

**BENCHMARK POSITION DESCRIPTION – BM #24
MINISTRY OF FORESTS AND RANGE**

1. POSITION TITLE	2. CLASSIFICATION LEVEL
Export Policy Forester	LSO 4
3. DIVISION	4. BRANCH
Tenure and Revenue	Economics and Trade
5. IMMEDIATE SUPERVISOR	6. LOCATION
Manager, International Relations and Trade	Victoria

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

The Economics and Trade Branch is responsible for the provision of economic, trade, marketing, and financial analysis, research and advice concerning forest resources and the forest industry. The International Relations and Trade Unit is responsible for trade policy matters such as the Softwood Lumber Agreement, log and chip export policy and administration, and other forest product market access issues.

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

The Export Policy Forester acts as the senior special advisor for the development of timber and residual export policy and develops and implements procedures and operating systems to administer the legislated controls for the export of timber and timber residual products from the province. The position often deals directly with the Minister, Ministry Executive, the forest industry, log brokers, the public and other provincial and federal government agencies on sensitive and confidential issues and to resolve conflicts. The position represents the Ministry at various committee meetings and prepares Cabinet Submissions in response to the applications for the export of timber and wood residue.

Organizational Structure and Working Environment

Reporting to the Manager, International Relations and Trade, the position takes general direction from the Manager, but frequently deals directly with the Branch Director, Executive, Deputy Minister and Minister on matters of policy development and log export administration. The policy areas addressed are sensitive, volatile and high profile, characterized by often competing demands and interests and differing views and values on how British Columbia's provincial forests should be used and managed. The Export Policy Forester receives limited operational guidance from the Manager and Director, and makes critical operational decisions based on knowledge of the economic and political factors that are involved. The position coordinates the work of regional Ministry staff who administer export policy.

Position's Specific Functions and How They are Performed

- 40% Develops, maintains and interprets legislation, policies and administrative procedures for the Export Policy Program by:**
 - Reviewing current legislation, policies, and administrative procedures
 - Identifying issues and the need for new or revised export legislation, policies and procedures
 - Discussing issues and obtaining input from ministry specialists, experts and management
 - Working closely with legal counsel to develop wording for new or revised legislation
 - Briefing Executive, Ministry staff, Deputy Minister, Minister, industry and the general public on the interpretation of log and residual export legislation, policy statements and procedures
 - Drafting and recommending changes to legislation for review by senior management and the Executive
 - Developing and recommending changes to Provincial Timber Export policies and submitting for Executive approval

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- 2. 20% Represents the Ministry at various committee meetings by:**
 - Acting as the recording secretary of the Timber Export Advisory Committee and sitting on the Chip Export Advisory Committee
 - Scheduling committee meetings and setting agendas
 - Acting as liaison between the Committee and the Executive, Branch, Region and Districts
 - Providing background required by the Committee to review and adjudicate export applications
 - Advising on export policy as it relates to timber and timber residue

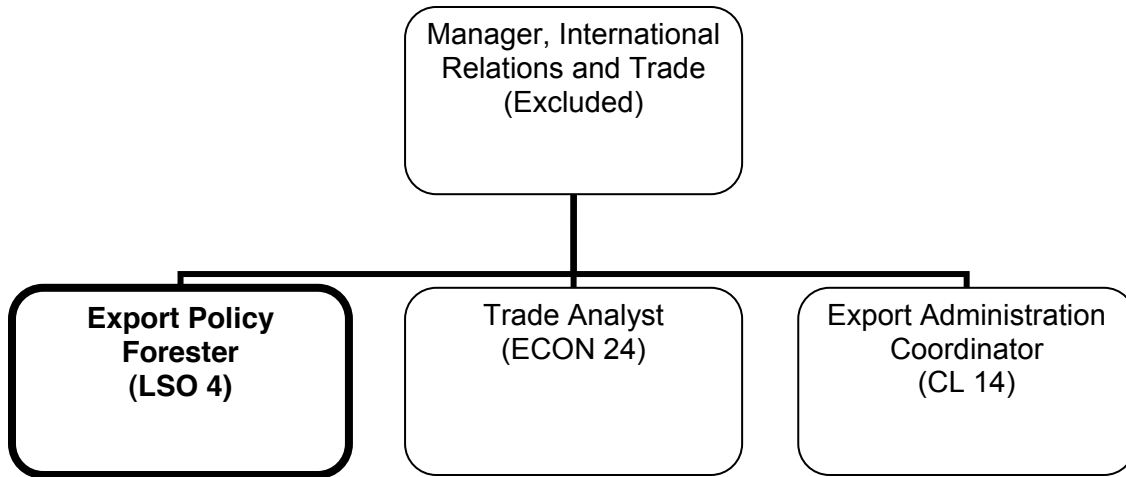
- 3. 25% Prepares Cabinet Submissions in response to applications for the export of timber or wood residue by:**
 - Drafting Orders in Council to authorize the export of timber or wood residues
 - Working closely with legislative counsel to ensure the Orders in Council are consistent with Legislation
 - Analyzing the socio-economic benefits and advantages of export applications
 - Formulating options and alternative solutions where applicable and submitting recommendations for consideration by the Minister and Cabinet
 - Tracking and expediting applications in the approval process, and advising clients of the progress of applications

- 4. 10% Develops, prepares, analyzes and maintains timber and wood residue statistics by:**
 - Directing the collection, compilation, collation and evaluation of provincial log and timber residue data
 - Directing production of provincial export statistics
 - Identifying current and emerging trends in various domestic and export log and forest products markets
 - Analyzing the implications of market trends, and responding with strategies and policy changes to address trends for presentation to the Branch Executive and Minister

- 5. 5% Performs other related duties**

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ORGANIZATION CHART – EXPORT POLICY FORESTER



**BENCHMARK CLASSIFICATION RATIONALE – BM #24
MINISTRY OF FORESTS AND RANGE**

TITLE: Export Policy Forester

LEVEL: LSO 4

DIVISION/BRANCH: Tenure and Revenue/Economics and Trade

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The primary focus of this position is the development, maintenance and interpretation of legislation, policies and administrative procedures for the Export Policy Program. The position also represents the Ministry at various committee meetings and prepares Cabinet Submissions in response to applications for the export of timber and wood residue.</p> <p><u>KNOWLEDGE</u> The work requires a broad knowledge of forestry with a considerable depth of knowledge in timber harvesting and domestic and foreign log, timber residue and forest products markets in order to develop legislation and policies for the export of timber and wood residue. The development, modification, and/or interpretation of the various acts and regulations governing the export of timber and wood residue is highly interpretive work requiring the position to make many judgments based on extensive experience.</p> <p>Requires registration as a Professional Forester.</p>	E(2) 130
<p><u>JUDGEMENT</u></p> <p><u>Originality and Complexity:</u> The work involves making major adaptations to previously developed legislation, policies and administrative procedures governing the export of timber and instituting changes in methodology and procedures. As the Ministry's expert on export policy, the position will be required to interpret the fine points of policy to Ministry staff, the forest industry and consultant licensed professionals.</p> <p><u>Technical Supervision Received:</u> While the administrative procedures and proposals for new or changes to existing legislation will be reviewed upon completion, much of the position's work output, (e.g., providing policy interpretations) goes directly to Ministry staff, the forest industry and professional consultants.</p>	C3 99
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The primary role of the position is to provide advice and consultative services to Ministry's executive, staff, the forest industry and professional consultants.</p>	II(a) 43
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position does not administratively supervise any staff.</p>	0

TOTAL POINTS 272

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