

**BENCHMARK POSITION DESCRIPTION – BM #6
INTEGRATED LAND MANAGEMENT BUREAU**

1. POSITION TITLE	2. CLASSIFICATION LEVEL
Metadata Services and Forestry Programs Lead	LSO 4
3. DIVISION	4. BRANCH
GeoBC	Information Services
5. IMMEDIATE SUPERVISOR	6. LOCATION
Director, GeoBC Information Services	Victoria

Program Function Describe the purpose of the program and organization in which the position operates.

The Branch is responsible for providing sector-wide data management leadership and direction to ensure that sector data holdings are managed as a corporate resource commensurate with their value. The Branch plays a key role in support of the Natural Resource Sector Information Council (NRSIC) as well as provincial socio-economic agencies in their delivery of sector wide corporate information management.

Purpose of Position and Summary of its Functions This may be used for POSTING purposes.

The position provides strategic leadership and is responsible for the development of corporate metadata programs, standards, policy, training, reporting and the governance life cycle in support of the Province's geographic data warehouse. The position also provides leadership for a multi-agency program to improve Forest Licensee access to Provincial Government information and data products.

Organizational Structure and Working Environment

One of six positions reporting to the Director, the position works with both internal and external stakeholders to develop partnerships and consult on information management and data access requirements. The position functions in an environment of rapidly changing technology and increasing demand for reliable, accurate information.

Position's Specific Functions and How They are Performed

- 1. 35% As a Provincial expert, provides strategic leadership for the development of corporate metadata programs by:**
 - Leading the development and management of policies and procedures for a provincial geo-spatial metadata program
 - Leading the development implementation and monitoring of information systems for the management and access of provincial geo-spatial metadata
 - Developing processes for ensuring compliance with and evaluation of metadata policies
 - Managing the metadata program budget
 - Developing strong working relationships with government, data custodians/managers, industry representatives, and a wide variety of internal and external stakeholders
 - Designing and leading systems development and review processes in consultation with internal and external natural resource sector representatives
 - Developing change management strategies in response to critical issues and gaps in program development
 - Preparing implementation strategies to insure internal and external agencies implement cooperative approaches to metadata management and access
 - Promoting data management best practices and leading training initiatives

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- 2. 40% Provides leadership for a multi-agency program to improve Forest Licensee access to Provincial Government information and data products by:**
 - Providing expertise to professional and technical staff, various agencies and other non-governmental partners to develop multi-agency metadata management and data access initiatives
 - Acting as the subject matter expert for forestry data management to develop solutions, in cooperation and consultation with government and external industry clients, which provide access to information
 - Leading large multi-agency initiatives to ensure forestry information access needs of the Forest Industry are met
 - Ensuring governance structures for large multi-agency projects are in place
 - Preparing funding requests and managing funding allocation processes for large multi-agency projects
 - Fostering centralized data management and collaboration by various agency custodians and Data Standards Managers
 - Directing and facilitating all aspects of project management including planning, resource needs, directing corrective action, developing performance measures

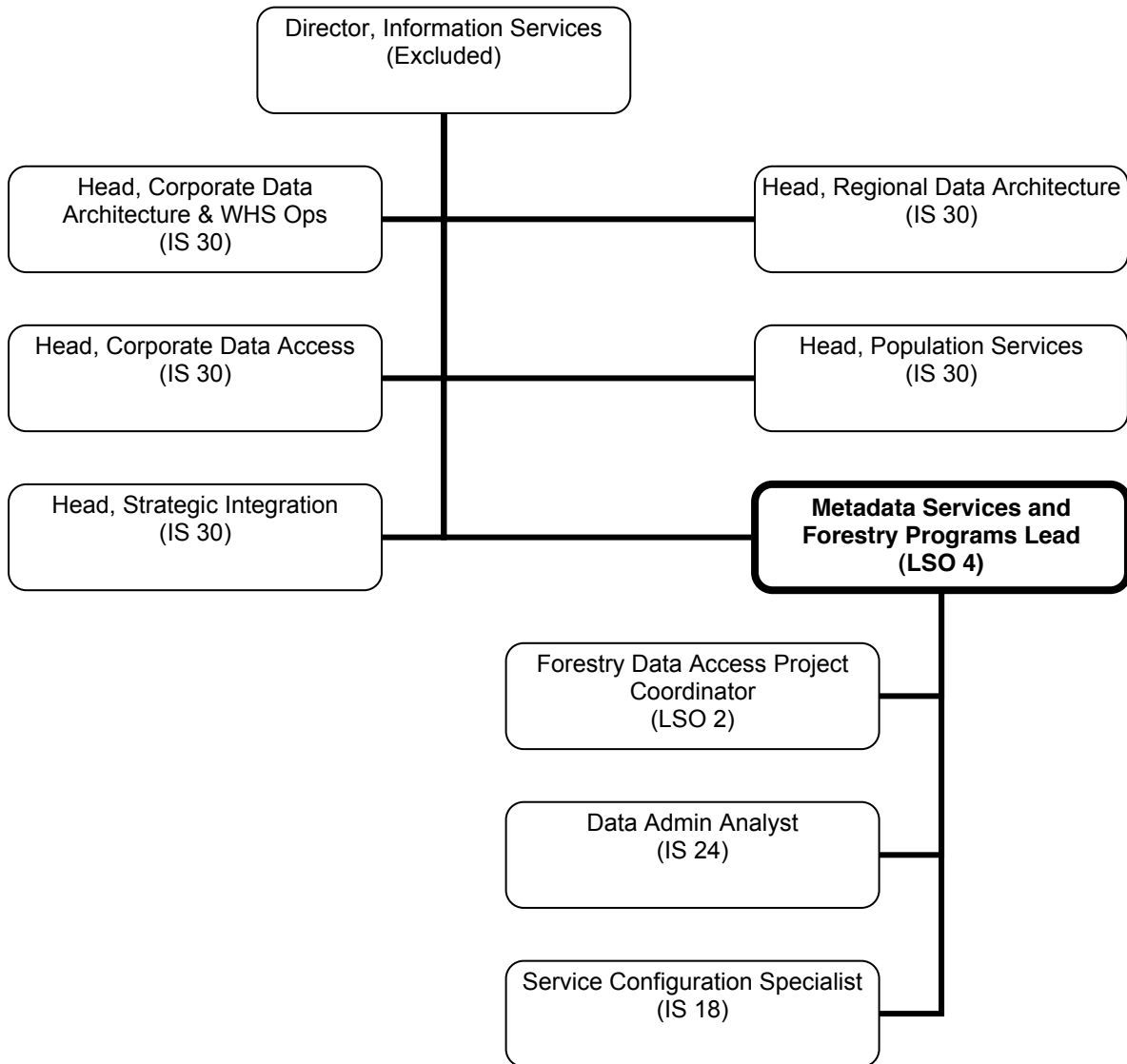
- 3. 10% Provides provincial Standards Management for FIA sponsored inventory projects and planning and reporting and for Divisional Forest Investment Account Programs:**
 - Providing standards development and management support for data gathered under Forest Investment Account (FIA) programs
 - Providing quarterly reporting on GeoBC Forest Investment Account (FIA) portfolio expenditures and accomplishments to Executive
 - Developing plans and strategies and reports for submission to the Forest Investment Account by DM

- 4. 10% Provides leadership and direction to licensed professional staff by:**
 - Participating in the recruitment, training and development of staff
 - Determining work priorities and assigning work
 - Providing technical guidance and resolving issues referred by staff
 - Developing performance plans
 - Conducting performance appraisals
 - Disciplining staff

- 5. 5% Performs other related duties**

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ORGANIZATION CHART – METADATA SERVICES AND FORESTRY PROGRAMS LEAD



**BENCHMARK CLASSIFICATION RATIONALE – BM #6
INTEGRATED LAND MANAGEMENT BUREAU**

TITLE: Metadata Services and Forestry Program Lead

LEVEL: LSO 4

DIVISION/BRANCH: GeoBC/Information Services

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The position provides strategic leadership and is responsible for the development of corporate metadata programs, standards, policy, training, reporting and the governance life cycle in support of the Province's geographic data warehouse. The position also provides leadership for a multi-agency program to improve forest licensee access to provincial government information and data products and provides leadership and direction to licensed professional staff.</p> <p><u>KNOWLEDGE</u> The work requires a broad knowledge of resource planning with considerable depth in forest resource management and GIS systems to provide strategic leadership in the development of corporate metadata programs and the development and management of policies and procedures for a provincial geo-spatial metadata program. Developing change management strategies in response to critical issues and gaps in program development, and the development, implementation and monitoring of a provincial geo-spatial metadata program is highly analytical work requiring the position to make many judgements based on extensive experience.</p> <p>Requires registration as a Professional Forester.</p>	<p>E(1)b 130 OR E(2)</p>
<p><u>JUDGEMENT</u> <u>Originality and Complexity:</u> The position develops corporate metadata programs, standards, policy, training, reporting and the governance life cycle in support of the province's geographic data warehouse. The work involves analyzing a wide variety of complex geo-spatial data and making major adaptations to previously developed metadata systems for the management and access of provincial geo-spatial data. The position also provides technical supervision to ministry licensed professional positions that are beyond the training level.</p> <p><u>Technical Supervision Received:</u> Most of the position's work involves dealing directly with ministries, stakeholders and various agencies to foster centralized data management and collaboration, and provide advice and support. As a result, the position's work output receives only a general review.</p>	<p>C3 99</p>
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The position provides technical direction to a licensed professional position that is beyond the training level.</p>	<p>III(b) 50</p>
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position supervises three ministry staff.</p>	<p>1 – 4 4</p>

TOTAL POINTS 283

LEVEL	POINT RANGE
1	168 – 203
2	204 – 237
3	238 – 267
4	268 – 295
5	296 – 365