

Working Title		Name	
Regional Wildlife Manager - Fish and Wildlife Stewardship			

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
	Regional Director, Fish and Wildlife Stewardship, SM2, M42Z2	Resource Stewardship Division/Fish and Wildlife Stewardship Branch	Environment and Parks

Present Class	Requested Class	Levels to Deputy Minister (Not including incumbent level)
Senior Manager 1	Senior Manager 1	4

Dept ID	Program Code	Project Code (if applicable)

POSITION SUMMARY:

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This senior management position reports to the Regional Director of Fish and Wildlife Stewardship, who is responsible for leading and overseeing strategic planning and programming of wildlife, fish, species at risk, non-game population and habitat programs at the regional level, while contributing to or leading various related provincial-scale initiatives, including input to policy development.

The Regional Wildlife Manager leads diverse and complex programs and teams within a regional context. Responsibilities focus on developing, delivering, and overseeing tactical strategies and work plans related to wildlife population and habitat management, and species at risk conservation and recovery at regional, and in some cases, provincial scales. The incumbent must apply sound scientific knowledge and resource management skills to inform cumulative effects assessment and management, and support the department's integrated resource management programs at provincial, divisional and branch/regional levels. The position is responsible for implementing the *Wildlife Act* and *Wildlife Regulation* and is responsive to federal legislation and requirements (e.g., *Species at Risk Act* of Canada). Through referrals and collaborative work with other Branches and Departments, the Regional Wildlife Manager will provide input to activities regulated under the *Alberta Public Lands Act*, *Water Act*, and *Environmental Protection and Enhancement Act*, *Species at Risk Act* of Canada.

The Regional Wildlife Manager is responsible for all aspects of wildlife management over a large geographic region (i.e., one of three regions provincially). The position leads and directs a professional team of approximately 10 - 20 senior wildlife biologists, area biologists, wildlife technicians, and scientific professionals, which will also include an additional seasonal workforce (potentially 8-10 individuals). The position will influence provincial, regional and sub-regional environmental and natural resource plans, procedures, objectives, thresholds, and actions achieved directly, and by providing support to the Regional Director.

The Regional Wildlife Manager is responsible for operational delivery of Alberta's Fish and Wildlife Policy and Wildlife Conservation and Management Strategy using a place based approach, within and across regions, while maintaining consistent and coordinated processes across the Province. This includes overseeing decisions related to allocation of wildlife for Indigenous, recreational, and commercial uses, while ensuring conservation objectives are established and achieved. The position is responsible for balancing allocation requirements amongst competing land and resource use interests and demands; including those related to commercial, agricultural and industrial development, the rights of Indigenous people, municipalities, fish and wildlife users and interest groups, and Albertans in general. The position is central to regional implementation of provincial species management plans, policies, and actions for harvested and non-game species, species at risk recovery plans, and habitat outcomes. This includes development of regulations for recreational and commercial harvest of wildlife.

This position requires considerable organizational awareness to enable achievement of cross-regional coordination and collaboration with other branch senior managers, as well as other divisional, ministerial, and cross-ministerial senior managers – this is needed to address cumulative effects/impacts and to meet wildlife, habitat and species at risk objectives/outcomes. A key responsibility is to work with, and respond to, the public, stakeholders and groups regarding stewardship of wildlife and wildlife habitat (e.g., landowners, farm producers and producer groups, Alberta Conservation Association, Alberta Fish and Game Association, Alberta Professional Outfitters Society, land stewardship groups, etc.), and to participate in provincial stewardship initiatives.

As a member of the provincial wildlife management team, the position provides advice, support, and reporting to the Fish and Wildlife Stewardship Branch Leadership Team, and other executive personnel, in relation to development and implementation of the branch business plan. The position will work with adjacent provincial/territorial/federal/state jurisdictions, and may further support the Regional Director(s) through work with federal/national counterparts (e.g. Canada Wildlife Service), and with international counterparts (e.g. U.S. Fish and Wildlife Service), as well as with academia and other researchers.

SPECIFIC ACCOUNTABILITIES:

This position is accountable for decision making regarding the tactical development, planning and delivery of wildlife and non-game population and habitat, and species at risk, programs. Framing this accountability is consideration of policies,

SPECIFIC ACCOUNTABILITIES:

regulations, legislation, cumulative effects management, the principals of integrated resource management and strategic direction provided by the Regional Director and Fish and Wildlife Stewardship Branch Leadership Team. This involves:

1. Leadership, direction, and management of a diverse team of subject matter experts:
 - Lead by example, and demonstrate the five practices of exemplary leadership: "Model the Way," "Inspire a Shared Vision," "Challenge the Process," "Enable Others to Act," and "Encourage the Heart";
 - Foster an engaging, respectful, and professional working environment founded on the APS values of Integrity, Respect, Accountability and Excellence;
 - Demonstrate and build personal behavioural competencies, in accordance with the APS competency model;
 - Coach, mentor, and empower personnel to deliver priority work effectively and efficiently;
 - Provide regional personnel with the tools, processes, technical training and professional development opportunities to enable effective delivery of the department's mandate and foster professional growth;
 - Provide regional oversight and integration with Operational Services Branch, Information and Technology Services, and Fleet Management in order to facilitate place based program delivery within multiple regional offices, and ensure staff have the necessary business infrastructure and processes in place to efficiently and safely deliver regional/provincial work;
 - Responsible for promoting and ensuring a culture of wellness through Occupational Health and Safety training and procedures;
 - Provide direction and adherence to departmental financial and human resources policies and procedures, Master Agreement and Subsidiary Agreement, including approvals, oversight, and accountability on staff procurement and purchasing and execution of contracts and grants as an Expenditure Officer;
 - Review, analyze and identify capacity needs within the region, advise the Regional Director on staffing requirements for hiring and recruitment of permanent and temporary staff, and lead staff hiring and termination processes;
 - Develop staff skills and expertise through the performance agreement process;
 - Appear as an expert Crown witness in court cases, to provide rationale for regulations and the impact of non-compliance;
 - Serve as Acting Regional Director as required; and
 - Undertake work to further Branch, Division and Department priority objectives on all subject areas.
2. Decision-making that influences staff function, external clients, stakeholders, the general public, and support for First Nation and Metis communities:
 - Develop and implement regional program and project-specific safety plans aligned with policies, regulations, legislation, and departmental direction for OHS;
 - Complete or enable, and approve, the development and implementation of work plans that specify outcomes, activities, deliverables, schedules and resource requirements pertaining to wildlife, species at risk, and habitat management;
 - Determine management priorities, roles and responsibilities including required function, performance, timelines, and recognition;
 - Provide direction and decisions on conservation and recovery of species at risk populations and habitats at regional scale, to ensure legislative and management compliance with federal *Species at Risk Act* and species conservation requirements;
 - Provide direction and oversight on allocation plans and decisions, to ensure Treaty and other constitutionally enabled rights can be exercised;
 - Identify and resolve issues including performance management and disciplinary actions in collaboration with Employee Relations Consultants;
 - Establish and monitor regional program budgets, deliverables and outcomes, ensuring that projects are completed on time, in scope, and on budget, and in consideration of province-wide pressures and opportunities;
 - Use data and information obtained through monitoring, research, planning and regulatory teams, resource users, and the public, to make decisions on management response to resources pressures and to exceedances of triggers and limits defined in regional and sub-regional plans and frameworks;
 - Determine thoughtful and appropriate actions to address complaints and criticisms of wildlife and non-game

SPECIFIC ACCOUNTABILITIES:

- population and habitat, and species at risk, management decisions, policies and procedures; and
 - Develop creative and innovative solutions to existing and emerging problems and issues, which often have no policy or procedures for guidance - develop solutions in consideration of overall regional and provincial implications.
3. Oversee planning, delivery and evaluation of input to regional and sub-regional plans and related initiatives related to regional and provincial wildlife resources:
- Ensure alignment between established strategic and tactical priorities;
 - Support the Regional Director and the Branch Leadership Team in identification and creation of regional and provincial strategies that support cumulative effects and integrated resource management;
 - Identify wildlife objectives for inclusion into cumulative effects management to ensure achievement of conservation requirements, addressing Treaty and other Indigenous rights, and in support of recreational and commercial expectations and commitments. This work will inform regional, branch, division, department, cross-ministry and partner programs and initiatives;
 - Identify and implement initiatives to avoid and reverse negative impacts to wildlife (including non-game, and species at risk) and wildlife habitat through regulatory and non-regulatory mechanisms; and
 - Identification and procurement of monitoring requirements and necessary science information to support evaluation, reporting, and decision making related to wildlife population and habitat conservation and allocation at regional and provincial scales.
4. Develop and deliver wildlife management objectives that promote stewardship:
- Lead regional wildlife teams in the conservation and management of wildlife populations and habitats;
 - Ensure Indigenous people are able to exercise constitutional rights, while also identifying and enabling allocations for non-Indigenous peoples;
 - Consider socio-economic costs and benefits in all assessments and decisions pertaining to natural resource extraction and other land uses;
 - Identify and manage regional priorities and emerging issues related to wildlife population and habitat management strategies and actions;
 - Support development of resource management objectives and delivery of outcomes within the context of legislation, regulations, guidelines, and policy;
 - Develop systems for data collection and interpretation to document and assess pressures on resources and the efficacy of our management decisions;
 - Deliver operational, technical and professional programs and requirements, including direction to delegated administrative authorities;
 - Identify strategic education and engagement needs; and
 - Lead and participate in multi-stakeholder management planning and delivery.
5. Provide strategic advice, analysis, recommendations and support on matters related to wildlife and non-game population and habitat stewardship, and species at risk conservation and recovery implementation:
- Assess opportunities and risks to achievement of department goals and objectives associated with wildlife population and habitat stewardship, species at risk conservation and recovery. Recommend appropriate strategies to branch leadership;
 - Manage issues in a timely manner;
 - Prepare action request responses, briefings, background documents, and recommendations for the consideration of the Regional Director, branch leadership team and other senior division, ministry, and GoA personnel;
 - Collaborate with regional and divisional program leads (e.g., Regulatory Assurance Division, Lands Division, Agriculture and Forestry), and other regulators (e.g., Alberta Energy Regulator) to ensure wildlife, non-game, and species at risk population and habitat objectives and outcomes are incorporated into Approval and Compliance decision-making process, and
 - Consult with legal and financial teams to resolve issues and conflicts that arise in the course of program delivery.

SPECIFIC ACCOUNT ABILITIES:

6. Lead regional engagement, consultation and negotiation on wildlife and non-game population and habitat, and species at risk management, with other levels of government (i.e. municipal, provincial, territorial, federal, state), stakeholders, industry, the public, and Indigenous communities, including:
- Leads regional public engagement sessions, open houses, or other external consultation/engagement events;
 - Approve regional communications providing stakeholders and Albertans with information, education, and outreach on wildlife, wildlife habitat and species at risk programs;
 - Participates on multi-disciplinary working groups, task-forces, and committees to promote regional awareness and obtain feedback on wildlife, habitat and species at risk management actions and outcomes; and
 - Work with Fish and Wildlife Enforcement Branch to provide expert advice and recommendations, priorities for enforcement and compliance assurance, education, information, and outreach materials, and harmonize management and enforcement objectives and program delivery.

KNOWLEDGE/EXPERIENCE:

The position requires a post-secondary degree in natural resource management, environmental sciences, or related degree supplemented by six years of progressively responsible related management and leadership experience. Related experience or education may be considered as an equivalency on a one for one basis.

The position requires extensive knowledge in the following areas:

- GoA and Ministry mandate, business goals, objectives and processes;
- Wildlife, non-game, and species at risk population and habitat management principles, processes and approaches;
- The disciplines contained within the Regional Fish and Wildlife Stewardship teams (i.e., fisheries, wildlife, species at risk, disease management, and licencing);
- Applicable provincial and federal legislation, regulations, and guidelines on wildlife management and an understanding of additional regulatory requirements that influence wildlife populations and habitat programs (i.e., *Environmental Protection and Enhancement Act, Water Act, Alberta Land Stewardship Act, Public Lands Act, Forests Act, Forest and Prairie Prevention Act, Wildlife Act, federal Species at Risk Act*);
- Constitutional rights pertaining to hunting and trapping by Indigenous peoples, including details on treaties and applicable precedent law;
- GoA and Ministry decision-making processes and applicable directives and policies, including systems for allocating and approving access to land and natural resources;
- GoA organizational structure, including accountabilities and responsibilities;
- Ministry and division direction and intent regarding cumulative effects management outcomes, integrated resources management system, regional/sub-regional planning; management frameworks, approvals, and compliance.
- Environmental issues and risk management;
- Forest, rangeland, land, and water management practices including typical and alternative practices for resource extraction in relation to oil and gas, mining, timber harvesting, other industrial developments and agricultural sectors;
- Corporate and administrative procedures including management of finances, procurement, and human resources;
- Application of science-based principles in analysis, planning, and decision-making;
- Social, environmental and economic elements that affect achieving wildlife-related outcomes; and
- Obligations and responsibilities under the OH&S Act and legislation.

The position requires the following skills and abilities:

- Ability to lead multi-disciplinary teams of professional and technical personnel;
- Strong verbal and written communication skills;
- Decision making, leadership and project management skills;
- Conflict resolution, problem solving, assessment of complex situations, and facilitation skills;
- Indigenous community, public, and stakeholder engagement and consultation skills;

KNOWLEDGE/EXPERIENCE:

- Ability to develop strong interpersonal relationships at all levels with internal and external organizations;
- Capacity to think critically, analyze, plan, innovate and act strategically and systematically;
- Strong issues management abilities;
- Requires a Class 5 driver's licence and the ability to travel extensively within the region and provincially;
- Understanding of public administration practices, and functions and structures of municipal, provincial, and federal governments;
- Knowledge of goals, objectives, and interests of other departments and external clients/stakeholders;
- Able to work independently with minimal or little direction;
- Able to function as the leader of specialist or multi-disciplinary teams across large geographic areas;
- Skill to develop successful working relationships and collaborative partnerships with stakeholders;
- Ability to provide direction and make timely decisions on contentious environmental issues; and
- Ability to hold legal appointments as fisheries and wildlife guardian under the *Fishery Act* of Canada and the *Alberta Wildlife Act* respectively.

LEADERSHIP AND BUSINESS KNOW-HOW:

The Regional Wildlife Manager must lead, coordinate and organize program activities at the regional scale by providing direction and advice to staff, while ensuring that program delivery is consistent with government direction. Ensure consistent delivery of programs across regions, and at a provincial scale. Strong systems thinking, conceptual, and analytical skills are required to assess policy issues, regional interests and pressures, and to evaluate scientific requirements and information at local, regional and provincial scales. This position must translate policy and strategy into effective operational planning and actions, and fulfill regional, branch and provincial wildlife, non-game, and species and risk program outcomes. Strong abilities to motivate and ensure collaboration are essential to inspire work teams, gain their commitment and trust, set the vision, establish goals and achieve results.

The Regional Wildlife Manager delivers tactical actions and is responsible for timely decisions and recommendations, which carry significant economic, social and political risk. The position will navigate a diverse and complex suite of competing interests and issues. Potential implications to Indigenous communities, municipalities, regulated parties, and stakeholders must be addressed in a balance, measured, open and transparent manner.

PROBLEM SOLVING:

This position is complex, requiring science-informed decisions be developed and conveyed within government and to external clients and stakeholders. While policies generally support routine components of the program, many program elements under the responsibility of this position are not defined with policies or guidelines to support decision-making. This requires that the incumbent have very strong skills in problem identification, situational, social, political and organizational awareness, system thinking, and problem solving that achieves the desired outcome in alignment with legislation and Ministry objectives. In addition, dispute resolutions do not often follow a distinct process or policy, having no clear template for decision-making; rather, the position must integrate scientific, monitoring and other information with judgment influenced by ever changing social – political - economic desired outcomes. Timeliness of decisions is typically critical.

The position has the responsibility to support and determine actions under legislation and regulations, and is required to defend these decisions with clients, stakeholders and other audiences, sometimes in formal hearings or legal proceedings. Scientific findings and monitoring results used for supporting regional decision-making on environmental systems often contains uncertainty that needs to be assessed, communicated and managed - the incumbent needs to clearly communicate the degree and nature of uncertainty and associated risks. In all cases, problem solving must consider social, economic, political, ethical and legal factors.

This position requires extensive collaboration to address issues and solve problems. Regional engagement with a wide

PROBLEM SOLVING:

variety of internal and external clients is required; this often includes negotiating with difficult and aggressive stakeholders and integrating projects with conflicting priorities.

A major and ongoing challenge of this position is to operationalize the delivery of programs and services within evolving branch, divisional and program structures. Situations faced are often unstructured, and approaches to solving problems are not pre-determined and must be developed and evolved depending on the situation.

RELATIONSHIPS/CONTACTS:

Clients	Frequency	Nature and Purpose of Contact
Internal		
Regional staff	Daily	<ul style="list-style-type: none"> Leading, directing, coaching, mentoring, providing advice and support. Identification of resource management challenges and issues resolution.
Regional Director	Regular/Ongoing	<ul style="list-style-type: none"> Provide updates, raise awareness of significant issues, and describe solutions.
Provincial Management Team	Regular/Ongoing	<ul style="list-style-type: none"> Provincial program planning and evaluation, information sharing, problem solving, strategic planning, advising; Coordinate regional and provincial staff resources and priorities for program planning and actions, discuss approaches, resolve issues; and Provide scientific, technical and policy advice at regional and provincial scales on all aspects of wildlife and non-game population and habitat, and species at risk management.
Branch Leadership team	Regular/Ongoing	<ul style="list-style-type: none"> Information sharing, problem solving, strategic planning, advising.
Human Resources & Finance	Regular/Ongoing	<ul style="list-style-type: none"> Obtain advice, provide reporting and follow up, obtain support for staffing, performance management, interviews and budgets.
Regional administrative support staff	Regular/Ongoing	<ul style="list-style-type: none"> Information sharing, provide knowledge and direction to support administrative to support inquiries from the public, address licencing and permitting requirements.
Regional Enforcement staff	Regular/Ongoing	<ul style="list-style-type: none"> Provide enforcement priorities and recommendations to support achievement of management objectives.
Assistant Deputy Minister, Deputy Minister and Minister and local MLA's	As required	<ul style="list-style-type: none"> Provide awareness, advice, and recommendations.
External		
Representatives of other Ministries	Regular/Ongoing	<ul style="list-style-type: none"> Ensure awareness and involvement with fish and wildlife stewardship requirements.

RELATIONSHIPS/CONTACTS:

Clients	Frequency	Nature and Purpose of Contact
Other arms length regulators and delegated administrative organisations (e.g., Alberta Energy Regulator, Alberta Conservation Association)	Regular/Ongoing	<ul style="list-style-type: none"> Identify issues and alternative courses of action; provide advice and recommendations; collaborative work; resolution of conflicting proposals, recommendations, and applications; opportunities to access resources; liaise on program delivery; consultation and collaboration; provide management objectives and priorities
First Nations and Metis Communities	Regular/Ongoing	<ul style="list-style-type: none"> Provide advice and recommendation, integration of fish and wildlife policies, objectives, programs and best practices. Consultation and engagement on program delivery.
Industrial and public stakeholders (e.g., Alberta Forest Products Association, Canadian Association of Petroleum Producers, Ducks Unlimited, Alberta Fish and Game Associations, Alberta Professional Outfitters Society, land stewardship groups, etc.)	Regular/Ongoing	<ul style="list-style-type: none"> Identify strategic opportunities and tactical actions to leverage and influence stewardship actions in the region; identify and resolve issues and agree upon alternative plans and actions; provide advice and recommendations; collaborative work; participate in provincial stewardship efforts; coordinate across regional players and initiatives.
Research institutions, community-based agencies, and NGOs	As required	<ul style="list-style-type: none"> Information sharing, collaboration, problem solving, coordination and program/project delivery.
Representatives of federal or other provincial, territorial and municipal governments	As required	<ul style="list-style-type: none"> Collaborating, information sharing, problem solving.
General public	Daily	<ul style="list-style-type: none"> Respond to public requests, comments and concerns.

IMPACT AND MAGNITUDE OF JOB (SCOPE):

The impact of this position can affect a significant portion of the provincial land-base, human population and economy, including agricultural producers, private industry, Indigenous communities, municipalities, resource users, recreationalists, local governments, special interest groups, and the public through the following:

- Provides recommendations, requirements, and participates in planning and decision making processes (including land use planning and approvals, sub-regional plans, etc.) pertaining to the conservation of wildlife and non-game populations and habitats, and species at risk conservation and recovery, that ensures wise management, while also meeting legal and constitutional requirements. These activities can have significant implications for resource extraction and other commercial economic activities;
- Makes decisions on allocation of wildlife populations and habitats that enables Indigenous peoples to exercise constitutional rights for hunting, trapping, and subsistence/spiritual use. Failure to complete these consultations effectively and appropriately, considering legal precedents, can result in legal constitutional challenges at the Supreme Court of Canada that can create additional precedent law, affecting resource management in Alberta and across Canada;
- Makes decisions that enable food security for Indigenous and other subsistence hunters;
- Makes decisions on allocations of wildlife to enable recreational hunting and trapping opportunities that provide very sought after subsistence, cultural, and socio-economic benefits, and in support the health and well being of Albertans;

IMPACT AND MAGNITUDE OF JOB (SCOPE):

- Makes decisions on allocations of wildlife that provide for commercial economic opportunities for Albertans, through tourism, trapping, guiding and outfitting;
- Makes decisions, which address wildlife-human conflict and safety, to minimize these concerns to the extent possible. Failure to adequately mitigate conflicts can result in significant damage to incomes, property and endanger human life;
- Makes decision that impact licensing revenue and supports innovation in licensing and revenue generation;
- Many required decisions are not supported by policies or guidelines, and so must be made carefully (and often quickly) since decisions may influence economic activities, future provincial policies, and have legal outcomes;
- The position supports actions and coordination of NGO's, external conservation and stewardship agencies such as the Alberta Conservation Association and the Alberta Fish and Game Association, and regulators such as the Alberta Energy Regulator, by providing priorities for those agencies to focus on, towards supporting Government of Alberta environmental, social and economic outcomes;
- Delivers management actions which protect Alberta from potential implementation of federal emergency orders under the *Species at Risk Act* (i.e., orders which would reduce or eliminate resource extraction and land use activities in a given portion of the province);
- Provides research priorities, and advice or oversight, to academic institutions and conservations agencies for the purposes of gathering information that will inform management decisions and decision making processes – these actions can result in data collection and analyses which enable or challenge provincial management approaches;
- Oversees issuance of research and inventory licenses and permits, that affect approvals of industrial and other projects and programs;
- Oversees Registered Fur Management Agreement areas, that regulate the commercial harvest of fur, and support the deep historical and cultural significance of trapping;
- Oversees design and delivery of highly contentious management actions, such as lethal wolf population reductions and chronic wasting disease management;
- Contributes to establishment of Fish and Wildlife Enforcement Branch priorities, which can result in enforcement actions against members of the public; and
- Makes regional decisions pertaining to occupational health and safety to ensure adherence to OH&S legislation, and protect the Crown from potential litigation resulting from unsafe working sites and practices.

CHANGES SINCE LAST REVIEW:

This is a newly created position resulting from a recent reorganization of the department. This SM1 position encompasses dramatically increased geographic areas (i.e., one of three regions in the province) – responsibilities were previously carried out by a larger number of SM1 managers (i.e., one of five regions). The regional and provincial SM2 Director and Executive Director complement was also reduced, resulting in redistribution of administrative, facility, financial, human resource, and program delivery related duties – increasing the scale and level of responsibility of the Regional Wildlife Manager position.