

Job Class Profile: Natural Heritage Areas Planner**Pay Level: CG-40 Point Band: 916-949**

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 6 | 6 | 3 | 5 | 6 | 6 | 5 | 3 | 3 | |
| Points | 280 | 100 | 19 | 24 | 180 | 130 | 103 | 64 | 32 | 932 |

JOB SUMMARY

The Natural Heritage Areas Planner performs professional work in the planning and establishment of wilderness and ecological reserves and natural heritage park areas in the province.

Key and Periodic Activities

- Plans, directs, and co-ordinates the work of other professional staff, park technicians, contract consultants and students involved in the research and identification of proposed areas of designation, hires technical and contract staff; plans, assigns, schedules work assignments, establishes priorities and deadlines, and administers the program budget.
- Solicits, investigates and evaluates all reserve proposals from the scientific community, interest groups, resource departments and the general public.
- Directs and supervises bio-physical resource inventories for the purpose of identifying and evaluating proposed and potential reserve areas, and prepares cabinet submissions recommending sites for designation as reserves.
- Prepares boundary descriptions, negotiates land transfers, co-ordinates the production of individual management plans and formulates policies and regulations governing reserve establishment management and administration.
- Plans and integrates all aspects of the provincial parks preservation program, supervises and/or conducts inventory of natural resources within parks, participates in the formulation of all individual park master plans and reviews and formulates resource management policies and guidelines for all provincial parks.
- Serves as Secretary of the Wilderness and Ecological Reserves Advisory Council and keeps council abreast of all program activities.
- Organizes and conducts public hearings into the feasibility of establishing reserve areas; reviews environmental assessment and Crown Land proposals to determine impact on wilderness and ecological reserve program.
- Responsible for planning and program activities regarding the Parks Division's role in the Canadian Heritage River System (CHRS) including: preparing terms of reference for and administration of CHRS funded planning studies; reviewing and assessing contractual CHRS studies; evaluating potential heritage rivers in the Province; and co-ordinating with the Canadian Parks Service in the execution of the CHRS program.
- Performs various public relations activities in advising on and promoting the wilderness and ecological reserves program and other natural heritage programs.

SKILL

| Knowledge |
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| <p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Knowledge of resource management and natural history. — Knowledge of planning principles and practices. — Knowledge of applicable legislation. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Master's Degree in Biology, Geography, Environmental Science or Natural Resource Management or related field. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 4 - 5 years. <p>Competencies:</p> <ul style="list-style-type: none"> — Plan and assess proposals. — Conduct research. — Co-ordination and supervision of work. — Written and oral communications. — Presentation skills. — Negotiating skills. |
| Interpersonal Skills |
| <ul style="list-style-type: none"> — A range of interpersonal skills are used such as: listening; asking questions; providing routine and complex information; promoting ideas; gaining the co-operation of others; and providing expert advice to advance the establishment of wilderness and ecological reserves and natural heritage throughout the province. These skills are also used to advise The Wilderness and Ecological Reserves Advisory Council of the status of program activities. — Other interpersonal skills used include: negotiating land transfers; conducting public hearings into the feasibility of establishing reserve areas; and performing public relations activities in promoting various programs. — Most significant contacts are with : the Wilderness and Ecological Reserves Advisory Council (serves as Secretary); the scientific community, interest groups, resource departments and public to discuss or obtain information and advise on reserve proposals; and other professional and technical staff to co-ordinate. |

EFFORT

| Physical Effort |
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| <ul style="list-style-type: none"> — The demands of the job occasionally result in considerable fatigue requiring periods of rest. — Lifting or moving equipment and supplies is required when visiting sites and requires walking and climbing over rough terrain. — The use of fine finger/precision when using a computer to analyze data, prepare plans, compile reports and write correspondence is required. |
| Concentration |
| <ul style="list-style-type: none"> — Visual concentration includes assessing and evaluating reserve proposals, conducting research |

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| <p>and completing inventory of natural resources.</p> <ul style="list-style-type: none"> — Auditory concentration is exercised when discussing issues with staff, conducting public hearings, and attending meetings. — Time pressures and deadlines may be experienced when negotiating land transfers and co-ordinating the production of management plans. — Interruptions are experienced during interactions with staff, department officials seeking advice and/or information and external information requests. — Exact results and precision are required when preparing cabinet submissions recommending sites for designation as reserves. |
| Complexity |
| <ul style="list-style-type: none"> — Tasks are typically different/unrelated and require the use of a broad range of skills and a diversity of knowledge. — The most typical problems range from co-ordinating work of park technicians, contract consultants and students, to negotiating land transfers, undertaking assessment of proposals and integrating all aspects of the provincial parks preservation program. — Work includes formulating policies, regulations and management guidelines to govern reserve establishment, management and administration. — Reference material available includes legislation, regulations, department policies, procedures and guidelines. |

RESPONSIBILITY

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| Accountability and Decision-Making |
| <ul style="list-style-type: none"> — Work is performed with considerable independence and initiative in a broad framework of objectives and priorities and is reviewed through reports, plans and attainment of objectives. — Work involves formulating policies and regulations governing reserve establishment management and administration. — IS required to keep the Wilderness and Ecological Reserves Advisory Council advised of the status of program activities. — Also responsible for planning and program activities regarding the Parks Division's role in the Canadian Heritage River System (CHRS) including preparing terms of reference and administration of CHRS funded planning studies; reviewing and assessing contractual studies; evaluating potential heritage rivers in the province and coordinating with Canada Parks Services on execution of CHRS program. |
| Impact |
| <ul style="list-style-type: none"> — Impacts generally affect: the immediate work area; department; within and outside the organization; and the general public. — Work activities impact: finances (negotiating land transfers); and corporate image (wilderness conservation). — Organizing and conducting public hearings into the feasibility of establishing reserve areas; and reviewing environmental assessment and Crown Land proposals to determine impact on wilderness and ecological reserve program is a key activity. It is important that information obtained and shared with the public is accurate and taken into consideration when |

recommendations are made. Errors will directly impact these activities.

Development and Leadership of Others

- Work does not require full bargaining supervision of staff.
- Work includes some development and leadership responsibilities such as providing on-the-job advice/guidance, on-the-job training, and direction and co-ordination of other staff and students.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment is not typically required; however, there is a requirement to participate in bio-physical resource inventories for the purpose of identifying and evaluating proposed and potential reserve areas. As a result there is a requirement to wear personal protection equipment and/or personal flotation devices if working near water.
- Accessing sites sometimes requires travel to remote areas resulting in walking over rough terrain with natural hazards.
- There is limited likelihood for injuries or illnesses resulting from hazards given that all safety precautions are adhered to.
- Occasionally there may be exposure to dirt, dust, glare, wet or slippery surfaces, temperature extremes, physical dangers or threats and adverse weather conditions.