



## Job Specification

**Position Title:** STEWARDSHIP COORDINATOR  
**Job Code:** OPSEU - Resources Manager 3 (B/U), 14014  
**Job ID:** 10233

### Purpose of Position:

As a member of the Thunder Bay South Area Team, under the general supervision of the Area Supervisor, Thunder Bay South, working within a diverse resource agency and landownership environment, to develop, foster and facilitate effective and productive relationships with the full spectrum of landownership and land interests, with the overall intent of advancing forest and fish & wildlife sustainability and stewardship on private and Crown lands within the Thunder Bay District.

### Duties/Responsibilities:

The Ministry of Natural Resources (MNR) has developed a Private Land Stewardship Program in Ontario that can be integrated with management of surrounding Crown lands. There are four key strategic pillars to this program:

- relationships – the cornerstone of the program;
- roles – our strategic roles in information, knowledge and planning;
- responsibility – our fundamental charge to speak for and protect the resource;
- relevancy – we are adaptive in our program development over time.

The development and nurturing of Community Stewardship Councils is a fundamental building block of the program. The program is predicated on moving from a direct delivery program to one of resource management relationships. To be successful, all landowners and land interests must endorse "people helping people help themselves".

The employee will administratively report to the Thunder Bay South Area Supervisor, but will receive program direction through the progressive working relationship established with Community Stewardship Councils, Associations and the full spectrum of resource agencies.

- 1) 60% Facilitates the development of partnerships representative of the full spectrum of natural resource values, developing and nurturing these initiatives by:
- providing support to community level relationships, with emphasis on direct support and service to Community Stewardship Councils;
  - providing support to association level relationships to advance and promote increased association interest group roles in direct private woodlands resource management, and fish and wildlife stewardship activities which are compatible with surrounding Crown lands;
  - providing support to private landowner relationships, with emphasis on the provision of incentive awareness and financial planning tools;
  - advocating industrial relationships in support of encouraging industry to work in a co-operative manner with MNR and others to meet a greater responsibility and challenge of resource stewardship and forest, fish and wildlife sustainability;
  - strengthening internal MNR relationships through staff interaction and networking to ensure a current awareness and marketing of MNR services, projects, expertise and incentives;
  - fostering and advancing existing and new stewardship initiatives and provincial internal MNR relationships through stewardship staff interaction and networking to work towards program consistency and mutual learning between coordinators.

- 2) 35% Provides a leadership role in a broader internal and external stewardship network by:

- serving as the "window" to the MNR for local Stewardship Councils and Associations which provide "seed" money to support resource management activities;
- developing, coordinating and implementing a comprehensive program to encourage acceptance of natural resource management practices.

3) 5% Performs other related duties such as:

- assisting other members of the team during vacation/sickness and peak workload periods;
- assisting in other program areas as required;
- as assigned.

NOTE: The incumbent shall, while in the workplace, conduct themselves in compliance with the Occupational Health and Safety Act and any workplace practices as directed by their immediate supervisor. The incumbent shall report any hazards of which they are aware to their immediate supervisor.

**Knowledge:**

Knowledge of pertinent provincial legislation and regulations with some knowledge of municipal and conservation authority organizations and administration procedures. Knowledge of resource management principles and concepts. Thorough understanding of programs and objectives governing resource management and natural heritage disciplines of land stewardship agencies.

**Staffing and Licensing Requirements:**

Valid Class "G Drivers License.

**Skills:**

Negotiating skills to develop relationships and settle conflicting concerns. Interpersonal, facilitation and communication skills to deal with a wide range of people and audiences. Organizational and planning skills to stimulate projects, establish priorities and meet deadlines. Creativity, problem-solving and analytical skills to develop, revise and evaluate approaches to land stewardship. Independent decision-making and diplomacy required to maintain profile and image for MNR. Knowledge and awareness of the Government agenda and corporate MNR direction to provide program leadership as it relates to ecosystem and natural resource management. Knowledge of and ability to use personal computers and related software applications (e.g. word-processing, spreadsheets, database management, presentation, internet and electronic mail software applications). Knowledge of worker responsibilities as outlined in the Occupational Health and Safety Act.