

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name

Assistant Director Lands South

Current Class

Requested Class

Manager (Zone 2)

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Lands Planning South

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Supervisor's Position ID

Supervisor's Position Name

Director Lands Planning South

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position supports the Director in ensuring the development and implementation of land use, water, issue specific, and area specific plans at various scales. This often involves applying new and innovative approaches in participatory planning to cultivate alliances across ministries and with external collaborators. The position influences and champions the integrated resource management planning system and identifies policies, and legislation changes to further and enhance sustainable management of Alberta's resources. The position collaborates with external stakeholders (including different orders of government, industry, environmental associations) and Indigenous communities and organizations to reflect the complex and different needs and perspectives regarding the development, use, and conservation of Alberta's resources.

Responsibilities

The Assistant Director, South Section, Lands Planning Branch is responsible for planning at the sub-regional level including the development, project management and approval of sub-regional, and other area or issue specific plans in the southern region (i.e., North Saskatchewan/Upper Athabasca/Red Deer/South Saskatchewan Regions). This involves:

- Establishing planning teams drawing expertise as required from across the Ministry and GOA.
- Collaborating with Ministry and other GOA staff, stakeholders, and rights holders to identify interests,

issues, and challenges to be addressed.

- Ensuring planning teams are collaborating with and facilitating meaningful participation of all stakeholders and Indigenous communities and organizations in the planning process.
- Utilizing and drawing upon subject matter experts and knowledge holders to guide the consideration of planning options, scenarios, and management intent.
- Managing and balancing the expectations of multiple stakeholders and Indigenous communities and organizations regarding EPA and GOA legislation, strategic direction, and policy priorities.
- Determining information and analysis needs to support various planning initiatives and the development and testing of scenarios, as appropriate.
- Monitoring and reporting on the delivery of sub-regional planning initiatives and progress in achieving plan outcomes.

2. The position provides leadership of plan development processes and in transitioning from the development and approval of plans to the implementation of plans. This includes:

- Leading collaboration with appropriate Branches/Divisions/Departments and external collaborators to establish plans, which include plan governance, oversight, responsibilities, outcomes, performance measures and reporting.
- Assessing relevance of existing or historical plans for possible inclusion in emerging plans or to be recinded in alignment with Red Tape Reduction objectives.

3. The position proactively applies and champions the principles of integrated resource management planning and cumulative effects management inherent to Alberta's Integrated Resource Management System (IRMS). This is accomplished by:

- Identifying opportunities to build knowledge, competency and experience amongst internal and external stakeholders, Indigenous communities and organizations, and partners, and to build alliances across groups.
- Provide information and learning opportunities to stakeholders and Indigenous communities and organizations on integrated planning processes and initiatives.
- Coaching, guiding and providing tools, techniques and processes to planners and other team members to enable them to be successful in managing planning processes.
- Representing the GOA and department position/interests regarding integrated resource management planning to internal and external committees.
- Engaging stakeholders and Indigenous communities and organizations in understanding the linkages between commitment to integrated resources management planning approaches and the development, use and conservation of Alberta's natural resources.

4. The Assistant Director supports the Director of Land and Environmental Planning - South in developing and maintaining productive relationships with internal and external partners, stakeholders, and Indigenous communities and organizations; building credibility, trust and understanding of the department's commitment to cumulative effects management and the IRMS. This includes:

- Establishing and strengthening relationships with key partners, stakeholders, and Indigenous communities and organizations to achieve a shared understanding and appreciation of issues, priorities, drivers and future interests.
- Maintaining awareness and capitalizing on opportunities to proactively engage new stakeholders of interest.
- Promoting understanding of planning activities to open dialogues, encourage effective communication, build trust and pursue outcomes that benefit multiple stakeholders and Indigenous communities and organizations.
- Acknowledging and addressing the interconnectedness of management plans and approaches for air, water, land and biodiversity and community wellness and social and economic conditions.
- Leveraging stakeholder and Indigenous communities and organizations involvement to support initiatives and achieve desired integrated resource planning outcomes.
- Collaborating across divisions and across ministries to promote planning initiatives that integrate the priorities and mandates of partnering ministries.

5. As a member of the Management Team, supporting the Director to effectively deliver the Ministry and Divisional business and operational plans. This is accomplished by:
- Proactively collaborating with program areas to leverage and integrate resources.
 - Developing briefing materials and comprehensive analysis of issues and trends.
 - Ensuring team members receive the training and experiences required to be successful on their individual work plans and branch priorities.
 - Provide leadership, coaching and mentoring to a multi-disciplinary team.
 - Sharing learning regarding the process of utilizing and embedding integrated resource management planning into EPA's and cross-ministry initiatives.
 - Encouraging foresight across the team and among collaborators by providing perspectives on anticipated changes and emerging issues.
6. Support the section Director and branch Executive Director in delivery of Lands Planning Branch priorities in accordance with the EPA Priority Operational Plan and Business Plan. This is accomplished by:
- Providing briefings to leadership on the status of mandate items.
 - Acting in the absence of the Director.

Problem Solving

Typical problems solved:

Challenges faced by this position require strong analysis, reasoning, evaluation, judgment and problem solving skills. Significant interpretative and critical thinking is required along with the ability to facilitate planning, policy, and decision-making processes involving senior Ministry representatives, external stakeholders (including different orders of government, industry, environmental associations) and Indigenous communities and organizations.

A significant challenge for this position is developing plans that address diverse needs, within the context of multiple land use and water pressures, economic objectives and community stability. This position must deal with complexity and develop land-use strategies and options for participatory processes that meet community, stakeholder and Indigenous community and organization needs.

Types of guidance available for problem solving:

The Assistant Director has daily and immediate access to the Director and to a lesser degree the Executive Director of Lands Planning Branch, with strategic guidance also being available from the Assistant Deputy Minister office on occasion. A significant amount of autonomy is given to the incumbent to identify when and where strategic guidance is required.

Direct or indirect impacts of decisions:

The impact of this position is significant as land-use plans and environmental management frameworks provide direction or guidance for land and environmental management, and impacts can be significant on land use activities including on industrial and economic sectors, recreational use, and traditional land uses. These plans and frameworks can have significant impacts to environmental, economic and social outcomes.

Options and analysis need to be comprehensive and clear with respect to impacts across government and to Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

Regular contact

Director and Executive Director

Ensure planning activities are aligned with strategic intent and report on progress.

Ongoing

Branch and Ministry staff

Cross-GoA ministry staff/leaders

Project and issues management, strategy development, coordinate work and share information

Assist staff in understanding the role of stakeholder engagement in supporting Alberta's IRMS - and the role of integrated plans at the regional/strategic, subregional/tactical, and local/operational levels

Leading, influencing and collaborating in the management of sound planning processes for integration resources management planning.

External stakeholders: Other orders of government, provincial jurisdictions, federal government, industry, industry organizations, research institutions, environmental associations, Indigenous communities and organizations, etc.

Representing EPA and GoA priorities and position, lead or participate on collaboration committees, observe progress and results, identify opportunities and influence strategies and activities build positive working relationships.

Required Education, Experience and Technical Competencies

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

If other, specify:

Natural resource management, environmental sciences, geography, political science, economics

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

This position requires a post-secondary degree in natural resource planning/management, environmental sciences, geography, political science, economics or related degree with 10+ years of progressively responsible experience with specific and extensive experience advancing collaborative/community based/participatory planning initiatives related to landscape or ecosystem sustainability.

- Strong knowledge and understanding of environmental management and cumulative effects issues, policy direction, the regulatory environment, engineering and natural science.
- Knowledge of relevant legislation (including Environmental Protection and Enhancement Act, Forests Act, Public Lands Act, Wildlife Act, Water Act, Alberta Land Stewardship Act and associated regulations). Knowledge of department policies & procedures.
- Skill in interpreting/applying science knowledge; and relevant legislation, policy and procedures for environmental planning and management
- Knowledge of/ experience in developing respectful relationships and with Indigenous Peoples', and respectfully accessing and applying Indigenous Knowledge.
- Creative problem-solving skills in making strategy/ policy change recommendations to management in order to input / influence management frameworks, regional and sub-regional plans, as well as for implementation of management frameworks, regional and sub-regional plans.
- Excellent interpersonal and written communications in dealing with a wide variety of people from very technical academics to lay people involved in land management.
- Strong project, time and organizational management skills to effectively balance multiple demands
- Knowledge of Microsoft Windows software.
- Negotiation, facilitation and conflict management skills in developing integrated input to plans, developing cumulative effects management strategies, and to address competing interests within other Ministries. Given the broad nature of plans from the economic, social, and environmental perspective, an ability to mediate disagreements is essential.
- Ability to establish contacts and build relations in the research and professional community to resolve

scientific issues.

- Relationship-building skills to develop and maintain collaborative working relationships within the ministry and across government to identify and understand the issues faced by partners, their decision-making processes, and preferred means of interaction.
- Ability to integrate diverse and multi-disciplinary environmental perspectives and initiatives with a wide range of stakeholders (staff and departments) who have competing interests.
- Ability to effectively communicate verbally and in writing with individuals at different levels of Government on various aspects of implementation progress (including financial updates, presentations to key decision-makers, etc.).
- Experience in consultation, engagement and collaboration with partners and the ability to motivate various stakeholders. Leadership and influencing skills to promote innovation, build consensus, and motivate others to accept and adopt innovative concepts and approaches, and strive for continual improvement
- Strong interpersonal skills, and capable of working independently or in a multi-disciplinary team environment, as the situation requires.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
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 	Position is entrusted with development and maintenance of relationships within and outside of Government. Expectation of working across ministries and with a wide array of stakeholders and rights holders to advance planning initiatives.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	Collaborative planning processes necessitate meeting and often exceeding stakeholder expectations. The incumbent must be strategic in the establishment of relationships and be capable of cultivating trust where none currently exists. Networks must span a

			variety of organizations.
Creative Problem Solving	○ ○ ● ○ ○	<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>Capable of mobilizing others to develop workable and creative solutions to issues and problems as they are encountered.</p> <p>Collaborative planning initiatives require diplomacy and tact to extract common purpose from sometimes positional stakeholders, reduce complexity, and to articulate a vision of mutually beneficial outcomes.</p>
Systems Thinking	○ ○ ● ○ ○	<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>In building collaborative processes, the incumbent uses foresight and systems thinking to anticipate challenges the initiative might face, and works within GoA and externally to preemptively disarm those challenges.</p>