



## Job Specification

**Position Title:** PLANNING AND POLICY SUPPORT OFFICERS  
**Job Code:** AMAPCEO - Resources Plan & Mgt(A/U)PRP18, 18PRP  
**Job ID:** 11326

### Purpose of Position:

As a land use planning specialist, to provide support to the Far North Planning Initiative; to support the Far North Stakeholder Advisory Council; and to represent the FNPI on various MNR working groups.

### Duties/Responsibilities:

As a member of the Far North Planning Initiative team:

1. Provides land use planning and resource management specialist support to the FNPI and its senior policy advisers by conducting extensive, specialized research pertaining to land use planning and natural resource legislation, objectives, policies and programs from varying sources, in order to support the integrated and sustainable use of Ontario's land and resources in the Far North.
2. Provides support to the Far North Advisory Council by conducting research to support Council activities, analyzing and presenting findings and conclusions; responding to Council members requests for broad or specific information, analysis, reports, etc.; providing management support to the Council including budget planning, coordination, advice.
3. Represents the FNPI on various MNR working groups; e.g., provides input to the species at risk working group from a Far North land use planning perspective.
4. Produces comprehensive reports on meetings and workshops related to land use planning, including planning models, emerging trends, short and long term impact analyses, etc., and evaluates their applicability to the FNPI.
5. Drafts policy, program and/or procedural option papers and/or public consultation strategies on land use and integrated resource management planning which encourage consistent application and approaches, for consideration by senior policy officers/ management.
6. Provides advice to senior staff on technical, professional and administrative issues related to the Ministry's land use planning processes and their applicability to or alteration for the FNPI.
7. Provides support/expertise as a Ministry specialist on land use planning and natural resource management to field staff, policy staff and senior management on the implications of other ministries and agencies plans, policies and programs by participating in inter-ministerial committees to describe MNR land use planning concerns and programs; assessing the impact of other Ministries policies on MNR policies, planning and programs; providing advice to field staff on complex planning issues; informing MNR senior staff of implications of other agencies and jurisdictions as they relate to MNR and supporting the development of options for MNR's land use planning; and reviewing and commenting on other Ministry initiatives and Cabinet submissions as they pertain to the FNPI.
8. Reviews and analyzes new land use planning and integrated resource management concepts, techniques and methodologies by assessing their applicability to the FNPI; interpreting new trends and evaluating effectiveness of existing/proposed land use policies to deal with changes and land use conflicts; and incorporating appropriate techniques and methodologies into the FNPI implementation.
9. Provides, as a team member, training and guidance to the FNPI implementation team in the application and interpretation of land use planning and integrated resource management policies and public involvement techniques by helping to prepare training sessions, conferences and material for field staff, stakeholders and partners.

### Knowledge:

The position requires in-depth knowledge of land use planning, Crown Land use & the Ministry's Crown Land Use Policy Atlas, resource management, relevant legislation (Public Lands Act, Crown Forest Sustainability Act, Endangered Species Act), ministry policies, programs and field procedures in order to develop, interpret and evaluate land use planning and integrated resource management policies and programs and to help develop solutions to land use conflicts on a province-wide basis, with particular emphasis on the Far North. Knowledge of First Nations culture and tradition, including understanding of Aboriginal communities stake in the Far North. <br>Strong analytical skills and a high degree of facility with computers and planning related software combined with creativity and conceptual skills are required to formulate new procedures to resolve land use problems or competing/conflicting land users and to assess the effectiveness and implications of Far North land use plans, policies and programs. The position requires working knowledge of the practices, principles and approaches of information management for

geographic related information. The position requires project management and teamwork skills to work cooperatively within the work unit, across the Ministry and with other ministries/partners to achieve group and Ministry goals. Position requires very good oral and written communication skills to translate technical and specialized language, concepts, processes and information into terms and messages easily understood by a variety of audiences.

**Judgement:**

Under the direction of the Manager, Far North Planning:

Judgement is exercised in: identifying suitable approaches to land use planning processes and plan development within the framework of applicable land use management legislation, policies and procedural manuals, while considering the unique aspects of Ontario's Far North, its Aboriginal and other stakeholders, and the goals of the FNPI. Specific policy interpretation may include policy and process advice in the absence of guidelines, where there is a potential for setting precedent or where policy exceptions are recommended. Judgement is exercised in: analyzing land use plans and amendment options and developing options and recommendations for consideration by senior members of the FNPI team.

A high level of initiative and independence is expected in interpreting land use policies, documents and guidelines, and in providing interpretive services to other MNR staff and stakeholders. Judgement is also exercised in: developing and implementing work plans related to the FNPI; providing expert advice to the implementation team; in the appropriate assessment of needs, priorities and allocation of time and resources to issues of short and long term importance; and in dealing with internal and external stakeholders, members of the public, other Ministries and field staff with a range of different interests, issues and planning capability.

**Accountability - Programs:**

The incumbent is accountable for the quality, thoroughness, timeliness and accuracy of land use planning related research, analyses, reports, advice and recommendations.

**Accountability - Personnel:**

On occasion the incumbent may be required to provide direction to contract staff, data/IT staff or consultant contracts.

**Accountability - Finance & Material:**

The incumbent will be required to accurately define project costs and track expenditures, and provide budgetary support to the Far North Stakeholder Advisory Council.

**Accountability - Impact of Errors:**

Failure to provide accurate advice and interpretation may lead to misinformation, cause loss of Ministry credibility and lead to financial and legal liabilities. As the Branch land use planning specialist, senior management decision making relies on the information provided by the position.

**Contact - Internal:**

Ongoing, with unit and branch management and staff, to provide information, analysis and recommendations to support the FNPI. Frequently, with managers and staff across the ministry and in other ministries, to provide information, analysis, interpretation and advice. Regularly, with the Far North Stakeholders Advisory Council, to provide a range of support, coordination and information services.

**Contact - External:**

Frequently, with planning staff from other jurisdictions, technical discussions with interest groups, Aboriginal communities and organizations, stakeholders and the general public; and with land use planning expert sources to conduct research. Serves as a member of internal/external committees as assigned.