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Job Specification

Position Title: REGIONAL LANDS PROGRAM ADVISOR (AMENDED)
Job Code: AMAPCEO - Resources Plan Mgt, 18PRP
Job ID: 21136

Purpose of Position:

Under the general direction of the Manager, Land Management Section (Lands & Waters Branch), and matrixed to the Manager, Regional Planning Unit:

To provide expert and specialized policy, program technical information, advice and recommendations (including program and policy interpretation) relating to public land management in Ontario;

To provide regional coordination and leadership in the development, delivery and monitoring of public land management policies, programs, and procedures;

To design/provide/facilitate policy and program transfer to Regional, District/Area teams and external client groups; and

Act as the liaison between the Land Management Section and the Field Services Division, and various external client groups in relation to land management program delivery

Duties/Responsibilities:

Under the general direction of the Manager, Land Management Section:

1. Expert and program leadership:

Providing expert and specialized leadership to senior ministry officials, branch staff, regional staff and to District / Area teams in public land management, including comprehensive policy, program and technical advice and guidance (e.g., interpretation of jurisdiction, legislation, regulations and ministry policy and procedures)

Advising, providing day-to-day direction to specialists/technicians involved in public land management.

Building effective relationships with other ministries, agencies, stakeholders and First Nations in order to achieve Ministry/Government goals/objectives, communicate policy/program direction, consult on Ministry proposals and meet (where possible) client, customer and stakeholder needs.

Leading the Regional Lands Forum(s) to identify policy and program implementation related issues/opportunities and to develop recommendations for action

2. Policy and Program Development:

Identifying the need, and where appropriate leading the review and development of provincial strategies, policies, procedures, legislative and regulatory changes, standards and related policy transfer for the effective management of Ontario's public lands.

Providing provincial and regional input and review of policies and programs, including consultation as required with other regions/program areas, ministries, other stakeholders (municipalities, First Nations, etc) and jurisdictions.

Leading teams in the development of strategic directions for public land management policies, programs, initiatives and guidelines.

Leading and participating in the design, review (e.g., evaluation and monitoring, effectiveness of new and existing program policies), implementation, coordination and communication of provincial policy and program initiatives.

Providing overall direction/leadership and guidance for district/regional staff in the implementation of land management programs/initiatives.

Offering dialogue with stakeholders, clients and staff from other programs and Ministries to examine issues and evaluate potential solutions, obtain appropriate approvals and coordinate implementation of approved direction.

3. Policy/program implementation:

Identifying/providing/facilitating provincial policy and program transfer to regions and district/area teams and to other ministries or external provincial client groups as required in consultation with branch, regional and district managers.

Identifying training needs in consultation with Field Services Division and developing/delivering/facilitating provincial training as required.

4. Coordinates responses and represents the ministry by:

Providing strategic advice, expertise and leadership in resolving resource management issues at the district, regional and provincial levels.

Reviewing, providing revisions with district/area/region briefing notes, correspondence and other submissions related to public land management.

Coordinating, reviewing and recommending responses to district/area/regional proposals for branch consideration and approvals (e.g., disposition of lands at less than market value)

Responding to non-routine or complex policy and program inquiries. Specific policy interpretation may include providing policy guidance in the absence of guidelines, where there is potential for setting precedent, or where exceptions are recommended.

Making recommendations to branch, regional and district managers and presentations to other MNR divisions and senior ministry officials.

Resolving land management issues within MNR, other ministries, agencies and/or client groups.

Representing the ministry at tribunals and court cases related to the programs legislation and policies.

Leads/participates on inter-ministry, interdisciplinary committees/teams.

5. Performs other duties as assigned.

Knowledge:

Expert and specialized knowledge of laws relating to public lands (e.g. Public Lands Act, Beds of Navigable Waters Act, Lands and Rivers Improvement Act, Mining Act, and Constitutions Act 1867), significant related public land case law (e.g., riparian rights, rights of navigation), including related legislation (e.g. Registry Act, Land Titles Act, Municipal Act, Environmental Assessment Act).

Expert knowledge of current ministry policies, procedures, practices, and programs normally acquired by several years of progressively responsible experience related to public land management.

Extensive and expert knowledge and understanding of public land management techniques including Crown land title administration, land appraisal, Crown land surveys and delegation or authority normally acquired by progressively responsible experience related to public land management.

Advanced knowledge of Ontario Government and MNR policy development processes.

Thorough knowledge and understanding of MNRs resource management legislation, policies, programs, planning and related activities, including understanding of matters related to public land management and Aboriginal issues including aboriginal and treaty rights, land claims, additions to reserves and legal duty to consult.

Excellent knowledge of Ministry field operations, programs, and operational procedures, including work program planning and reporting requirements

Knowledge and experience in standard computer software, the Internet/Intranet and understanding of the practices and use of data management and geographical information to support resource/land management.

Demonstrated project management skills to plan, develop, assign, coordinate and monitor regional level Lands work. Advanced project management skills include planning, fiscal and budgeting skills, time management, use of IM/IT tools to effectively monitor, evaluate work progress.

Highly developed facilitation, mediation, problem solving and conflict resolution skills to effectively identify various perspectives, determine areas of common agreement and develop and gain support from a variety of partners, clients and Ministry staff. Tact, discretion and motivation skills to encourage various individuals and groups (e.g. Nature and Outdoor Tourism in Ontario - NOTO , Ontario Federation of Anglers and Hunters, etc) to freely and objectively voice their views during the development of plans, policies, programs. Skills to build and maintain stakeholder relationships including other government agencies.

Advanced oral and written communication skills to clearly and succinctly identify issues, options, recommendations and their rationale and to persuasively present the Ministry position on land management issues. Advanced oral/written communication skills to make presentations on the Ministry position re: land management, respond to media/public enquires, and meet ministry requirements including work plans, briefing notes, status reports, ministers letters, media contacts, and presentations.

Good working knowledge of the Occupational Health and Safety Act and the regulations that apply to the work.

Judgement:

Position works under the general direction of the Manager, Land Management Section, in a matrixed reporting relationship to the Manager, Regional Planning Unit, within the broad framework of Ministry processes, policies, and legislative parameters.

Work is performed with some latitude for independent decision making, within the context of the approved Results Based Plan, Section work plan, and in accordance with established policies and direction.

Good judgement skills are required. Judgement is required in resolving issues/problems and negotiating with other ministries, municipal organizations, stakeholder organizations. Judgement is exercised in determining ministry positions and providing for the public interest where existing legislation, policies and practices are inadequate or not clearly articulated.

Good judgement is required to effectively liaise with staff and management at various levels within the ministry/government, other jurisdictions and partners/stakeholders – to build consensus for initiatives and develop effective responses/strategies to issues (e.g. waste management on Crown land).

Judgement is required when representing the Section and/or Branch and /or Ministry on task teams, committees, or at meetings.

Ability to work independently with minimal supervision and independently meet deadlines often within short timeframes.

Accountability - Programs:

The incumbent is accountable for delivering operational and technical policies, procedures and programs relating to land management – which must be developed, reviewed and implemented. Implementation would be focused on the Region specific to the position. The incumbent is also responsible for the quality and timelines of the advice provided to government/management through briefing notes and presentations, as well as expert technical and operational advice provided to Ministry staff and external clients. Incumbent would often represent the Ministrys interests on regional task teams, committees, and stakeholder meetings. Incumbent is responsible for providing program advice to Regional staff and clients.

Accountability - Personnel:

Incumbent may be responsible for others in a team or projects (this may include students from time to time). Incumbent will ensure workers receive information and instruction to protect their health and safety.

Accountability - Finance & Material:

The incumbent is responsible of wise use of financial resources consistent with OPS directives relating to fiscal responsibilities. Incumbent may also be responsible in managing various contracts/procurement using Ministry resources. Incumbent would also be responsible for wise use of financial and other resources that are dedicated to projects/teams under his/her leadership (e.g. Regional lands forum). Simultaneous participation in numerous projects makes the incumbent responsible for balancing his/her own time commitments to achieve maximum overall productivity and efficiency.

Accountability - Impact of Errors:

Development of unsound Crown land operational and technical policies, procedures and advice, the implementation of poorly designed programs and/or offering unsound legal, policy and technical advice can result in criticism, embarrassment and loss of credibility for the Ontario government, loss of government revenue from Crown land sources, unnecessary abuse of Ontarios natural resources and the environment, unnecessary legal and financial liability for the province, loss of provincial title to land, and poor working relationships with partners, stakeholders and aboriginal communities, etc.

Contact - Internal:

Frequent contacts on policy matters with staff and management in Field Services Division (focused specifically on Region and various districts within respective Region) and other MNR program areas.

Contact - External:

Regular contact with staff in other Ontario ministries/agencies (e.g. Ministry of the Environment, Culture, Municipal Affairs, Agriculture, Aboriginal Affairs, etc). Frequent contact with other levels of governments (e.g. municipalities, First Nations, and federal agencies such as Natural Resources Canada, Environment Canada, Fisheries and Oceans) . Contact with non-government organizations (Ducks Unlimited, Nature and Outdoor Tourism in Ontario, etc). Frequent contact with members of the public, development community, and firms specific to land management issues.