- This position will be expected to adapt projects and workplans to changing priorities and mandates as required. - This position is expected to work with colleagues and the Manager/Director to understand and develop options for adapting projects and time lines as needed. - Within general guidance/direction, the Senior Integrated Park Planner develops scope of projects to meet specific needs.

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
_____ 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
_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature