

Job Class Profile: Land Management Specialist**Pay Level: CG-39 Point Band: 882-915**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	3	5	6	5	5	4	3	
Points	280	83	19	24	180	108	103	86	32	915

JOB SUMMARY

The Land Management Specialist performs resource management and supervisory work by analyzing and developing land use management plans to facilitate integrated resource management of Crown land within a specific region of the province. Work involves the supervision of field staff in providing Crown land inspection services and enforcement of related legislation.

Key and Periodic Activities

- Provides professional leadership, advice and direction to Regional Lands Branch staff, government agencies, industry and the public on a variety of integrated land use planning issues.
- Prepares correspondence, reports, briefing notes, draft land use plans and other documents for the Regional Lands Manager.
- Organizes, monitors and supervises all field inspection services for a Regional Lands Office to ensure compliance with standards, guidelines, policies and legislation affecting the Lands Branch.
- In conjunction with the planning staff of the Lands Management Division, prepares and implements approved land management strategies for a specific region of the province.
- Facilitates multi-party discussions and consensus building involving various government agencies, private interest groups and resource users to resolve resource management and land use conflicts and makes recommendations of alternatives and resolution options.
- Coordinates the preparation and submission of land use management plans and participates in the design of land use management planning processes.
- Serves as a representative on various regional resource management and land use committees. Participates as a member of the Regional Lands Committee which implements decisions on the approval or rejection of requests for the disposition of Crown land.
- Coordinates and supervises the work of contractors or consultants to ensure requirements of Lands Branch projects are met.
- Coordinates public draws and tendering processes for cottage lot allocations.
- Implements land banking procedures to eliminate delays in processing applications relating to development proposals.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Resource Management; Land Use Planning — Relevant Acts, Regulations, Policies and Procedures. — Geographical Information System (GIS) — Global Positioning System (GPS) <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Undergraduate Degree in Science (Resource Management related) <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 3 - 4 years <p>Competencies:</p> <ul style="list-style-type: none"> — Written and verbal communication skills. — Analytical skills. — Ability to coordinate work or project activities.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used to perform activities such as listening, asking questions and giving advice, facilitating meetings, coaching/mentoring, gaining the cooperation of others, dealing with upset or angry people and resolving disputes on land development issues. From time to time also makes formal presentations to various groups that have a vested interest in development plans, trains staff and negotiates contracts and agreements. — Communication occurs with employees in the immediate work area, Department/Group, in other departments, with supervisors and managers, clients, the general public, and less frequently with other levels of government, suppliers and contractors, executives, students, professional associations and professional advisors. — Most significant contacts are with staff to relay and/or obtain information, with managers to obtain approvals and to relay information, and with the public to provide information and address complaints.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job occasionally result in considerable fatigue, requiring periods of rest. Majority of work is performed in an office environment. — Lifting or moving objects over 50 lbs is not typically required, but may occur occasionally when loading ATV's, snowmobiles or boats onto trailers and trucks when conducting field inspections. When operating these vehicles there is a physical requirement for strength and endurance to ensure safe operation on rough terrain. There is a regular requirement to lift or move objects less than 10lbs. and to sit when driving. — As position involves travel throughout the province to conduct formal presentations and site visits, driving is occasionally required. During site visits there is the occasional requirement to

<p>walk or hike over uneven surfaces such as shorelines, forests, etc.</p> <ul style="list-style-type: none"> — The use of fine finger/precision work is required regularly when using a computer to prepare reports, monthly statistics, briefing notes, development plans and search information from databases occurs regularly.
<p>Concentration</p> <ul style="list-style-type: none"> — Visual concentration is required when preparing detailed maps where precise lines are drawn on GIS and interpretation of aerial photography while viewing through a stereoscope. — Auditory concentration may include listening to client's complaints and concerns, and listening during meetings to gather necessary information. — Time pressures and deadlines are experienced when preparing briefing notes and reports. Interruptions occur when receiving enquiries from the public. Lack of control over work pace occurs when asked to provide statistical or background information on a particular application or development issue. — The use of a computer, GIS program and when driving a truck, ATV, snowmobile or boat requires eye/hand coordination. Higher than normal levels of attentiveness is also required when operating equipment and vehicles. — Exact results and precision is important in preparing detailed maps.
<p>Complexity</p> <ul style="list-style-type: none"> — Work typically involves tasks that are repetitive and well defined and allow for the use of similar skills and knowledge; in some cases tasks may be highly technical where challenges/problems/issues must be defined and practical solutions found. — Typical challenges/problems/issues that occur involve researching and reviewing development applications, and providing advice and recommendations on applications. Often there are dealings with the public to discuss status of applications and provide insight into the process and issues that may arise. In conjunction with the planning staff of the Lands Management Division, prepares and implements approved land management strategies for a specific region of the province. Tasks, activities and recommendations sometimes have strategic or policy significance. If the wrong advice is given, a precedent could be set affecting other development applications. — Reference material and resources available include policy and procedure manuals, legislation, departmental databases, historical information, coworkers and/or manager.

RESPONSIBILITY

<p>Accountability and Decision-Making</p> <ul style="list-style-type: none"> — Work tasks and activities are generally prescribed and controlled. — Decisions made without formal approval include scheduling, assigning tasks and ensuring work is carried out in a timely manner, reviewing recommendations made by field staff on whether or not to approve an application referral and determining whether to support the recommendation. — For compliance inspections, written or verbal approval is required from the Manager prior to proceeding with posting removal notices or stop work orders and to carry out removal action on illegal structures.

- Employees act independently and must exercise a high degree of discretion and judgement when performing tasks and activities, such as determining if road access to a development area is considered to be accessible to general vehicular traffic. Such determining factors impact recommendations for development and/or the application process.
- Field inspections conducted by subordinate staff are reviewed and changes suggested when necessary, prior to submission to the Manager.
- Provides advice on compliance policies pursuant to the related legislation, policies and procedures.

Impact

- Impacts generally internally affect the immediate work area/department/government as well as externally with clients and the general public such as recommendations to approve or refuse a Crown land application. Such decisions impact other applications. Advice and recommendations provided during public draws for cottage lots can impact the Land Management Division.
- Work activities impact equipment, processes and systems, information, finances, material resources, human resources, and corporate image.
- An error could involve an individual's name being omitted from a public draw. If this occurs, special allowances may have to be made to deal with the situation.
- If a problem is identified with a field inspection, it is either resolved in the office within a short time frame, or is revisited in the field, usually within a week. Mistakes during a field inspection can impact the approval of an application. Any error, however, would most likely be identified by the Manager and/or the Regional Lands Committee.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).
- There are development and leadership responsibilities such as providing on-the-advice/guidance, on-the-job direction, providing feedback, orientation, on-the-job training, acting as a technical mentor, building morale and employee relations, delegating/allocating tasks and leading a project team.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment such as ATV helmets, visible vests, work gloves and steel toe boots are required when conducting field work.
- There is limited likelihood for minor cuts, bruises and abrasions, fractures or other injuries resulting from hazards given that all health and safety regulations are followed.
- Travel is occasionally required to perform inspections.
- Exposure to wet or slippery surfaces, physical dangers or threats, adverse weather conditions and fire occurs on an occasional basis when conducting field inspections.