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EMPLOYMENT OPPORTUNITY

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Operations Manager (Whitehorse)

Forest Management Branch

Department of Energy, Mines and Resources

Salary: \$75,627 to \$103,859 per annum

Posting Date: December 9, 2013

Requisition No.: 4349

Closing Date: January 3, 2014

Approved candidates will be provided reimbursement of interview/relocation expenses if required, in accordance with the Interview & Relocation Expense Directive

This is a full-time permanent position working 75 hours bi-weekly.

Working at the forest management branch as a forestry professional is a unique experience. You will be a key member of a management team tasked with implementing forest legislation which regulates a diverse forest landscape and forest industry. You will be an integral piece responsible for developing a forest management regime in the Yukon.

Managers in the Forest Management Branch are responsible for managing a number of program areas or components of business areas including: tenures, forest health, silviculture, inventory, and planning. The position also manages branch responsibilities to First Nations governments and intergovernmental processes.

Responsibilities include setting operational objectives, distributing resources, managing staff and overseeing work activities. The Manager resolves difficult operations issues, addresses persistent problems or deficiencies in operational processes and implements changes, ensuring a high standard of client service. The position also leads and participates in a variety of Forest Management Branch and EMR initiatives.

For more information about this position, please contact: Lyle Dinn, Director, Forest Management Branch at (867)456-3813 or by e-mail Lyle.Dinn@gov.yk.ca.

Essential Qualifications

Please submit your resume clearly demonstrating how you meet the following qualifications. Please note selection for further consideration will be based solely on the information you provide in your resume.

- Degree in resource management, forestry, engineering or a related field

Experience in the following areas:

- Significant operational forestry experience and direct experience in several of the following forestry areas: silviculture, timber harvesting, development planning, timber pricing, scaling, planning, TSR, inventory, and forest health.
- Current supervisor related program experience (i.e. forest operations, tenures and engineering).
- Considerable current experience leading teams or supervising staff of diverse composition
- Demonstrated experience and ability to develop, lead, and complete complex projects and contracts

Candidates who have an equivalent combination of education and/or training combined with considerable directly related operational experience may be considered.

Desired Knowledge, Skills and Suitability

We are looking for an individual who displays competencies in the area of self-management and has the ability to use strategic and creative problem-solving skills to effectively manage complex issues. The successful candidate must have strong leadership skills, and work well in teams within a horizontal management structure. This position requires a person with considerable knowledge of forest legislation and client service pertaining to forest industry. They also must have the ability to build and maintain cooperative and productive relationships, effectively liaise with internal and external stakeholders, articulate goals, gain commitment, secure resources and accomplish goals. The ideal candidate is able to develop, explain and present technical information clearly and concisely, both verbally and in writing in language appropriate to the audience.

Additional Information:

Condition(s) of Employment: Valid Yukon Class 5 driver's license; Pre-Employment Medical Clearance.

Job Requirements(s): Travel to various locations in the Yukon on a regular basis.

Eligibility List: 6 months

JOB DESCRIPTION

Section 1 – Identifying Data

Position Number: 102019	Department: Energy, Mines & Resources
Position Title: Operations Manager	Branch/Unit: Forest Management Branch
Incumbent:	Location: Whitehorse, Yukon
Supervisor's Title: Director, Forest Management Branch	Date Completed: May 2008
Supervisor's Position Number: 100517	Medical Clearance Required: No
	Security Clearance Required: No

Section 2 - General Summary

The Managers in Forest Management Branch are responsible for directing, planning, co-ordinating, implementing and evaluating a number of program areas.

This position is a key member of the branch management team responsible for the delivery of Branch operations to ensure healthy, productive forests, safeguard government's financial interests and to advance a sustainable forest industry in the Yukon.

The Manager manages three to four business areas or components of business areas including: tenures, forest health, silviculture, inventory, engineering, planning and policy, revenue, human resources (locally) technical services and administration. They also manage branch responsibilities to First Nations governments and intergovernmental processes. To ensure a flexible organization, the manager must be able to manage all of the program areas within the branch in any combination. This requires strong management skills and a broad forest management background.

Responsibilities include setting operational objectives, distributing resources, managing staff and overseeing work activities. The manager resolves difficult operations issues, addresses persistent problems or deficiencies in operational processes and implements changes, ensuring a high standard of client service. The position also leads and participates in a variety of Forest Management Branch and EMR initiatives.

Section 3 – Principal Duties and Responsibilities (limit to 10 Duty Statements)

1. To support government's objectives in development of a viable forest industry that is appropriate in size and scale for Yukon, as well as Yukon's commitments to the Council of the Federation the Forest Management Branch is developing a modern legislation and a strategic plan that will focus activities at the branch for the next 5 years. This focus will ensure that the Branch has a client centred culture and an outward focus, and will be effective in meeting the departmental and broader government goals. This will require a fundamental cultural and operational shift for the branch. The manager will be required to participate in development of the strategic plan, act autonomously in representation of Energy Mines and Resources and the Forest Management Branch on inter-departmental, or inter governmental boards, and teams.
2. The manager is expected to lead their programs through the culture shift required under the strategic plan, and by government direction. Leadership supplied by the manager is integral to the success of the Forest Management Branch goals of becoming an outwardly focussed, results oriented and flexible organization.
3. For each business area, the manager makes decisions and recommendations with economic, environmental and /or legal impacts or risks. These decisions affect the utilization of timber, the land base and its resource values, which in turn may impact local employment, community economies and environmental integrity. The manager is responsible for guiding staff through the business changes. Keeping staff motivated to perform at a high level and ensure that environmental economic and social objectives are met. The key challenge is to support the Director in making well-reasoned and legally defensible decisions by ensuring science based analysis of operational issues and directions.
4. Operating in this evolving environment, the manager applies a combination of forest management, managerial and legislative knowledge and expertise, to manage business areas. Comprehensive knowledge of the relevant forestry activities such as timber harvesting, scaling, engineering, silviculture, forest health, and forest research as

well as general managerial expertise in human resources, finance, planning, policy, legislation and information management are necessary to oversee operations.

5. Supervises a team of professional and technical staff; leads the development of Employee performance plans and development plans. Manages recruitment, performance management, occupational health and safety training and WCB requirements; provides technical training and disciplinary action. These components are vital in ensuring that the forest management branch is a high performing organization.

Section 4 – Contacts

Describe, in narrative form, the working relationships inherent to the success of the job.

- Contact with the ADM, Sustainable Resources, Director and Branch Managers to exchange information, develop branch policies, programs, and strategies, solutions to problems and to develop and implement short and long range plans, define program and policy needs and to provide legislative, policy, planning, research and financial advice and direction, solutions to problems and to develop and implement short and long range strategic plans;
- Contact and consultations with stakeholders among all Yukon forest and resource management government agencies, First Nations, land claim negotiators, and other stakeholders to provide forest policy and implementation advice and direction, solutions to problems and to develop and implement short and long range forest policies, strategies and plans; establishes best forest practices for industry at the regional, landscape and operational planning processes.
- Contact with Yukon corporate legislation and policy managers to review strategies to reconcile, rationalize and consolidate Yukon and forest management policies and issues related to devolution;
- Contact with staff in the department or other Yukon departments to provide advice on major forest management practices and implementation issues;
- Contact with senior officials in other government departments to discuss forest management related activities, new or modified legislation, regulations, and policies, interpretation of Land Claims Agreements and develop solutions to corporate problems or issues;
- Contact with senior officials in other governments (First Nations, Territorial, Federal, Provincial) to develop coordinated policies and develop strategies and agreements; to raise the profile of the branch and aid in the development of a forest industry; to ensure that treaty agreements and fiduciary consultation requirements are met; to collaborate, advise on and participate in resource planning, environmental protection and treat related initiatives.
- Contact with staff of the Corporate Policy and Land Claims Branch to develop legislative changes, discuss implications of policies and program implementation;
- Contact with the corporate and departmental data warehousing staff to set standards for quality control and developing data exchange agreements.
- Contact with the public/clients (individuals, businesses, community groups) to identify client service needs, discuss and resolve policy concerns and evaluate service delivery; to balance public interests with those of the Crown and the forest industry; increase participation in the forest industry
- Contact with Section staff to resolve day to day operational and performance issues.

Section 5 - Specific Accountabilities

1. Describe final decisions regularly made for which the incumbent is held accountable.

- As part of the branch management team develops long term strategic objectives and program operational plans.
- Supervises a team of professional and technical staff; leads the development of Employee performance plans and development plans. Manages recruitment, performance management, occupational health and safety training and WCB requirements; provides technical training and disciplinary action.
- Oversees the delivery of business areas, operations and activities to ensure that the goals and objectives are met.
- Ensures development of and compliance with higher level plans and legislative requirements for several business areas.
- Ensures consultation obligations with stakeholders and First Nations are met.
- Leads and participates on branch, divisional and corporate groups and committees; sponsors local continuous improvement initiatives and manages the implementation of change by resolving conflict and resistance.
- Supports quality assurance and effectiveness, and assigns professional or technical staff to the development of policy and procedures.
- Provides branch interpretation and support on departmental functions such as; land information management, finance, human resources, technical services and administration.
- Supervises staff; and coordinates branch responses to requests for information.

What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?

- The position is expected to maintain and/or develop a high level of professional and efficient service to stakeholders and clients among all Yukon forest and resource management government agencies, First Nations, land claim negotiators, and other stakeholders and Yukon citizens and businesses which affects the image of department and government.
- The impacts of the decisions made by the position are significant. The position has a responsibility to ensure policies, standards, programs and services are consistent with Department and Yukon Government goals, objectives and priorities which can have significant impact on the Yukon economy.
- The impact of the above decisions is on the effectiveness of forest management policies and services for all Yukoners.
- Ensure all forest related obligations have been met by the Branch as per the Land Claim Final Agreements.

Section 6 – Budget

1. a) What is the Annual Budget for the unit under the direct control of the position?

	Planning
Fiscal Year	2008/2009
Annual Payroll	\$587,000
O&M Budget (excluding Payroll)	\$128,000
Capital Budget (excluding Payroll)	\$567,000
Revenues	---
Recoveries	
	Operations
Fiscal Year	2008/2009
Annual Payroll	\$701,000
O&M Budget (excluding Payroll)	\$164,000
Capital Budget (excluding Payroll)	\$1,000,000
Revenues	---
Recoveries	54,000

- b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples.

Incumbent has authority/ability to reallocate resources within the section; i.e. reallocate resources between object codes, and between special project budgets if required. Also allocate specific expenditures to O&M or Capital based on nature of expenditure.

2. If applicable, describe other expenditures or revenues influenced by this position and how.

This position manages all expenditures associated with critical mapping and geographic information systems, and ensures effective support for accounting and reconciliation of all financial transactions. Forest policies, environmental assessment and screening policies and services, and other land management advice and services affect economic development activities throughout the Yukon. Capital budget funding includes federal transfer dollars received from SINED to the Yukon for the purpose of doing forest inventory.

The position makes decisions and recommendations that impact the government and the Territorial economy as a whole in terms of forest management policy development. As such, expenditures and revenues for the government and the Yukon population are influenced by the position.

Section 7 - Working Environment

Describe in narrative form the position's working environment that can be generally favourable or include exposure to undesirable conditions.

This position usually works in a government office. There are monthly trips by passenger vehicle of one or two days duration to community offices and stakeholder offices throughout the Yukon to participate in meetings and consultations. In addition, travel is required outside the territory a minimum of 4 trips per year lasting approximately 3 - 4 days per trip to attend national committee meetings and conferences. Working conditions include managing several complex professional services and high profile, politically sensitive policy areas with rapidly changing deadlines, managing changing priorities and dealing with constant interruptions, ad hoc requirements for status reports, briefings, and to provide advice on forest management issues with significant environmental, economic and social impacts.

Dealing with potentially angry clients/stakeholders on controversial subjects related to resource management.

Section 8 - Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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<p><u>Human Resources:</u> (Comments)</p> <p>Signature: _____</p> <p>Date: _____</p>	<p><u>Assistant Deputy Minister:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Signature: _____</p> <p>Date: _____</p>
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Section 9 – Organization Chart

FOREST MANAGEMENT BRANCH

Updated:
May 2008

