



**NOTICE:** Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

## Job Specification

**Position Title:** DISTRICT PLANNING & INFORMATION MANAGEMENT SUPERVISOR  
**Job Code:** MCP - Resources Planning Mgt PM-19, PRP19  
**Job ID:** 17606

### Purpose of Position:

As Supervisor of a multi-disciplinary team of resource management professionals, leads the Districts Planning and Information Management Section, including the preparation of the Districts resource management plans. (fish, wildlife, lands, forestry, renewable energy, aggregates, natural heritage, species at risk, geographic information and stewardship plans) to achieve ecological sustainability, in accordance with overall provincial policy, strategic, land use and resources management plans, within a large geographic area in the Thunder Bay District.

### Duties/Responsibilities:

Supervises the team accountable for planning for the ecological and economic sustainability of the District by:

- a) Managing and coordinating the preparation of the Districts Resource Management Plans.
- b) Coordinating with the District Management Team, the implementation, monitoring and evaluation of the Districts resource management plans and activities and adjusting as necessary based on pressures on resources and plan/program performance.
- c) Interpreting, implementing and transferring new and proven resource based planning processes, information management policies and procedures, programs, and science and technology.
- d) Designing, implementing, monitoring, evaluating and adjusting consultation programs and processes with external agencies, stakeholders, interest groups and individuals on land use, resource management or environmental assessment plans or projects.
- e) Obtaining ecological, economic and social input to contentious resource based proposals; balancing competing interests while protecting the Crown's interest in long term sustainability of the resource.
- f) Assisting in resolving complex and contentious land use and resource management issues while balancing community interests with the government's agenda; demonstrating conflict resolution abilities, facilitation, mediation and negotiation techniques and skills.
- g) Establishing and maintaining partnerships, building relationships with the area's broad community of resource users/ stakeholders [i.e. Local Citizens Committees (LCCs) and Stewardship Councils] and aboriginal communities, and effectively communicating government/ministry direction to ensure understanding and acceptance of what can be achieved through cooperative resource management. Identifies opportunities for enhanced cooperative resource management, develops strategies to market opportunities, and advises on their actualization.
- h) Directing and controlling the allocation and disposition of public land and resources through the identification of sustainable opportunities in resource management plans.
- i) Managing the application, implementation and enforcement of various Acts, policies and guidelines.
- j) Preparing business and work plans, assigning targets, monitoring results achieved and adjusting plans to meet team, district, Ministry and government resource management objectives.

2. Supervises and leads the team accountable for coordinating and developing the Districts information management program to support ecological sustainability and natural resources management and planning in the District by:

- a) Managing and coordinating the design and implementation of the Districts information management, communications and media relations programs. Setting business / program priorities; adjusting as necessary based on resources and plan / program performance.
- b) Analyzing and planning for the information requirements to support the Districts various land use and resource management planning needs; facilitates the priority setting process for the data acquisition, information technology, Geographic Information Systems (GIS), communications and media relations.

- c) Ensuring the strategic use of GIS and information management and products in the development and implementation of various resource management plans and projects.
- d) Ensuring compliance to legislation (e.g. Freedom of Information) and policy (communications approvals to cabinet office), corporate standards for data acquisition, collection, storage, processing, maintenance, use and archiving.
- e) Interpreting, implementing and transferring new and proven GIS technology and information management policy and procedures to support resource management planning.
- f) Designing, developing and disseminating information products to support communications strategies and media relations for the district to educate and to promote sustainable resource management.
- g) Coordinating and planning the information technology requirements for the district (e.g. GIS requirements including specialized computers, applications, plotters and training). (continued)
- h) Promoting Ministry programs in the community by developing and implementing a district communications program; maximizing public, client and community participation in resource management decision making; promoting public awareness and acceptance of ministry programs, policies and guidelines; and serving as liaison/Ministry lead for the area with First Nations, Federal Government, Provincial agencies, municipalities, clients and stakeholders.

3. Participates in district, ministry, inter-ministry and external to OPS committees and partnerships to further the development and implementation of policy and programs and enhanced resource management by:

- a) Leading the development of external partnerships to deliver effective resource management.
- b) Contributing to the District Leadership Team in the management of the District.
- c) Chairing or serving as a member of local inter-ministerial committees to improve resource management delivery and client services.
- d) Participating on corporate committees to develop policy and guidelines.
- e) Acting as the district contact, takes the lead for resource issues management in the district and/or for a specific program (i.e. Lands), which includes program co-ordination, issues management and the provision of associated expert advice.

4. Responsible for all natural resources and staffing issues within the area requiring independent decision making to meet all demands; accepting delegation of authority; handling reviews/investigations, Freedom of Information (FOI) requests, Environmental Bill of Rights (EBR), Ombudsman investigations, tribunals, etc.; may assume the role of Response Coordinator for fire and flood emergencies; resolving complex and contentious issues while balancing community interests with the government agenda; achieving targets within budget while operating in a climate of constantly changing and conflicting program priorities and fiscal pressures; demonstrating conflict resolution abilities, facilitation, mediation and negotiation techniques.

5. Plans, organizes, coaches, mentors, leads, supervises and manages a team of resource management professional, technical, and administrative staff to deliver ministry programs by:

- a) Planning staffing needs to accomplish objectives and recruiting appropriate staff, ensuring adherence with guidelines/directives/legislation.
- b) Establishing and maintaining a high performance team of diverse resource management professionals in a wide variety of programs and disciplines with associated conflicting priorities, setting and monitoring performance standards through the performance appraisal system, ensuring appropriate staff training; implementing performance management plans to identify and correct problems or to enhance performance; pursuing appropriate disciplinary action when required.
- c) Managing labour relations responsibilities including responding to Stage 1 grievances, acting as the Deputy Ministers designee on Stage 2 grievances, member of Employee Relations Committee, acting as liaison with Union Stewards and practicing anticipatory management to prevent grievances.
- d) Ensuring quality customer service and other corporate initiatives [i.e. Workforce Information Network (WIN)] standards and objectives are met.

6. Incumbent shall work in compliance with the Occupational Health and Safety Act (OHSA) and its regulations and any workplace practices as directed by the Employer; ensure employees know their roles and responsibilities under the OHSA, and have job descriptions and performance development plans (PDPs) that reflect appropriate performance requirements; ensure that equipment, materials and protective devices are provided, maintained and used as required in the OHSA and Regulations; ensure that a healthy and safe workplace is provided to employees through proactive hazard recognition, evaluation and control; ensure that workers take precautions to protect the health and safety of themselves and others by complying with such acts, codes, policies, procedures or accepted workplace practices as may be appropriate; advise workers of any hazards, and any actual and potential danger in the workplace and the required precautions, of which the supervisor is aware; ensure that where work is not carried out by the ministry, the ministry recognizes and manages any health and safety duties as an owner, employer, or constructor as defined under the OHSA; respond in a timely manner to health and safety concerns raised by the employees; conduct an initial investigation into a work refusal under the OHSA; where appropriate in the circumstances, apply or recommend discipline up to and including dismissal, in response to safety infractions; consider health and safety in hiring decisions for positions

with supervisory responsibilities; investigate a work related accident.

**Knowledge:**

Thorough knowledge of the theory, principles and practices of resource and ecosystem planning and management, including interpretation and application of acts & regulations such as Environmental Assessment Act, Environmental Bill of Rights Act, Crown Forest Sustainability Act, Forest Management Planning Manual & Guidelines, Municipal Planning Act, Species at Risk Act, etc., which affect resource management. Thorough knowledge of current and evolving science tools and approaches (such as landscape management and socio-economic analysis) to support resource management decision making and balancing of ecological, economic and social needs. Thorough knowledge of corporate communications, information, GIS technology and data management policies, plans, standards, architecture and infrastructures including Freedom of Information and Protection of Privacy Act, Communications Cabinet Approvals. Thorough knowledge of the public consultation process. Thorough knowledge of applicable policies, procedures, agreements & legislation, to prepare program and work plans, maintain financial control, recruit and supervise staff, and ensure program delivery and compliance functions meets Ministry plans and directions. Strong supervision, leadership, negotiation, conflict resolution and interpersonal skills to lead an integrated team in the planning and delivery of the area ecosystem management program. Excellent mediation/facilitation skills to resolve inter team member conflicts and stakeholders/Ministry of Natural Resources (MNR) conflicts. Clear, concise writing skills to prepare letters, briefing notes and reports. Strong oral communication skills and consulting skills to develop and maintain linkages within the team, the district, other sections of MNR, as well as client groups and the public. Knowledge and understanding of Ontario Public Service (OPS) human resources management legislation, collective agreements, policy and practice to effectively manage staff. Well developed analytical and problem solving skills to identify and rectify problems in program delivery. Practical knowledge and understanding of the operating principles and management of District information resources including GIS and office automation technology, applications and data. Good knowledge of the Occupational Health and Safety Act and regulations and of the MBS Health and Safety Directive and other corporate and ministry specific health and safety policies and programs. Knowledge of any potential or actual danger to health or safety in the workplace. Familiar with the ministry work-related accident reporting process and the injury management strategy.

**Judgement:**

Under the general direction of the District Manager, judgment is exercised in supervising and leading the district planning and information management team to determine the priorities for resource management planning and information management programs within a large geographic area and to evaluate the impacts of these programs. This position exercises considerable delegated and independent decision making in determining the direction of the Ministry's planning and information program for the district. Judgment is required in determining the information requirements related to natural resources inventories, and information management technology and applications. Judgment is required to value information products and negotiate data trading/sharing agreements with external clients and partners. Frequently acts on behalf of the District Manager and must exercise judgment accordingly. Judgment is exercised in resolving complex and frequently contentious (involving stakeholders) resource management and personnel problems/issues caused by competing demands for Ministry services and resources in the district; evaluating programs, their delivery, and their long term impacts and implications, and adjusting plans accordingly; reviewing resource management plans and policy and formulating planning and policy proposals for submission to the District Manager. In emergency situations such as forest fire or flood, the incumbent may be the District Response Coordinator for the area and is required to make decisions involving the re-ordering of program priorities and the re-allocation of resources without immediate access to the District Manager. Judgment is exercised in determining the need to review local planning decisions through quasi-judicial agencies such as the Ontario Municipal Board

**Accountability - Programs:**

As a member of the District Leadership Team: provides input to the planning and operation of the overall district program, and provides input into the formulation of District operational policy as well as overall resource management policy: is directly accountable for determining the District's resource management planning and information management needs and for providing for the timely, effective delivery of planning and information products and services required to meet legislated planning timelines and the District's business needs: is directly responsible for the planning, implementation, delivery and quality of the planning and information management program for the district and for ensuring objectives are met within funding allocations and policy/procedure confines: administers and controls team annual budget; ensures the safe operation and maintenance of Ministry equipment/specialized technology/vehicles and the delivery of services and supplies: ensures work is carried out safely: supervises a multi-disciplinary team of professional, technical, support staff.

**Accountability - Personnel:**

Is directly responsible for all aspects of staff performance from appraisal to discipline; is responsible for conducting competitions and selection for team vacancies. Ensures employees are appropriately trained to carry out their work safely and that hazard controls are in place and effectively protect the worker.

Ensures that a Joint Health and Safety Committee be established and functioning effectively for the workplace.

**Accountability - Finance & Material:**

Position is accountable for planning team budget and managing all expenditures for team; position is accountable for procuring and managing moveable assets to conduct team business [e.g. GIS plotters, Global Positioning Systems (GPS) units, digital cameras]; position is accountable for care and control of assigned team/district vehicles; position is accountable for management of records associated with activities such as forest management planning.

**Accountability - Impact of Errors:**

Inappropriate decisions could lead to loss or deterioration of district resources and have a long term impact on the land and resource base and on those who draw their livelihood from it; to loss of financial control, or unacceptable staff and/or client relations. Failure to provide a healthy and safe workplace for employees could result in work-related accidents or illnesses, significant financial liability and orders and/or prosecution by the Ministry of Labour.

**Contact - Internal:**

Ongoing contact with District specialists and area team personnel to facilitate the resource management program in the area. Serves as a member of the District Leadership Team to determine district priorities and to ensure consistency among areas. Regular contact with Regional program staff, Regional Forest Modeling and Analysis Unit staff, and Main Office specialists to exchange professional and technical advice on specific resource and information management issues. Chair/member of various resource management committees, both within the ministry and across Ministries. Occasional contact with Assistant Deputy Ministers and Deputy Ministers office related to management of significant resource management issues.

**Contact - External:**

Regular contact with all stakeholders [e.g. LCCs, Stewardship Councils, Sustainable Forestry License (SFL) holders/licensees, First Nations and Treaty representatives, natural heritage associations, game and fish clubs, tourist associations, developers and Municipalities] through conductance of consultation processes and to advance the concept of partnerships and establish where appropriate. Regular contact with local media to ensure participation in and awareness of area resource programs, and to advance the concept of partnerships and establish where appropriate. Regular contact with other Ministries, Federal Departments and Authorities relating to the provision of resource programs. Regular contact with local Members of Provincial Parliament (MPPs), Members of Parliament (MPs). MNR representative to various external stakeholder/resource user advisory committees.