

**BENCHMARK POSITION DESCRIPTION – BM #2  
MINISTRY OF AGRICULTURE AND LANDS**

<b>1. POSITION TITLE</b>	<b>2. CLASSIFICATION LEVEL</b>
Section Head, Crown Land Adjudication	LSO 4
<b>3. DIVISION</b>	<b>4. BRANCH</b>
Regional Operations	Crown Land and Resources
<b>5. IMMEDIATE SUPERVISOR</b>	<b>6. LOCATION</b>
Manager, Crown Land and Resources/Service Centre	Various

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

The Regional Operations Division (ROD) provides a range of services to the public and to other government agencies involved in using and managing Crown land and natural resources. ROD assists clients by coordinating access to tenures, permits, licenses, Crown land sales and land grants; developing and facilitating the implementation of strategic Crown land-use plans; managing and providing land and resource information; and adjudicating and administering Crown land tenure/grant applications. In providing its services, ROD plays a key role in improving coordinated access to Crown natural resources in a way that furthers government's commitment to a strong economy, vibrant communities, environmental stewardship and the development of strong, mutually supportive relationships with First Nations.

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

The Section Head supervises the allocation and management of Crown land throughout the region and functions as the highest technical level in the region for land resource decisions, land management practices, Ministry policies and procedures. The position is responsible for directing, supervising and coordinating the work of a group of professional, technical and administrative staff and evaluating professional and technical reports on land application and adjudication decisions. The position also represents the Branch on selected projects or issues of a provincially significant, controversial or high profile nature. In addition the position provides expert technical advice to the region, and advises other ministry staff, agencies, industry, local government and the public on land use issues, corporate functions, and information regarding allocation, appraisal and use of Crown land in the region.

**Organizational Structure and Working Environment**

The position reports to the manager responsible for Crown lands who reports to the Regional Executive Director. 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. The incumbent manages multiple high profile issues with agencies and ranging across technical operations, stakeholder consultations, issues management, human resources, business and finance in an organization undergoing significant transition to a client-based, integrated resource service model. The potential environmental, social and economic impacts are significant. Exposure to emotionally distraught or angry individuals/groups creates stressful, complex and often politically charged working conditions. The work may involve irregular hours and at times, being in remote locations, and on-call for operational emergencies.

**Position's Specific Functions and How They Are Performed**

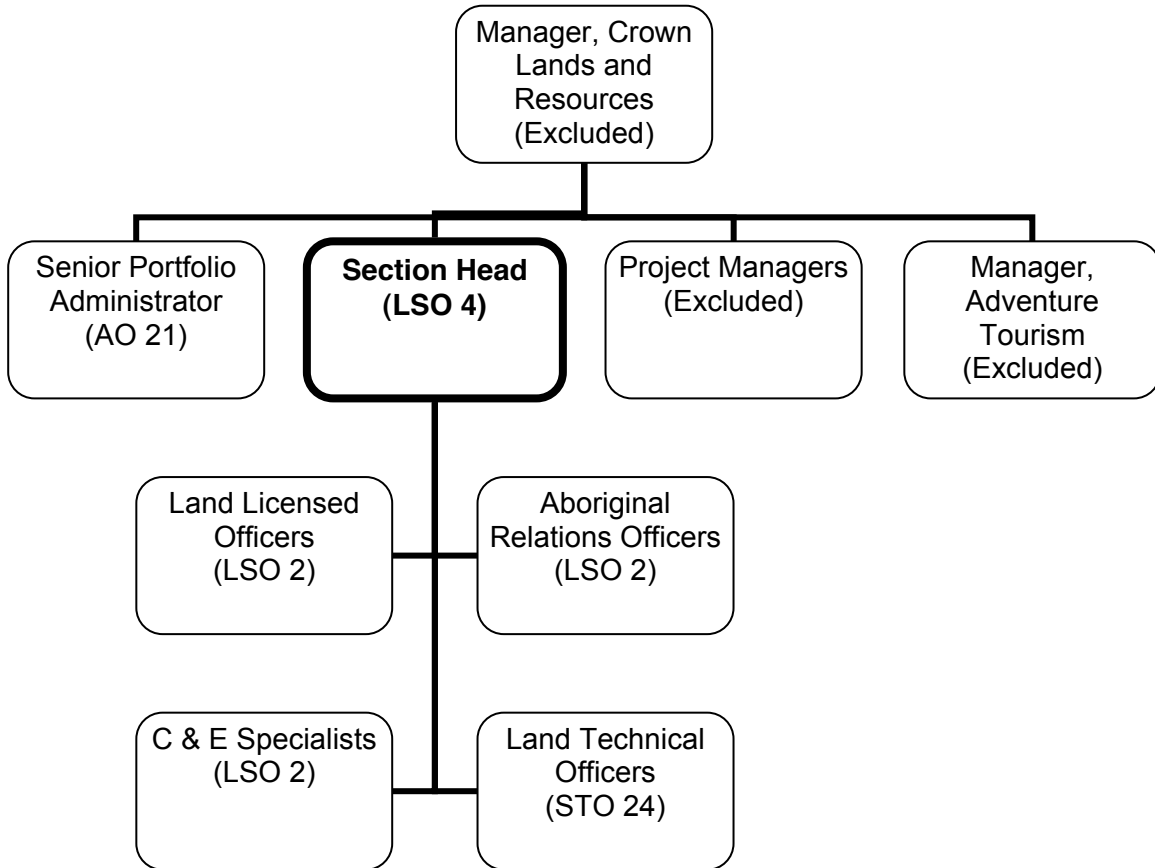
- 1. 30% Directs, supervises and coordinates the work of professional, technical and administrative staff by:**
  - Providing technical and administrative supervision
  - Organizing and prioritizing program activities
  - Reviewing and revising production levels, standards and accuracy
  - Recruiting, training and engaging staff, and evaluating performance
  - Coordinating contract administration in the section and drafting and administering contract provisions to ensure compliance

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- Ensuring proper safety procedures are implemented and followed by staff
- 2. 25% Evaluates professional and technical reports on land application and adjudication decisions, balancing the various resource demands of the region and implementing actions for resolution by:**
- Developing and implementing a compliance and enforcement program regulating the use of land within the region and investigating land trespass complaints and other reported violations
  - Identifying and addressing specific needs and potential land use conflicts and initiating actions with field staff to meet the needs and minimize or eliminate adverse effects
  - Chairing meetings with other resource agencies to mediate land use conflicts and formulating and negotiating land use designations and/or recommendations
  - Overseeing land valuation for the region, conducting research and making valuation decisions of Crown resources (land, timber and quarry)
  - Overseeing or leading multi-stakeholder program planning initiatives
  - Ensuring that land use reports fulfill the Crown's constitutional and fiduciary responsibility to First Nations to consult over land and resource decisions
  - Ensuring Crown land developments are consistent with legislative/regulatory requirements and strategic land use plans
- 3. 20% Represents the branch on selected projects or issues of a provincially significant, complex, and controversial or high profile nature by:**
- Developing and managing outside contracts for planning, land use or resource studies designed to investigate regionally significant land and resource issues
  - Planning and coordinating action to remove complex and/or high profile trespass from Crown land
  - Acting as an expert witness in court or quasi-judicial proceedings
  - Conducting major project reviews and reviewing reports prepared by private licensed consulting professionals in support of new major projects being adjudicated through the Environmental Assessment Office (e.g., pulp mills, mines, independent power projects, etc.)
  - Supervising the Province's consultations and accommodation negotiations with First Nations on major Crown land development projects
- 4. 20% Provides expert technical advice to the region, and advises other ministry staff, agencies, industry local government and the public on land and resource use issues, corporate functions, and information regarding allocation, appraisal and use of Crown land in the region by:**
- Advising and assisting individuals and staff on Crown land applications including providing verbal and written responses to individual inquiries and appeals
  - Liaising with other agencies, First Nations and the public and advising clients on policy and relevant provincial and federal statutes
  - Participating in strategic and operational land and resource use plans and advising on current legislation/statutes and policies
  - Liaising with the Surveyor General to ensure that survey instructions for tenures and Crown grants meet the needs of contractual requirements
  - Reviewing and providing guidance in the development, consideration and adoption of zoning bylaws, amendments, permits and referrals on requests to initiate land activities
  - Preparing or reviewing briefing notes, reports, ministerial letters, strategies and plans for approval by the manager, Regional Executive Director and the executive
  - Providing technical and delegated authority support to other provincial Ministries that have assumed administrative responsibility for specific tenures under current legislation
  - Recommending policy review and adaptations and assisting in the development of policy and procedures for the allocation, regulation and administration of Crown land under the current legislation and providing input into the development and updating of other statutes and regulations
- 5. 5% Performs other related duties**

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**ORGANIZATION CHART – SECTION HEAD, CROWN LAND ADJUDICATION**



**BENCHMARK CLASSIFICATION RATIONALE BM #2  
MINISTRY OF AGRICULTURE AND LANDS**

**TITLE: Section Head, Crown Land Adjudication**

**LEVEL: LSO 4**

**DIVISION/BRANCH: Regional Operations/Crown Land and Resources**

<b>FACTOR</b>	<b>POINTS</b>
<p><b><u>PURPOSE OF POSITION</u></b> The primary focus of this position is to direct, supervise and coordinate the work of a group of licensed professionals, technical and administrative staff. The position also represents the branch on selected projects and on issues of a provincially significant, controversial or high profile nature.</p> <p><b><u>KNOWLEDGE</u></b> The work requires a broad knowledge of resource management in order to provide technical supervision and respond to issues referred by seasoned licensed professionals. Requires registration as a Professional Agrologist, Forester, Geoscientist or Engineer.</p>	<p>E(1)a 130 OR E(1)b</p>
<p><b><u>JUDGEMENT</u></b> <u>Originality and Complexity:</u> The work involves directing and coordinating the work of ministry licensed professionals that are engaged in the application of ministry policies and current Acts and Regulations governing applications for land use in order to ensure consistency. <u>Technical Supervision Received:</u> The technical content of the position's work is subject only to very general reviews as the primary role of supervising ministry professionals and providing technical advice does not require close technical supervision by the Manager. Recommendations on variances or issues of a provincially significant, controversial or high profile nature would receive closer review.</p>	<p>C3 99</p>
<p><b><u>ORGANIZATION AND PROGRAM ROLE</u></b> The primary role of the position is to exercise technical supervision to licensed science officers that are beyond the training level.</p>	<p>III(b) 50</p>
<p><b><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u></b> Supervision varies between regions and ranges from four to 15.</p>	<p>4 – 8</p>

**TOTAL POINTS 283 - 287**

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