



Job Specification

Position Title: PROVINCIAL ENFORCEMENT SPECIALIST
Job Code: AMAPCEO - Prog Analysis Ama Unit APA19, 19APA
Job ID: 35055

Purpose of Position:

Compliance related. Provides advice, interpretations and analysis to: ADM`s, Director`s, Manager`s, compliance staff, other government agencies and non-government organizations and proposes and leads changes to operational policy and procedures on behalf of senior Ministry management through the review, evaluation and analysis of current and proposed legislation and policy relating to Ontario`s renewable and non-renewable resources. Provides compliance input to program initiatives and policy development thrusts.

Duties/Responsibilities:

21. Statement of Major Responsibilities (How is purpose achieved?)

Functioning in the Enforcement Branch this position works closely with the Director, managers, ADM`s office and various ministry branches to support the Ministry on natural resources law enforcement issues.

1. Provides expert advice to Ministry staff on the interpretation of policy, statutes and regulations, advising on jurisdictional aspects and legal and technical requirements re: enforcement of all legislation administered by MNR. Provides expert adverse interpretation and application of aboriginal and treaty rights and agreements.
2. Analyzes and reviews enforcement problems with the Director, Enforcement Branch and senior field program managers and staff to determine problem areas, priorities and solutions on field compliance/enforcement activities and problems.
3. Reviews and assesses all existing and proposed legislation, policy and procedures from a law enforcement standpoint to determine enforceability, efficiency and compatibility, evaluating proposed changes, modifications or amendments as required and recommending to the appropriate program manager the adoption of the modifications. Works with other branches and services to develop appropriate legislation to meet their program objectives.
4. Develops and initiates appropriate audit standards to evaluate the current Ministry enforcement and compliance monitoring activities for legislation, and a system for the recording and evaluating of Ministry enforcement effort and performance to ensure uniform interpretation and application of existing legislation and recommending improvements when necessary.
5. ID policy development and needs for compliance activities.
6. Provides accurate compliance operational (legal and practical) advice and expertise to enforcement specialists and supervisors and other MNR staff and public as appropriate.
7. Assist with development of compliance related training.
8. Supports Policy Officer by assisting in the development of specific policy - procedures - guidelines, with the cooperation of affected program groups.
9. Provides advice, guidance, expertise and direction to the Director and Managers to ensure enforcement activities are carried out in a legal manner, and the rights of public are not infringed.
10. Identification of knowledge, information and data needs and standards necessary to support participation in compliance policy and legislation program development.
11. Establishes and maintains constructive working relations with all Divisions, clients and partners to promote achievement of compliance objectives.

12. Functions as the compliance liaison with provincial / interest groups as required.

13. Liaisons with numerous policy and other law enforcement agencies provincially, nationally and internationally to encourage coordination of monitoring conference, workshops, seminars and short courses on varied management and law enforcement subjects and techniques as required.

14. Participates in compliance audits are required.

Knowledge:

This position requires an extensive knowledge of and experience in the field of law enforcement and resource management including knowledge of problems encountered in provision and administration of law enforcement services in order to review and evaluate all current and proposed Ministry legislation and policy on such areas as enforceability, jurisdictional aspects and discipline of enforcement staff. The position requires the ability to interpret legislation and regulations for enforcement and to provide expert advice and analyze/evaluate the effectiveness in the areas of specialized enforcement problems. Also required is proven ability to evaluate law enforcement policies and procedures from the viewpoint of efficiency, enforceability and compatibility with other Ministry polices and procedures. Proven administrative ability is necessary to develop effective operation audit functions. Must have ability to work with senior managers, field staff, legal experts and specialists. Exceptional verbal communication skills to convey with the Ministry`s messages on policies/directives and deliver key program initiatives. Knowledge at a level comparable to completion of all Ministry law enforcement courses, including Park Warden, Level I to IV Conservation Officer Courses. Above average written communication skills to plan, develop and author manuals, policies and directives. Administrative knowledge of MNR.

Judgement:

All work performed under the general direction of the Director, Enforcement Branch and the incumbent has a wide latitude for independent decision-making accountability. Judgement is required in providing main office, regional and district staff with interpretations of statutes and regulations, advising on jurisdictional aspects and legal and technical requirements of all the statutes and regulations affecting the Ministry`s operations. The interpretation problems often require an immediate solution, may be controversial and are often without precedent. Judgement is also needed in reviewing and evaluating from the viewpoint of enforceability of all existing legislation and regulations and all existing and proposed legislation, regulations, policies and procedures for Ministry law enforcement and recommending modification or amendments where necessary. Determines training needs, in concert with field enforcement personnel and development courses to provide adequate knowledge.

Accountability - Programs:

This position plays a key role in the formulation, alteration and development of corporate objectives for enforcement and supporting policy; identifies through contact with field operations, other Divisions and external agencies and groups, the need to modify or develop appropriate enforcement and compliance policies, procedures, guidelines; provides sound technical advice to enforcement and compliance staff in Regional / District offices.

Accountability - Personnel:

n/a

Accountability - Finance & Material:

n/a

Accountability - Impact of Errors:

Improper advice and direction to regional and district personnel could result in ineffective law enforcement and subsequent detrimental effects on Ministry programs such as public criticism and less public support and respect for the Ministry laws and regulations. Improper advice can lead to inefficiencies causing program costs to escalate. Inaccurate interpretation of law and provision of advice could result in degradation and/or loss of natural resources or infringe upon an individual`s constitutional rights or result in civil or criminal prosecution of the Ministry.

Contact - Internal:

Regular contact with senior Ministry officials, ie. Branch Directors, Assistant Deputy Minister`s, to advise on all facets of Ministry enforcement and to recommend modifications to it. Also has regular contact with Branch, Regional and District staff in all program areas to discuss problems and assist in seeking solutions to identify need for new or revised policy and to exchange information.

Contact - External:

Regular contact with senior officials in enforcement agencies in Ontario and other jurisdictions, eg. Coordinators, Supervisors, Managers, Directors in Solicitor General`s office, other provinces and United States Fish and Wildlife Service to exchange information, advice and to attend conferences and seminars. Also has contacts with Legal Specialists in MNR, other ministries and private practice to consult and seek legal advice on legal interpretations and enforcement problems.