

Working Title	Name
Director, Land and Environmental Planning - North	

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
	Executive Director, EM1	Lands Division/ Planning Branch/ Land and Environmental Planning - North Section	Environment and Protected Areas

Present Class	Requested Class	Levels to Deputy Minister (Not including incumbent level)
SM2		3

Dept ID	Program Code	Project Code (if applicable)

**POSITION SUMMARY:**

Alberta's Integrated Resource Management System (IRMS) sets and achieves the environmental, economic and social outcomes Albertans expect from sound land use planning, policy assurance, cumulative effects management, and sustainable resource development Integrated planning is required under multiple pieces of legislation, many of which are accountable to Alberta Environment and Protected Areas (AEPA). These include: *Alberta Land Stewardship Act, Public Lands Act, Forests Act, Water Act, Environmental Protection & Enhancement Act, Wildlife Act, Fisheries Act*). AEPA must also respond to legislative challenges at the federal level (e.g. *Species at Risk Act*).

Integrated planning initiatives are managed at the regional level, which include subregional plans, issue-specific plans, water management plans, airshed management initiatives, and species-at-risk plans and access management plans. Acceptable plans will align with provincial policies; have defined objectives, and measurable outcomes – which reflect place-based priorities while harmonizing environmental, economic, and social objectives.

Reporting to the Executive Director, Planning Branch, the Director, Land and Environmental Planning-North is accountable for delivering Alberta's subregional planning system, including the design, preparation, approval, and implementation of all integrated plans required within specific planning regions of Alberta. Strategic oversight and project management of large and complex planning processes is a primary accountability. The position leads a team of planners who work with multi-disciplinary, cross-divisional and cross-ministry teams in the development of integrated and media specific (air, water, land and biodiversity) plans.

This position must establish a balance among competing land and resource use interests and demands at the subregional level, including: industrial development, traditional Indigenous activities, municipal growth and recreational activities. This has to be done within the constraints of environmental triggers and limits (for air, land, water and biodiversity) set by regional plans under the *Alberta Land Stewardship Act*. This requires collaboration with and comprehensive engagement of stakeholders, including: Indigenous groups, environmental organizations, industry, municipalities, and the public – as well cross-divisional and cross-ministry collaboration. Integrated plans may be prepared by government, stakeholders, land disposition holders, and/or other planning partners. However, all subregional plans must be approved by the Government of Alberta (GoA).

The position also identifies critical policy gaps and legislative needs where improvements within AEPA and/or across the GoA would improve integrated planning and cumulative effects management in Alberta. The Director represents the Branch, Division, and/or Ministry on a wide variety of provincial, interprovincial, and inter-governmental committees, taskforces, and teams. Building transparency and trust to maintain stakeholder confidence in Alberta's IRMS commitment to sound stewardship and sustainability of Alberta's biodiversity and natural resources is a primary outcome of this effort.

## **SPECIFIC ACCOUNTABILITIES:**

1. The Director, Land and Environmental Planning -North is responsible for the establishment of the planning system at the subregional level including the preparation and approval of subregional plans in their respective AEPA region. This involves:
  - Establishing planning teams drawing expertise as required from across the Ministry and GoA.
  - Coordinating with Ministry and other GoA staff to identify stakeholder interests and plan issues, challenges, opportunities to be addressed.
  - Ensuring planning teams are collaborating with and facilitating meaningful participation of all stakeholders in the planning process
  - Utilizing and drawing upon knowledge experts to guide the consideration of planning options, scenarios, and management intent.
  - Managing and balancing the expectations of multiple stakeholders with AEPA and GoA legislation, strategic direction, and policy/priorities.
  - Determining information and analysis needs to support the preparation of planning options and scenarios.
  - Monitoring and reporting on the delivery of subregional planning initiatives and progress in achieving plan outcomes.
2. The position provides leadership in transition to ensure effective implementation of subregional plans into local/operational plans. This includes:
  - Directing the collaboration with delivery areas to establish plans which include plan governance, oversight, responsibilities, outcomes, performance measures and reporting.
  - Supporting a plan hierarchy implementation process focused on continual improvement.
  - Assessing relevance of existing or historical plans for transition planning to support Land Use Framework Regional Plans and the IRMS.
3. The position proactively applies and champions the principles of integrated resource management planning and cumulative effects management approaches embodied by Alberta's IRMS to cross-ministry planning teams. This is accomplished by:
  - Identifying opportunities to build knowledge, competency and experience amongst internal and external stakeholders and partners.
  - Providing information and learning opportunities to stakeholders on integrated planning processes and initiatives.
  - Assessing staff skills, advising, guiding and providing tools, techniques and processes to enable them to be successful managing planning processes.
  - Representing the GoA and department position/interests regarding integrated resource management planning to internal and external committees.
  - Engaging stakeholders in understanding the linkages between the development, use and conservation of Alberta's natural resources and gaining measurable commitment to integrated resources management planning.
4. The Director is responsible for developing and maintaining productive relationships with internal and external partners and stakeholders to build credibility, trust and understanding of the department's commitment to cumulative effects management and the IRMS. This involves:
  - Ongoing contact with key stakeholders to develop a shared understanding and appreciation of issues, positions and future direction.
  - Maintaining awareness and capitalizing on opportunities to proactively engage new stakeholders of interest, environmental associations/ and management groups.
  - Using planning sessions as a vehicle for expanding resource management knowledge among participants and promoting long-term involvement in integrated resource management.
  - Promoting understanding of planning activities leading to open dialogue, effective communication, trust and constructive outcomes.
  - Addressing and acknowledging interrelationships between management plans and approaches for air, water, land and biodiversity and community wellness and social and economic conditions.

#### **SPECIFIC ACCOUNTABILITIES:**

- Leveraging stakeholder involvement to support initiatives and achieve desired integrated resource planning outcomes.
  - Collaborating across divisions and across ministries to promote and instil integrated planning while balancing the priorities and mandates of partnering ministries.
5. As a member of the Branch, the position is responsible for supporting and contributing to the effective delivery of the Ministry and Divisional business and operational plans. This is accomplished by:
- Proactively collaborating with program areas to leverage and integrate resources.
  - Providing briefing material and analysis of issues and trends.
  - Sharing research of comparable legislation, processes and practices and providing assessment of impact and application.
  - Ensuring direct staff reports receive the training and development to deliver to successfully provide the analysis, research and planning support and development.
  - Facilitating succession planning within the Branch and particularly with direct staff reports.
  - Providing leadership, coaching and mentoring to a multi-disciplinary team.
  - Promoting integration of workflow processes which require collaboration with other Ministry programs areas to ensure opportunities for integration are identified and realized.
  - Sharing learning regarding the process of utilizing and embedding integrated resource management planning into AEPA's and cross-ministry initiatives.
  - Reviewing and evaluating current approaches and those under consideration by other jurisdictions and environmental media to provide recommendations on applicability and impact.
  - Providing perspectives on anticipated changes and emerging issues to facilitate forward thinking and decision-making.

#### **KNOWLEDGE/EXPERIENCE:**

The 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 including project/issues management and landscape or ecosystem sustainability.

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

- Ministry and GoA strategic plan, operational plans, initiatives, and projects
- Ministry and GoA related policies, regulations, legislation as well as Federal Government related legislation, policies and programs
- Partnering ministries strategic plans, initiatives, and projects and roles and responsibilities
- Ministry and GoA decision-making processes, policies, practices and directives
- Cumulative effects management principles, and methodologies
- Integrated resource management planning systems and processes
- Working knowledge of the principles and practises of project management.

The position requires the following skills and abilities:

- Strong leadership to direct and guide staff in the execution of planning initiatives
- Strong negotiating skills to promote collaboration, integration and coordination of initiatives
- Issues and project management skills to manage multiple priorities
- High degree of problem-solving skills in working with partners and stakeholders to address complex issues
- Strong organizational and planning skills
- Effective communication skills, conflict resolution and facilitation skills including consensus building, encouraging and motivating
- Ability to effectively engage a wide variety of stakeholders from diverse backgrounds
- Ability to establish and maintain effective and productive relationships, partnerships and strategic alliances
- Ability to work cooperatively and productively with others to achieve agreed upon goals and set up inclusive and collaborative processes in a team environment

<b>KNOWLEDGE/EXPERIENCE:</b>
<ul style="list-style-type: none"> <li>• Ability to weigh multiple perspectives to maximize results and recommend the most appropriate solution.</li> <li>• Ability to shift priorities to meet changing demands and timelines.</li> <li>• Ability to manage staff and seek ways to motivate and achieve staff potential</li> <li>• Confidence and ability to create certainty to lead staff and stakeholders through changing policy, administrative and organizational conditions.</li> </ul>

<b>LEADERSHIP AND BUSINESS KNOW-HOW:</b>
<p>The position provides leadership, integration, and coordination to the Ministry and GoA partners to interpret regional plans and link subregional plan development with local/operational plan implementation as part of Alberta's IRMS.</p> <p>The position understands the programs and services of the entire Ministry and how these interrelate with other ministries, different levels of government, and external stakeholders to engage and gain commitment to sound stewardship and the alignment and integration of land use, resource development and integrated management plans.</p> <p>The position is forward-looking in collaborating with partners and stakeholders to gather information to influence integrated plan direction and provide advice on options and scenarios designed to address the cumulative effects of human development on landscapes and ecosystems (e.g. air, land, water, and biodiversity).</p>

<b>PROBLEM SOLVING:</b>
<p>The incumbent understands the complexity surrounding the delivery of integrated and collaborative initiatives, sees opportunities to organize and align efforts and resources. Examples of difficult and challenging situations are:</p> <ul style="list-style-type: none"> <li>• Reframing how the department leads, engages and coordinates major strategic and operational planning initiatives from a centralized media-centric approach to an integrated resource management system (program approach) that incorporates and compliments cumulative effects management.</li> <li>• Developing trust relationships with leaders within and outside the department to accept and value the integrated resource planning model and the branches role as a partner and leader of integration initiatives.</li> <li>• Identifying and assessing the best opportunities to deploy the limited people and financial resources in transitioning the strategic plans to operational activities.</li> <li>• Balancing and coordinating the integration resources management processes with other major strategies and initiatives that cross all Ministry divisions as well as outside the Ministry.</li> <li>• Leading and collaborating with leaders and staff to oversee implementation of planning strategies to embed integrated resource management into the culture and work processes and activities to support continuous improvement.</li> </ul>

<b>RELATIONSHIPS/CONTACTS:</b>		
Clients	Frequency	Nature and Purpose of Contact
<b>Internal</b> ADM & DM	Regular contact	Ensure planning activities are aligned with strategic intent and report on progress.
Branch staff	Ongoing	Issues management, strategy development, coordinate work and share information
Ministry staff	Ongoing	Assist staff in understanding the role of stakeholder engagement in supporting Alberta's Integration Resource Management System – and the role of integrated plans at the regional/strategic, subregional/tactical, and local/operational levels.
Cross-GoA ministry staff/leaders	Ongoing	

RELATIONSHIPS/CONTACTS:		
Clients	Frequency	Nature and Purpose of Contact
		Leading, influencing, and collaborating in the management of sound planning processes for integration resource management planning.
<b>External</b> External stakeholders: Other levels of government, provincial jurisdictions, federal government, industry, industry organizations, research institutions, environmental associations, Indigenous groups, etc.	Ongoing	Representing AEPA 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.

IMPACT AND MAGNITUDE OF JOB (SCOPE):
This position directly accountable for ensuring the development and implementation of integrated resource management plans and initiatives across the department which address all media (air, land, water, and biodiversity). This often involves applying new and innovative approaches in planning exercises. The position influences and champions the integrated resource management planning system across partnering ministries (Agriculture and Irrigation, Forestry and Parks, Energy and Minerals, Municipal Affairs, Jobs, Economy, Trade and Immigration, Transportation and Economic Corridors) and identifies policies, and legislation changes to further and enhance integrated management of Alberta's resources. The position also collaborates and coordinates with external stakeholders (different levels of government, industry, environmental associations, Indigenous groups, public etc.) to integrate complex stakeholder needs and perspectives influencing the development, use, and conservation of Alberta's resources.

CHANGES SINCE LAST REVIEW:

COMPARABLE POSITIONS:

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