Job Class Profile:

Wildlife Project Biologist

Pay Level:		CG-39			Point Band:			882-915		
						Accountability		Development	Environmental	
		Interpersonal				& Decision		and	Working	Total
Factor	Knowledge	Skills	Physical Effort	Concentration	Complexity	Making	Impact	Leadership	Conditions	Points
Rating	6	5	4	5	5	5	5	4	4	
Points	280	83	25	24	150	108	103	86	43	902

JOB SUMMARY

The Wildlife Project Biologist performs advanced professional and supervisory work in assisting with the overall operation of the wildlife research program, directing a research laboratory and providing project management in the study and investigation of wildlife resources.

Key and Periodic Activities:

- Manages laboratory-based mammal research and monitoring activities for the province, currently focusing on age, diet and physical condition, or health of wildlife species including bear, caribou, moose and furbearers.
- Prepares work plans, writes status and summary reports, proposals and project schedules. Manages the laboratory budget, identifies priorities and improvements, participates in recruitment activities and prepares program correspondence. Prepares instructional and interpretative material and delivers presentations on lab activities.
- Supervises technical staff at two locations in an effort to complete project related activities. Ensures that technical processes and methods employed in the labs are current, standardized and accurate. Writes detailed protocols for advanced analytical techniques employed in the labs and evaluates current methods by researching primary scientific literature. Develops new solutions and laboratory program components.
- Identifies and synthesizes extensive databases related to age, mandible and body condition, and provides statistical analysis and related summary reports. In conjunction with statistical unit identifies data gaps and performs data audits.
- Coordinates other research activities including caribou condition monitoring on Merasheen Island which involves soliciting hunter cooperation, preparing logistics, supervising field staff and writing updates/summary reports.
- Manages the aging program and completes age analysis for caribou and moose for species management purposes.
- Writes response to program related inquiries on behalf of lab support group, senior staff and Minister.
- Manages the cooperative hunter incentive program including writing letters for Director, designing and procuring crests, releasing/revising specimen handling protocols, responding to related problems and inquiries.
- Provides technical expertise to contractual employees, graduate and summer students.
- Provides support to other agencies and educational institutions in cooperative research

Key and Periodic Activities:

ventures.

- Supervises junior and contract staff as well as students.
- Represents the Division at conferences, meetings and public relations/educational events.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of research methods, statistical analysis and software applications
- Knowledge of current ecological and biological theory, biological laboratory techniques
- Knowledge of Province's ecosystems, wildlife species and ecology
- Knowledge of project management

Formal Education and/or Certification(s):

— Minimum: BSC undergraduate degree in Biology or other related natural resource discipline with emphasis on ecology and wildlife science and wildlife laboratory research techniques.

Years of Experience:

- Minimum: 4-5 years

Competencies:

- Strong project management skills.
- Ability to apply ecological and biological theory and techniques to work activities.
- Strong computer skills (statistical analysis and software applications).
- Ability to apply research methods and analyze findings.
- Ability to manage a laboratory including financial and human resources.

Interpersonal Skills

- A wide range of interpersonal skills are used including listening to information from others, gaining the cooperation of others to complete work and solve problems, communicating complex/specialized information and direction to others, negotiation and conciliation skills, and providing expert advice/recommendations.
- Communications occur with employees within immediate work area, other employees/peers in the department, customers/clients, Managers, Provincial and Federal government representatives, academics and students, suppliers and Executive.
- Most significant contacts are with laboratory employees to provide direction and solve problems; public/clients to inform and work with on research and management programs; and senior managers for direction in dealing with major policy issues or advice on major program issues.

EFFORT

Physical Effort

- Occasionally the requirements of the job result in considerable fatigue, requiring periods of

rest.

- May be required to sit at a computer for extended periods of time to prepare reports, analyze and maintain data and complex spreadsheets or stand in the laboratory preparing specimens requiring fine finger or precision work, exact results/precision.
- Occasionally lifting heavy objects over 50 pounds in the performance of field and laboratory work.
- Occasionally required to do field and laboratory work requiring gross motor skills, extended periods of standing using machinery and equipment and walking/climbing over rough terrain.

Concentration

- Visual concentration is required when staring at a computer screen to prepare, review and analyze documents, spreadsheets and data files, write reports, enter datasets, and when using a microscope to view small details that are hard to focus.
- Auditory concentration is required when using telephone for long periods, listening to cell
 phone in areas of poor reception, trying to hear with background noise from laboratory
 equipment. Also, dealing with loud noise from power tools, fume hoods, etc.
- Other sensory demands include olfactory senses as a good diagnostic/survival tool when exposed to animal carcass and other biological specimens. Intensity is often high especially when participating in related activities such as dissections.
- There is repetition requiring alertness in different types of laboratory analysis, data file audits and preparing reports. Also, there is a need for alertness in the field for safety when working in remote locations.
- Time pressures include field work and survey work which must be completed during the appropriate window of animal behaviour or season; reports must be completed in time for regular management meetings or presentation dates. There are regular interruptions due to weather conditions, requests for information or consultation meetings with stakeholders; phone calls.
- Generally there is **control over the work pace** of regular work. Unexpected or high priority external influences can affect degree of control.
- Higher than normal levels of attentiveness or alertness are required when supervising activities in the lab where physical dangers exist (i.e. infective agents, chemicals, sharps); working during periods of high work loads and repetitive activities; and in the field around helicopters and in remote locations.
- **Eye/hand coordination** is required in computer/keyboard work, microscope work, use of dissection equipment and occasional live work on animals.
- There is a need for a high level of **precision** and accuracy, especially in laboratory measurements, performing calculations, entering data and in statistical analysis.

Complexity

- Tasks at times are different but related allowing the use of similar skills and knowledge. However, there are also tasks that are different and unrelated involving a vide variety of responsibilities and situations and could have a limited number or no guidelines or procedures. Tasks are regularly highly technical and have strategic or policy significance.
- Problems are regularly well defined and for which a limited number of solutions exist and
 occasionally there are problems that can be addressed by following procedures or guidelines.

- Occasionally problems have limited opportunity for standardized solutions, however more likely issues must be defined, require problem definition and analysis and solutions found or developed. Research and literature review are often required.
- Examples of typical problems or challenges are related to detecting and correcting anomalous lab results or database errors; developing effective and efficient protocols and data recording, assessing information needs and developing and conducting research to fill those needs. Other issues revolve around coordinating and gaining cooperation of others.
- Reference material to assist in solving problems includes primary scientific literature, academics, senior professional staff, legislation, and policies.

RESPONSIBILITY

Accountability and Decision-Making

- Work is somewhat prescribed and controlled with considerable independence.
- Operates relatively independently in operating the laboratory program, including technical details of projects, financial aspects of lab program (such as budget allocations for individual projects/expenditure approval), and program planning and staff assignments.
- Requires formal approval for release of data/information on government programs to the public that may potentially contravene Government Policy and program or project changes that may impact the public, outfitting industry and require input from other departments.
- A high degree of independent discretion and judgement is exercised in many situations in both the laboratory and while working in remote locations, dealing with staff and the public and dealing with unexpected situations where there are no guidelines.

Impact

- Decisions and/or work has impact both internally and externally to the organization, within
 immediate work area, with clients, customers and the general public and the natural resources
 of the province.
- Results impact processes and systems, information (reports/data for wildlife management), finances (level of quotas and related economic activity), material and human resources (laboratory and field staff), facilities (laboratory), health and safety (of lab and field staff) and corporate image (based on effectiveness of programs).
- Quality of information and laboratory analysis, advice and recommendations impact on wildlife and forestry resource management policy and programs, such as species management and conservation plans, forest management plans, protection and recovery plans, industrial economic development.
- In the event of a mistake or error the consequences are directly felt within the immediate work area, department, outside the department and the government, on clients and the general public. Mistakes may be subtle, complex and difficult to detect.

Development and Leadership of Others

- Typically supervises a small size work group of employees (1 to 4).
- Performs a team lead and project lead role on research, laboratory and data collection work and
 organizing, directing and coordinating field crews.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to use safety equipment and follow safety procedures when operating
 equipment in the field and/or laboratory.
- Likelihood of minor injury and occupational illness is moderate and fractures limited if precautions are followed but the potential exists.
- Occasionally exposed to noise, glare, dirt and dust, fumes, hazardous chemicals, bodily fluids and waste, infectious disease, odours, wet or slippery surfaces, physical dangers, sharp objects, adverse weather conditions, travel, lack of privacy and temperature extremes while engaged in field and laboratory work.