

## New

Ministry

Forestry and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Lands Team Lead

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

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:

Reporting to the Lands Manager, this is a senior position where the Lands Team Lead has responsibilities for leadership and supervision of a team that administers approvals and provisions under the *Public Lands Act* and any accompanying regulations and policy. The Lands Team Lead is expected to manage their share of tasks related to managing approvals as well as providing guidance to team members and ensuring that the team is delivering the approvals program in a timely, accurate, and efficient manner.

The Lands Team Lead provides leadership and direction to various direct reports comprising of professionals, technical specialists, technologists and support staff for administering the approvals, licensing, permitting, disposition management and monitoring programs for all activities designated under the *Public Lands Act*.

These approvals are required to ensure proposed activities that could cause an adverse impact on the environment, resources values and stakeholders are reviewed and approved with appropriate terms and conditions. Within this regulatory framework, the Lands Team Lead is responsible for;

- Implementing Provincial and Regional policies, procedures, directives and/or guidelines,
- Represent the Department and Region in defense of actions and decisions made within this program,
- Implementing procedures developed by the management team to ensure the integration of forest, water, range, land, environmental practices and strategic higher level plans in program approvals,
- Approve plans as per the delegated authority and supporting policy,

- Assist in the implementation of the Land Management Inspection Program (LMIP) to monitor industry compliance with Legislation, policy, and approval conditions.
- Participate or lead departmental and regional teams as directed on projects supporting operations or provincial initiatives.
- Supervise direct reports to ensure consistency on all approvals, inspections, and disposition management decisions, while providing adequate training and mentorship to staff.

This position also provides specialized advice to and coordination with Regional and Department staff, including;WA/ EPEA team leads in Environment and Protected Areas, the Environmental Enforcement Branch, Resource Management Section, Recreation Education and Partnerships Branch, Operations Business Section, Wildfire and Forestry Division, as well as interacting with industry representatives, municipalities, government departments and the public.

## Responsibilities

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

The Lands Team Lead supports the overall GoA and Ministry mandate and direction regarding the consistent and timely delivery of Regional and Departmental programs through leadership and supervision of direct reports tasked with the delivery of the regional approvals and monitoring programs. This is accomplished by:

### **Manage and administer program approvals, in a timely manner with a consistent application of legislation and departmental policy:**

1. The Team Lead will be responsible to see that accurate, comprehensive and enforceable approvals are developed for the projects assigned to the team. These approvals must have appropriate linkages to Legislation, Standards, Directives, Integrated Resource Plans, access management plans, and LUF Regional Plans and a high level of consistency to those prepared throughout the province.
2. Develop area systems, programs, and processes to meet departmental expectations for management of approvals and dispositions.
3. Provide clarity of staff roles and responsibilities.
4. The development of succession planning strategies are for all staff and high risk positions;
5. Identifying and addressing workload pressures emerging from vacant positions;
6. Work with Business Support staff to ensure administrative support is available to meet approval program requirements;
7. Positive recognition is given and development opportunities are regularly discussed with all approvals staff;
8. Resolving and escalating staff related issues in a timely fashion;
9. Encouraging and supporting staff to demonstrate valued behaviours, resilience, capability, and effective communication in a variety of situations.
10. Issues are managed and regional managers are informed of issues via Ministerial action requests and briefings.
11. The Team Lead shall report to the manager in a timely manner, any approval applications or issues that may have significant implications to the Region and Department on government policy, manpower or other sensitive characteristics.
12. Work with Regional Compliance Section staff to enable effective and defensible compliance actions in respects to program approvals and monitoring.
13. Review work procedures, systems, standards and priorities for each area of responsibility and continually seek to evaluate and make recommendations to the Lands Manager for the improvement of current structure, policies and procedures.

### **Seek opportunities and facilitate linkages in order to achieve sound, integrated approvals:**

1. Develop strategies and tools for the efficient approval of applications ensuring aspects of range, lands, water and environmental factors have been considered.
2. Proper referrals to other agencies, divisions and affected stakeholders have been facilitated to seek input to departmental approvals.
3. Facilitate resolution discussions around complaints, inquiries, statements of concern or appeals and conflicting uses of public land or natural resources that arise as a result of approval applications or approval issuance.
4. Communicate professionally and effectively with a wide range of internal and external clients in order to convey pertinent departmental information on departmental policies, procedures and legislation as it relates to approvals issued by the department.

### **Supervision of direct reports ensuring staff are competent and knowledgeable in delivering a consistent, efficient, client service-orientated approvals program:**

1. Ensures that direct reports complete performance agreements that align with business plan and regional goals and include career and learning goals.
2. Direct reports are following the Departmental business plan and regional goals as identified within their performance

agreements.

3. Direct reports are trained in the appropriate field and are following all administrative, human resource and OH&S procedures.
4. Ensuring timely, defensible, and credible regulatory approval decisions are made in a manner that supports sustainable environmental outcomes;
5. Approval decisions are consistent with departmental and regional policies, procedures, and legislation;
6. Approval applications are processed within the expected timeline parameters;
7. Resource management aspects are incorporated into approval decisions and proper referrals has occurred to ensure the appropriate stakeholder and public input is solicited and considered prior to the decision; Consultation with First Nations is completed where appropriate;
8. Appropriate site visits and monitoring occurs to support the approval decisions and any identified non-compliant activities are forwarded to the Compliance group for assessment and resolution;
9. Effective communication with other regions occurs to ensure consistency in applying policy, procedures and legislation;
10. Provide staff with appropriate direction, communication, and supervision and input to managements regular and ongoing review of staff performance;
11. Ensuring appropriate staff and equipment resources are assigned to meet program expectations and support cross-government/agency initiatives;
12. The promotion of a safety culture and awareness that is incorporated in the execution of the work performed by the regional approvals staff.
13. Foster an environment of creativity, innovation, professionalism and integrity among staff to ensure excellence in service delivery in meeting the promotion of creating a culture of Reaching Our Full Potential.
14. Encourage and support staff to demonstrate valued behaviours, resilience, capability, and effective communication in a variety of situations.
15. Track and report to their manager on how the Team is performing. The team leader shall also report to the manager, in a timely manner, any projects or issues that may have significant implications to the Region and Department on government policy, manpower or other sensitive characteristics.
16. Ensure that the Region has effective participation in the province wide virtual teams, conference calls, in-house seminars, and other training opportunities.
17. Ensure team members participate in ongoing safety awareness and training and complete new staff orientation upon commencement.

**Implement the monitoring of land use dispositions, and vacant public land to ensure the sustainability of public resources for other users.**

1. Lead the development and communication of district work plans for the implementation of monitoring and inspection programs including; vacant public land, the Land Management Inspection Program (LMIP).
2. Work with Regional Compliance Section staff to enable effective and defensible compliance actions in respects to program approvals.
3. Supervise and mentor staff to ensure inspections and disposition management direction is accurate, effective, and consistent.

**Ensuring the approval team aligns and supports the Ministry, divisional and regional business and strategic plans and Ministry/GOA initiatives through:**

1. Supporting provincial process and initiatives by participating on working groups and committees for policy or procedural development to ensure consistency at a regional and provincial level.
2. Effectively communicating and providing advice to regional management of issues and providing mitigating strategies;
3. Ensuring continuous improvement initiatives are supported and resourced;
4. Providing timely responses, communication and information sharing with the public and stakeholders;
5. Recommend solutions based on technical/science, legislation, policies, and sustainable environmental outcomes;
6. Assisting in the development of provincial policy as well as ensuring standardization of policy between associated Divisions;
7. Provide input, advice and assistance with the development of the Regional Integrated Resource Management (IRM) Strategy.
8. Respond to briefing note requests and appeals to provide expert advice and pertinent information;
9. Actively participate in wildfire suppression activities according to certification level;
10. Actively participating and contributing to regional and department environmental education and outreach initiatives.

**Problem Solving**

Typical problems solved:

The position is accountable for supervising direct reports in their delivery of approvals within the Region. Strong

leadership skills are needed to direct the diversity of team members and to use staff effectively for individual stakeholders and industries ranging in size from large international companies to addressing the needs of local individuals of the public.

The position ensures consistency among the direct reports and ensures involvement from referral agencies to enable the approval of activities which are subject to identified terms and conditions of the department.

The position:

- Is responsible for managing workload and assignments of direct reports.
- Interacts with a large and diverse clientele.
- Is aware that users and environments may be impacted by decisions granted by the department.
- Will have freedom to manage the activities of the team members to fulfill the requirements and objectives of the team.
- Decisions and recommendations are typically complex and require weighing the concerns of multiple stakeholders and balancing their needs with appropriate environmental management.

Types of guidance available for problem solving:

This position is expected to solve problems by being familiar with the associated legislation, policies, procedures and local plans. This position has a greater network of subject matter experts within other divisions/ ministries available to help provide advice.

Direct or indirect impacts of decisions:

### **Impact**

- Failure to adequately consider the various conditions under which activities can occur, may result in unnecessary negative impact to the environment, and at a local level, compromise the sustainability quality and sustainability of air, land, vegetation and water.
- Failure to ensure consistency of application of legislation and policy in the review, approval and monitoring of activities that affect the environment places the Department in a defensive stance forcing them to react to issues, as they arise, not the preferred strategic, proactive position of consistent, efficient, and effective delivery of services.
- Failure to provide timely review of applications and failure to impose reasonable operating conditions can directly impact a wide range of clients. Decisions made can affect the overall costs and delivery of a client's program/business.

### **Complexity and Creativity**

- This position services a large geographic area, and may supervise staff operating out of more than one office location.
- This position is required to seek creative solutions aimed at integrating and streamlining existing workload, initiating innovative processes, which create financial or temporal efficiencies, and finding ways to do more with less, while still delivering good client service.
- All recommendations to the statutory decision maker require careful consideration of the impact on other environmental, social, and economic values - rarely is any decision or activity 'routine'. To strive towards integration and environmental protection, each recommendation for decision must be carefully weighed against its effect on other users: forest, land, water, fish and wildlife, commercial users, recreationalists, general public, the Government, the effect on a community and its wellbeing.
- Knowledge of the Department business plan, Regional Services goals and the regions Operational Plan is necessary to effectively manage staff and program delivery such that outcomes are positive, achievements are documented and staff development occurs. This requires knowledge of human resource management concepts, principles, and development tools.
- Strategic ability to use team member skills to develop creative approaches for resolution of environmental issues, development of appropriate approvals, and provide valued input into standard development and new regulatory initiatives.
- Effective interpersonal and conflict resolution skills to manage issues between various parties.
- The ability to act on behalf of the District and Regional Lands Managers during periods of their absence.

### **Key Relationships**

Major stakeholders and purpose of interactions:

Communicate professionally and effectively with a wide range of internal and external clients, including stakeholders such as direct reports, departmental staff, Forest Management Agreement holders, Timber Quota holders, oil & gas, sand and gravel, utility industry representatives, contractors, geophysical exploration contractors, commercial recreation operators, trappers, First Nations people, grazing lessees, professional consultants, municipalities, local and provincial government agencies, conservation groups, special interest or user groups, and the general public in order to convey pertinent departmental information on policies, procedures and application of legislation and to assist in issues resolution. A high degree of professionalism must be maintained during contacts with external groups/agencies/ individuals during meetings, workshops, seminars, and conferences.

## Required Education, Experience and Technical Competencies

|                      |                      |                               |                      |
|----------------------|----------------------|-------------------------------|----------------------|
| Education Level      | Focus/Major          | 2nd Major/Minor if applicable | Designation          |
| <input type="text"/> | <input type="text"/> | <input type="text"/>          | <input type="text"/> |

If other, specify:

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

This position requires a degree or diploma in Forestry, Environmental Science or an equivalent natural resources program acceptable to the Lands Manager and a minimum of 6 years of related experience. This is a complex position that requires an in depth awareness of all activities that occur on public land in order to evaluate the land, analyze impacts and make integrated land use decisions.

The position requires a knowledge and understanding in the following areas:

- GoA and ministry mandate, business goals and objectives.
- Applicable legislation, regulations, frameworks and guidelines (i.e.: Environmental Protection and Enhancement Act, Water Act, Mines and Minerals Act, Public Lands Act and Forests Act)
- Technical knowledge regarding, land disturbance, land management, forest management, and Water Management, with the associated environmental impacts and management principles.
- Knowledge of and ability to identify key vegetation types, soils, wildlife, weeds, land classification, water body classification, insects and diseases.
- Computer literate in word-processing, spreadsheet, and database skills, in particular MS Office, GLIMPS, GPS, ArcGIS, SPINII, Adept.
- Ability to operate snowmobiles, ATVs and 4x4 trucks in an off-highway capacity and navigate the area by aircraft to conduct monitoring or inspection.
- GoA and ministry decision-making processes and applicable directives and policies.
- Strategic thinking and planning with the ability to translate strategy into business and operational plans.
- Issues management, risk management and change management principles, methodologies and processes.

## 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 type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> | <p><b>Integrates broader context into planning:</b></p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul> | <p>Position is in an area of with high recreational and ecological values. Careful consideration is required when making decisions while balancing the social, economic and environmental pressures.</p> <p>Undertakes appropriate research and investigation of issues and draws on experiences of self and others to provide recommendations to decision makers.</p> |
| Creative Problem Solving | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <p><b>Engages the community and resources at hand to address issues:</b></p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from</li> </ul>  | <p>This position looks for ways to efficiently implement the departmental business plan to front line staff. This position strives to find efficiencies by reducing "Red Tape" while</p>   |

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|                   |  | <p>other areas to solve problems</p> <ul style="list-style-type: none"> <li>Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>   | <p>maintaining legislative requirements. This position is required to balance workload pressures and use techniques to reduce redundancy and streamline applications/ approvals.</p> <p>Strong project management skills to handle multiple priorities.</p> <p>Accurately identifies developmental needs and training opportunities for staff.</p> <p>Effective communication, conflict resolution and facilitation skills to promote collaborative and integrated solutions.</p> |
| Agility           | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>Identifies alternative approaches and supports others to do the same</li> <li>Proactively explains impact of changes</li> <li>Anticipates and mitigates emotions of others</li> <li>Anticipates obstacles and stays focused on goals</li> <li>Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul> | <p>As we are moving towards a more digital process staff are expected to learn and implement new system and technology. The Digital Regulatory Assurance System (DRAS) will be launched in stages over the next couple of years and this position will be key to resolving concerns and assisting both staff and clientele.</p> <p>Effectively coordinates priorities, tasks and resources to achieve work outcomes and is flexible and adaptable to changing circumstances.</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"> <li>Uses variety of resources to monitor own performance standards</li> <li>Acknowledges even indirect responsibility</li> <li>Commits to what is good for Albertans even if</li> </ul>   | <p>This position helps set district priorities and goals at the beginning of each year and "Models the Way" through setting a personal example of what is expected from others; follows through on promises and commitments; sets</p>   |

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|   |   | <p>not immediately accepted</p> <ul style="list-style-type: none"> <li>• Reaches goals consistent with APS direction</li> </ul>   | <p>achievable goals, makes concrete plans and establishes measurable milestones for project and programs.</p> <p>This positions "Enables Others to Act" by supporting decisions that others make on their own; gives others freedom and choice in deciding how to do their work; gives others freedom and choice in deciding how to do their work; ensures staff grow in their by by learning new skills and developing themselves.</p>   |
| <p>Build Collaborative Environments</p> | <p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p> | <p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul> | <p>This position is part of the Provincial Lands Team Lead Committee and is the bridge between management and field level staff.</p> <p>Required to work with other Divisions and stakeholders to seek win/win solutions when possible.</p> <p>This position is required to represent the Branch on various committees as requested by the Lands Manager and Senior Leadership.</p> <p>Actively seeks opportunities to contribute to positive outcomes for clients, stakeholders, staff and colleagues. Generates ideas for improvement.</p> <p>Builds effective relationships and actively encourages a supportive team culture and encourages the free exchange or information and ideas.</p> |