

**BENCHMARK POSITION DESCRIPTION – BM #26
MINISTRY OF FORESTS AND RANGE**

1. POSITION TITLE Tenures Officer	2. CLASSIFICATION LEVEL LSO 3
3. DIVISION Operations	4. BRANCH Northern Interior Forest Region
5. IMMEDIATE SUPERVISOR Operations Manager	6. LOCATION Fort St. James District

Program Function	Describe the purpose of the program and organization in which the position operates.
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The District Harvesting and Forest Practices Program administers the development and harvest of timber to meet sustainable forest industry wood supply requirements and to enable the achievement of immediate and long term government and forest sector social, economic and environmental goals. The District also supports and implements consultation protocols with local First Nations.

Purpose of Position and Summary of its Functions	This may be used for POSTING purposes.
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The primary purpose of the position is to establish and administer operational policies, procedures, plans and schedules for the implementation, monitoring, evaluation and reporting of all District Harvesting Program activities. The position provides recommendations regarding all strategic and operational planning initiatives, and provides First Nations consultation services. The position also manages and monitors the implementation of *Forest and Range Practices Act* standards, regulations and guidelines and provides leadership and direction to a group of licensed professional and technical staff.

Organizational Structure and Working Environment

The position reports to the Operations Manager and may have responsibility for supervision of up to six subordinates, including Foresters and Resource Technicians. The Tenures Officer is responsible for guiding implementation of harvesting related legislation, development and implementation of associated policy and monitoring of District wide effectiveness of forestry legislation and policy. This position acts with considerable independence in providing expert advice to Ministry and industry professionals regarding legislation, regulations, policies and procedures for all forest practices and the full range of resource planning, tenure, valuation, timber administration and First Nations consultation.

Position's Specific Functions and How They Are Performed

1. 35% Establishes and administers operational policies, procedures, plans and schedules for the implementation, monitoring, evaluation and reporting of all District Harvesting Program activities by:

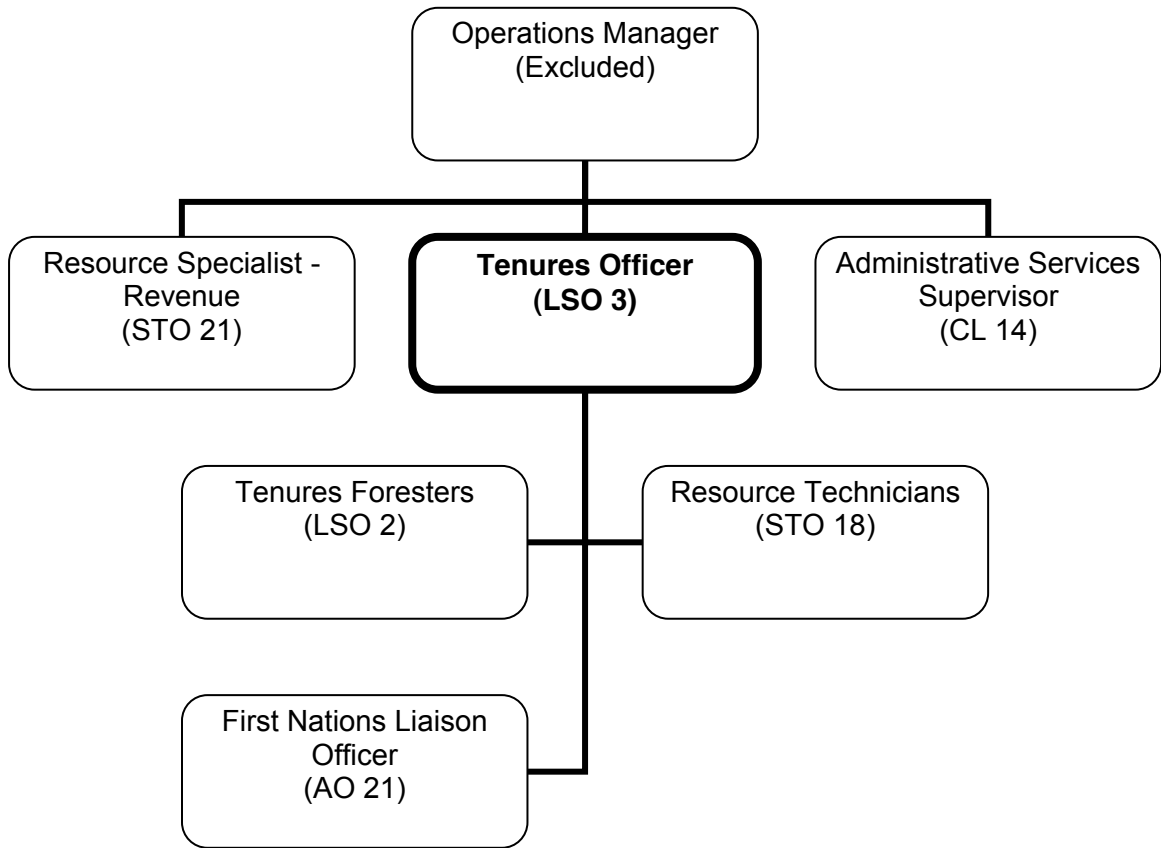
- Developing procedures and standards for the preparation and processing of management plans for major and woodlot licences, and Forest Development/Stewardship Plans
- Coordinating the review of, and preparing recommendations regarding, approval or rejection of management plans for major and woodlot licences, and Forest Development/Stewardship Plans
- Reviewing all operational plans and exemptions and evaluating compliance issues
- Developing strategies and procedures for the acquisition of fibre for industry within the district
- Developing and maintaining a process for the administration of district harvesting and tenure policies and procedures
- Developing procedures and standards for the processing of cutting authorities
- Establishing technical and field review policies, procedures and standards and monitoring the implementation of all field reviews
- Evaluating all industry harvesting proposals and prescribing tenures and harvesting conditions
- Evaluating cutting authority technical and field reviews making recommendations regarding modification or approval these recommendations are professional work so any reference to "modification" should recognize professional regard

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- Reviewing the Harvesting Program Management Plan and coordinating preparation of the District Harvesting Program business plan and budget
 - Monitoring and reporting on program activities for the purposes of continuous improvement;
 - Exercising spending authority for Harvesting Program budget expenditures, monitoring program activities and expenditures, recommending budget reallocations, and preparing reports
- 2. 15% Undertakes First Nation Consultation by:**
- Attending and Representing the District at meetings with First Nations
 - Consulting with First Nations and gathering aboriginal interest information and determining consultation adequacy
 - Negotiating with First Nations groups to develop consultation agreements. Implements agreements once signed
 - Providing District input into regional and provincial situations with respect to First Nations Issues
- 3. 15% Provides leadership and direction to a group of 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
 - Initiating the disciplinary process
- 4. 10% Provides recommendations regarding all strategic and operational planning activities by:**
- Monitoring planning issues and new requirements as well as implementing new planning policies and procedures
 - Providing input for TSR analyses and other resource analyses and resource management plans
 - Monitoring harvesting practices throughout the District and developing information, training and enforcement strategies and plans
- 5. 20% Manages and monitor the implementation of *current Acts*, standards, regulations and guidelines by:**
- Managing stakeholder review processes
 - Reviewing proposed policies, procedures, standards, and enforcement strategies and identifying the fiscal and operational implications
 - Developing district forest practice implementation goals, policies, strategies and plans
 - Providing information regarding district strategies, policies and requirements for other provincial, federal and aboriginal organizations and for industry and other stakeholders
 - Reviewing District Business Plans and making recommendations regarding improved forest and range practices implementation and enforcement strategies and the allocations of district resources
 - Providing research and supporting evidence to the District Manager in opportunities to be heard, appeals, penalty administrations and reviews of administrative decisions
 - Monitoring forest practices performance throughout the district and identifying additional information, training and other implementation needs
 - Providing policy interpretations for the District Manager and other staff
 - Coordinating the presentation of information sessions regarding the management requirements, policies and procedures of the new forest practice framework for ministry staff, industry and other stakeholders
- 6. 5% Performs other related duties**

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ORGANIZATION CHART – TENURES OFFICER



**BENCHMARK CLASSIFICATION RATIONALE – BM #26
MINISTRY OF FORESTS AND RANGE**

TITLE: Tenures Officer

LEVEL: LSO 3

DIVISION/BRANCH: Operations/Northern Interior Region

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The primary focus of this position is to establish and administer operational policies, procedures, plans and schedules for the implementation, monitoring, evaluation and reporting of all District Harvesting Program activities. The position provides recommendations regarding all strategic and operational level planning initiatives, and provides First Nations consultation services.</p> <p><u>KNOWLEDGE</u> The work requires a fairly broad knowledge of natural resource management and integrated resource management with some depth in silvicultural practices and forestry planning processes to develop procedures and standards for the preparation and processing of management plans. Managing the implementation of harvesting related legislation, developing and the implementing of associated policy is interpretive work which requires the position to make judgements based on considerable field experience.</p> <p>Requires registration as a Professional Forester.</p>	D(2) 113
<p><u>JUDGEMENT</u> <u>Originality and Complexity:</u> The work involves adapting operational policies, procedures, plans and schedules consistent with established practices and patterns. The position applies considerable professional judgement when evaluating industry harvesting proposals to determine whether they conform to policies and regulations and prescribing tenures and harvesting conditions.</p> <p><u>Technical Supervision Received:</u> The procedures and standards the position develops for the preparation and processing of management plans for major and woodlot licences, and for Forest Development/Stewardship Plans would be reviewed upon completion. However the position's work regarding whether applications conform to policies and regulations and prescribing tenures and harvesting conditions receives only a general review.</p>	B3 86
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The primary role of the position is to make decisions regarding the prescribing of tenures and harvesting conditions which controls the actions of licensees.</p>	III(a) 50
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position administratively supervises no staff.</p>	0

TOTAL POINTS 249

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