



## Job Specification

**Position Title:** Fisheries Policy Officer - Project Coordinator – Lake Sturgeon Management Plan  
**Job Code:** AMAPCEO - Resources Plan & Mgt(A/U)PRP19, 19PRP  
**Job ID:** 12217

### Purpose of Position:

As part of the Fisheries Section Team, lead a provincial level project that produces a provincial level management plan for lake sturgeon. To coordinate the development of background technical reports and facilitate a transparent process to develop a provincial scale management plan for Lake sturgeon in Ontario. The position will liaise with other ministry programs and other ministries in the development of the plan and facilitate discussion on complex management issues. Develop a consultation process that enables stakeholders to provide input into the plan, and work with MNR to develop a plan that has the support of these groups. Develop and implement communications strategies to consult with the broader public on the plan. Develop and implement a plan to engage First Nation in the development of the management plan.

### Duties/Responsibilities:

Under the general direction of the Manager of the Fisheries Section, the Project coordinator – Lake Sturgeon Management will:

#### Project Management

With the assistance of the Manager, Fisheries Section, develop a project plan for the public consultation and plan development phase of the process

Lead a technical team including a range of MNR program areas and external experts, to investigate a range of stressors impacting sturgeon, report on current knowledge of sturgeon biology and management and provide science support to potential strategies

- Lead a group of external stakeholders through and process that allows them to provide advice on the development of the management plan
- Develop a plan for consultation with First Nations communities on sturgeon management and coordinate the findings of these consultations
- Consider complex and sometimes conflicting interests of stakeholders and MNR program areas in development of strategies for managing sturgeon through meetings with the stakeholder groups, MNR programs and individual stakeholder groups and First Nations communities.
- Develop options and recommendations to meet objectives and desired outcomes for senior staff consideration

#### Policy Analysis and Development:

- Undertakes policy analysis to identify underlying issues, policy needs analysis and development of viable policies, procedures and programs for the management of sturgeon with provincial implications
- Develops direction for public involvement and consults with both internal and external stakeholders
- Researches cross-jurisdictional approaches to management and rehabilitation of lake sturgeon
- Develops innovative approaches to synthesize available knowledge on lake sturgeon in the province including Traditional Ecological Knowledge and incorporating it into the planning process.
- Reviews and analyses policy proposals, provincial goals and objectives , and management strategies and products developed through the planning process as to their implications for the implementation of the management strategies , including the development of Cabinet and Management Board submissions
- Regularly undertakes environmental scans which identify issues and conditions that could drive the need for shifts in the program

#### Engagement of Partners and Committees

- Works with partners and potential partners to facilitate support for the Lake Sturgeon Management Planning process.
- Facilitates discussion of complex issues regarding the management of sturgeon and sturgeon habitat with MNR program areas, diverse and conflicting stakeholder groups and First Nations
- Leads a core project team, a multi program technical team and an ad hoc stakeholder group

**Knowledge:**

- Knowledge of existing legislation, regulations, corporate and operational policies and procedures, and practices related to sustainable resource management and biodiversity conservation, in order to develop, interpret and evaluate resource management plans, policies and programs.
- Knowledge of State of Resources Reporting in Ontario and other jurisdictions.
- Ability to synthesize data and knowledge from multiple sources and incorporate it into management planning
- Thorough understanding of other resource management programs and issues as they relate to lake sturgeon management
- Strong knowledge of Ontario government and Ontario Public Service legislative and policy development processes.
- Strong analytical and research skills, strategic thinking and creativity are required to assess current practices and formulate new policies or procedures that contribute to the management of lake sturgeon, experience related to training, policy transfer and provision of technical advice
- The position requires organizational, leadership, and project management skills and teamwork skills, as they relate to the direction of task teams, committees, etc, to ensure that complex projects which involve multiple participants within MNR or across ministries are successful.
- The position requires excellent communication skills (written and verbal) in order to translate technical and specialized language concepts, processes and information into terms and messages that are understood by a variety of audiences, presentation skills to inter-disciplinary working groups, ability to prepare concise and professional reports, presentations, briefing material and correspondence.
- Strong negotiation, facilitation, public consultation and conflict resolution skills including the ability to converse with a wide range of stakeholders and Ontario Government staff.
- Position requires knowledge of computer-based software to manage data, analyze data, email, and records of significance.
- Job requires knowledge of time management techniques in order to lead several simultaneous projects and meet deadlines by setting out task lists, time lines, managing resources, and assigning staff as appropriate.
- Knowledge of worker responsibilities as outlined in the Occupational Health and Safety Act

**Judgement:**

- Position works as a member of the Fisheries Section team, under the general direction of the Manager, Fisheries Section, within the framework of existing legislation, regulations, corporate and operational policies and procedures, and practices related to MNRs policies and frameworks for fisheries and sustainable development..
- Judgment is exercised in recommending the MNR position to senior management, ministry staff and external stakeholders on specific policy proposals or products related to Lake Sturgeon management and restoration and the resolution of related contentious issues.
- Excellent judgment is required in policy interpretation, where there is a potential for setting precedents or where policy exceptions are recommended.
- Judgment is exercised by the appropriate assessment of needs, priorities and allocation of time and resources to issues of short or long term importance.
- Judgment is required in regularly liaising with MNR staff, other ministries, members of the public and external stakeholders with a range of different interests and issues and in participating in the negotiation of partnerships, memorandums of understanding and communications and program delivery initiatives.
- Participate tactfully and effectively in complex and politically sensitive policy issues.
- A high level of initiative and independence is expected in representing the ministry in multi-disciplinary discussions, task groups and leading task teams involving both the public and private sectors

**Accountability - Programs:**

The incumbent is responsible for contributing to the development of both a background technical report on the status of sturgeon management and a provincial Lake Sturgeon management plan by leading or supporting teams that will develop proposals, project terms of reference and budgets. Incumbent will be responsible for develop options and recommendations to meet objectives and desired outcomes for senior staff consideration, developing direction for public involvement and consults with both internal and external stakeholders

**Accountability - Personnel:**

The incumbent is responsible for the team leadership of the human resources allocated to the projects under his/her leadership and will be required to provide direction to contract staff or consultants, and act as a leader of project teams.

**Accountability - Finance & Material:**

The incumbent will have limited accountability for budgets control and will be required to define accurately project costs and track expenditures. Responsible for wise use of financial resources that are dedicated to teams and projects under his/her leadership.

**Accountability - Impact of Errors:**

Failure to provide accurate advice and interpretation and the development of unsound policies, procedures, the implementation of poorly designed programs may lead to a failure to achieve Ministry goals and objectives, cause loss of Ministry credibility and lead to financial and legal liabilities. Could result in criticism, embarrassment and loss of credibility for the Ontario government; unnecessary abuse of Ontario's natural resources and the environment; unnecessary legal and financial liability for the province; poor working relationships with key partners and loss of opportunities to improve the province's social, economic or environmental condition.

The incumbent shall, while in the workplace, conduct themselves in compliance with the Occupational Health and Safety Act and Regulations, and any workplace policies, procedures or practices as directed by their immediate supervisor, shall report any hazards of which they are aware to their immediate supervisor, and report all work related injuries and illnesses to their immediate supervisor.

**Contact - Internal:**

Frequent contact with the Manager of the Fisheries Section to obtain day to day direction and to discuss specific projects or present conclusions of tasks and analysis. Regular contact with Ministry managers, policy advisers, planners and other staff on policy matters, eg. Communications Services Branch, Policy and Planning Coordination Branch, Ontario Parks, Fish and Wildlife Branch, as well as Field Services Division staff in regional and district offices. Contact with senior Ministry officials to provide recommendations and options for dealing with complex issues. Participation and leadership in project teams and committees.

**Contact - External:**

Regular contact with managers and staff in other ministries, and non-government agencies in Ontario, as well as national and other jurisdictions to obtain information on policy development. Regular contact with stakeholder groups and public to engage in dialogue on lake sturgeon management plan development, to communicate and promote the objectives, principles and strategies of the final lake sturgeon management plan, so that they are understood, accepted and supported



## More Information

It is our goal to provide a balanced overview of the position, including the unique aspects of the job. This supplementary information complements the job ad and job spec. We believe this will better equip you to be able to make an informed decision to apply, and in turn helps us to hire the person who understands, accepts and is motivated to perform all aspects of the job.

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**Community Profile:**  
drivers licence.

Location is dependent upon the preferences, skills, and experience of the successful candidate.