

**BENCHMARK POSITION DESCRIPTION – BM #10
INTEGRATED LAND MANAGEMENT BUREAU**

1. POSITION TITLE Land Licensed Officer	2. CLASSIFICATION LEVEL LSO 2
3. DIVISION Regional Operations	4. BRANCH Regional Offices
5. IMMEDIATE SUPERVISOR Section Head, Crown Land Adjudications	6. LOCATION Various

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

Regional Operations is responsible for providing services on behalf of other provincial agencies to clients outside the provincial government and agencies. The Branch coordinates access to tenures, permits, licenses and Crown Grants; develops, revises, and implements land use plans; and manages and delivers resource information. The Branch also is responsible for identifying land use priorities and improving access to resources while maintaining environmental integrity.

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

The primary function of this position is to investigate, analyze, evaluate and determine the highest and best use of Crown land to minimize effects on other values. The position determines the appropriate tenure, real property valuation, including land, timber and improvements and monitors regional uses of land and enforces compliance to the Land Act. The position also leads conflict resolution, public consultation processes and education initiatives to resolve disputes among conflicting parties over the use of Crown land.

Organizational Structure and Working Environment

The work environment is characterized by ongoing change and multiple initiatives ranging in size and complexity. The position works in a high-pressure, evolving and fast paced environment where several sets of legislation are operating simultaneously and where multiple interests must be considered and balanced including social, environmental, economic and fiduciary interests of industry, environmental groups, local governments, First Nations and the Crown.

Position's Specific Functions and How They Are Performed

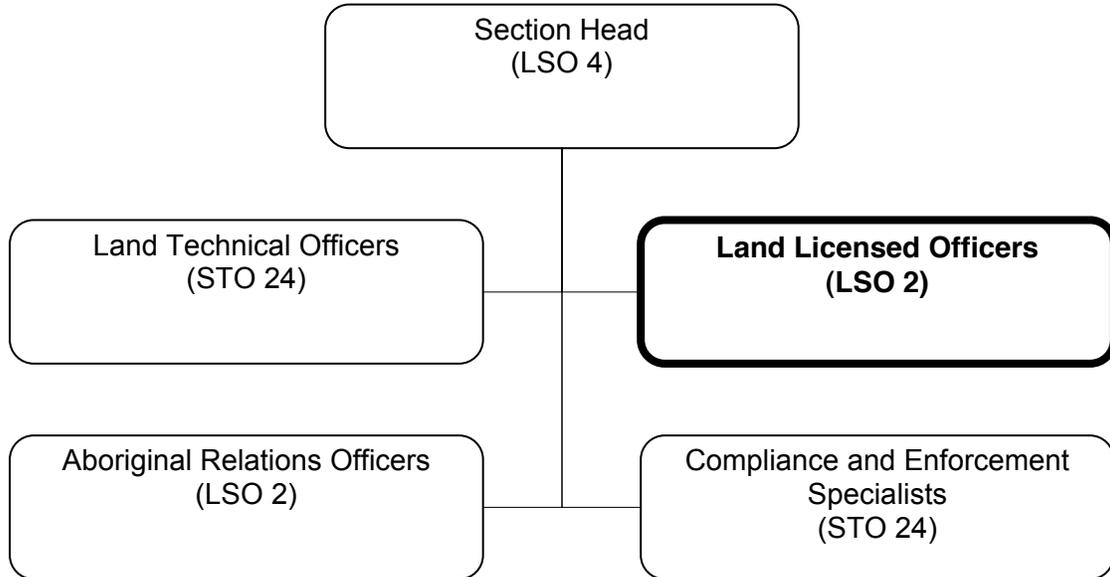
- 1. 45% Investigates, analyses, evaluates and determines the highest and best use of Crown land by:**
 - Compiling and analyzing resource information and preparing comprehensive professional and technical reports that provide decisions on land use applications
 - Determining the form, term and type of land tenures and conditions for tenures and sales
 - Making decisions on the renewal or cancellation of existing tenures upon expiry
 - Establishing parcel size, configuration and land value to ensure fair return for the Crown
 - Participating in strategic land use plans and advising on the Land Act and ILMB Policy
 - Developing operational level Crown land plans to identify and expedite land application adjudications, ensuring that plans are consistent with government priorities
 - Ensuring that monitoring and implementation frameworks developed from specific land use plans are implemented
 - Representing ILMB in facilitating partnerships for developing, implementing and monitoring land use plans
 - Identifying and evaluating specific needs, opportunities or conflicts of land use within the region to ensure compliance with management and development plans
 - Functioning as a team leader in managing complex land use issues or projects
 - Assessing available land and resource information to determine if proposals can be integrated with other resources and resource users and identifying any competing uses of land

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- Conducting appraisals and analyzing sales data to determine the market and rental value of Real Property Buildings and other Real Property Improvements, and (where the incumbent is a RPF), undertaking professional assessment of timber value
- 2. 15% Monitors regional uses of land and regulates and enforces compliance to the Land Act by:**
- Liaising with other Agencies, First Nations and the public and advising clients on ILMB policy and provincial and federal statutes
 - Ensuring Crown land developments are consistent with legislative/regulatory requirements and strategic land use plans and
 - Investigating and responding to trespass and/or recurring land concerns, complaints and non-compliance from First Nations and other stakeholders and interested parties
 - Monitoring activities for compliance of approved and completed works
 - Monitoring existing tenures to ensure compliance with the terms of the lease or license
 - Providing testimony as an expert witness during legal proceedings and appeals
 - Reviewing and providing guidance in the development, consideration and adoption of zoning bylaws, amendments, permits and referrals
- 3. 25% Leads conflict resolution, public consultation processes and education initiatives to resolve disputes over the use of Crown Land by:**
- Chairing, organizing or participating in meetings with various agencies and stakeholders
 - Gathering information, discussing the issue(s) with all the parties to seek consensus on land use issues and to mitigate potential adverse impacts of proposals on others and on resource values
 - Consulting with officials from all levels of government, First Nations representatives, stakeholders and landowners to obtain input to land use
 - Recommending solutions to problems arising from foreshore and land trespass and conflicts arising during the industrial, commercial and agricultural usage of land in the region
 - Establishing working relationships with other jurisdictions and preparing letters or memoranda of understanding
 - Acting as a mediator and developing plans for formal dispute resolution if mediation fails
 - Developing consultation or accommodation agreements with First Nations
- 4. 10% Provides program support by:**
- Assisting in updating policy and procedures and providing input into the development and updating of various acts
 - Providing input into various systems, computer applications and selected land programs
 - Organizing, designing and conducting audits/reviews for various land program areas
 - Developing terms of reference for consultants and preparing contracts for various projects
 - Hiring and managing contracted services, verifying completion and recommending payment
- 5. 5% Performs other related duties**

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ORGANIZATION CHART – LAND LICENSED OFFICER



**BENCHMARK CLASSIFICATION RATIONALE – BM #10
INTEGRATED LAND MANAGEMENT BUREAU**

TITLE: Land Licensed Officer

LEVEL: LSO 2

DIVISION/BRANCH: Regional Operations/Regional Offices

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The primary focus of this position is to review and determine the highest and best use of Crown land. The position also monitors regional uses of land and regulates and enforces compliance to the Land Act. The position will also lead conflict resolution, public consultation processes and education initiatives, and provide program support to the branch.</p> <p><u>KNOWLEDGE</u> The work requires experience in investigative work to review and determine the highest and best use of Crown land and to enforce compliance with the Land Act. Extension experience is also required in leading public consultation processes and education initiatives to explain processes, procedures and requirements.</p> <p>Requires registration as a Professional Agrologist.</p>	C(2) 99
<p><u>JUDGEMENT</u> <u>Originality and Complexity:</u> The work involves applying considerable professional judgement in order to determine whether or not applications for land use have met all of the requirements necessary for approval. While bound by established policies and regulations, in the course of applying them, the position has some discretion to adapt solutions provided for in those regulations to fit the situation.</p> <p><u>Technical Supervision Received:</u> The majority of this position's work output goes directly to clients and only a general review or spot check is undertaken.</p>	B3 86
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The primary role of the position is to investigate, review and adjudicate applications for land use, and in this role the position exercises its authority by making decisions which affect the applicants.</p>	III(a) 50
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position does not supervise any staff.</p>	0

TOTAL POINTS 235

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