

Position: **Benchmark Job #311**

Ministry: Government Services

Working Title: **Protected Areas Strategy Coordinator**

Branch: Land Use Coordination Office (LUCO)

Level: Range 30

Location: Victoria

NOC Code: 2153

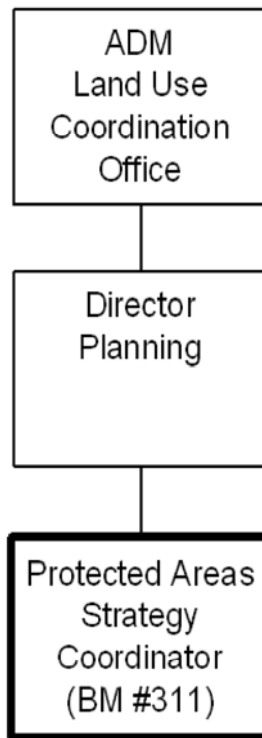
PRIMARY FUNCTION

To provide technical leadership and policy coordination in the implementation of the province's strategic land-use planning initiatives, with special emphasis on the Protected Areas Strategy (PAS).

JOB DUTIES AND TASKS

1. Leads and directs provincial-level planning project teams of staff/senior managers (1+ to 5 FTEs)
 - a. establishes teams/committees and develops terms of reference, work plans and priorities
 - b. coordinates, conducts and chairs team meetings
 - c. develops policy and planning processes to meet government's strategic land use priorities such as planning processes for Central Coast and Okanagan-Shuswap Regions
 - d. coordinates additional non-government organization and public input to planning projects and recommendations
 - e. directs preparation of project reports for submission to Senior Executive/Cabinet
2. Guides, coordinates and evaluates the work of inter-agency Regional Protected Area Teams (RPATs)
 - a. reviews existing regional gap analyses to ensure they meet established policy and technical standards and PAS goals and objectives to meet the requirements of Cabinet, the Deputies' Committee on Land Use, the ADM's committee and public expectations
 - b. works with RPATs to complete gap analyses to ensure consistency and coordination across the province and to maintain the provincial amount of area protected and under study at 18%
 - c. coordinates technical work within eco-sections that cross regional administrative boundaries
 - d. ensures conservation biology principles are considered in the design and management of protected areas
 - e. informs RPATs, inter-agency management committees and senior executives of technical and policy issues and initiatives
 - f. maintains PAS policy development status and records to enable retrieval of provincial summaries
3. Leads and coordinates LUCO planning involvement in intra-and inter-government committees
 - a. represents LUCO on the federal-provincial Marine Protected Areas Working Group
 - b. chairs the Marine Protected Areas (MPA) Working Group of the BC/Washington Environmental Cooperation Council, and prepares documents, briefing materials and presentations outlining strategy
 - c. organizes the establishment of policy teams and technical teams
 - d. coordinates involvement and input of regional and headquarters inter-agency staff, relevant federal agencies and NGOs during strategy development and implementation

4. Recommends improvements to land-use policy, standards and procedures
 - a. proposes, develops and implements any policy changes or technical changes to the Protected Areas Strategy, including acceptable uses and the setting of targets
 - b. reviews, analyzes and interprets current land use policy and standards
 - c. reviews draft policies for consistency and ability to achieve government's land use priorities
 - d. coordinates inter-agency input and responses to policies and initiatives
 - e. consults and develops co-operative working relationships with the staff, managers and senior executive of other agencies to enhance the exchange of information and ideas
 - f. prepares Cabinet briefings that review, analyze and make recommendations on inter/intra-governmental land use policy and program decisions and/or planning priorities.
5. Performs other related duties
 - a. initiates and adapts contracts and RFPs, and directs consultants and/or contractors
 - b. represents LUCO on various agencies and teams, and at public meetings
 - c. coordinates and conducts workshops and meetings



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand all related issues of a significant Protected Area Strategy program to provide authoritative advice on land use planning initiatives, and develop provincial land-use policy and planning processes.</p>	I	305
2	<p>MENTAL DEMANDS</p> <p>Judgement required to conduct long term land use planning where past trends cannot be relied upon to develop strategic land use planning initiatives for the protected areas strategy.</p>	I	300
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic negotiation skills to gain consensus agreement with other non-government agencies during provincial land-use strategy sessions.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to drive vehicles to attend public meetings and workshops.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by branch policies on land-use planning and technical planning standards and processes, evaluate existing protected areas strategy policies and recommend improvements to policies and standards.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Significant financial responsibility to adapt pre-approved language to prepare and initiate contracts.</p>	E	33

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7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Significant responsibility to control information dissemination to the public and representatives of other agencies in the protected area land-use planning process as a representative of the Land Use Coordination Office.</p>	D	22.5
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to assign, monitor and examine the work of project staff (1+ to 5 FTEs).</p>	CD	14
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Moderate care and attention for the well being of others to coordinate land use planning policies and processes, which will maintain public utilization or protection to the environment.</p>	C	15
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused requirement to frequently coordinate multiple project schedules for land-use planning of protected areas.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderately physical effort to frequently focus visual attention to computer screen and printed material.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to regular unpleasant dealings with upset public and/or elected officials on land-use planning issues and initiatives.</p>	B	4
13	<p>HAZARDS</p> <p>Limited exposure to hazards from regular driving or use of public transportation while travelling to sites to gather information on land-use requirements.</p>	B	4

Total Points: 941.5

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