

**TITLE: LICENSED AUTHORIZATIONS OFFICER**

**CLASSIFICATION: SCIENTIFIC/TECHNICAL OFFICER (RES) 24**

**MINISTRY: WATER, LAND AND RESOURCE STEWARDSHIP**

**WORK UNIT: AUTHORIZATIONS NORTHEAST - PERMITTING TRANSFORMATION DIVISION**

**SUPERVISOR: SENIOR LICENSED AUTHORIZATIONS OFFICER OR SENIOR AUTHORIZATIONS SPECIALIST**

### **JOB OVERVIEW**

Reporting to a Senior Licensed Authorization Officer or Senior Authorizations Specialist and working in a variety of settings, the Authorizations Specialist provides technical advice and may make decisions regarding the allocation of resources and adjudication of Land Act and other resource authorizations for management of Crown Land in the Northeast Region.

### **ACCOUNTABILITIES**

- Provides senior technical advisory services and guidance as a specialist in a field(s) of expertise or program area (e.g., land valuation analysis, water management, forest tenures) to support natural resource decision making.
- Evaluates major, long-term resource use applications and resource plans: reviews proposals/prescriptions, consults with stakeholders, communicates with clients, and evaluates and makes recommendations and/or approvals.
- Designs, leads and coordinates multiple medium to large resource projects with key deliverables, involving multiple natural resource authorizations; leads project planning teams and sessions to define project scope and deliverables.
- Develops and maintains partnerships with officials from all levels of government, First Nations, stakeholders and clients/resource users to obtain input on and resolve land and resource issues.
- Leads and supports conflict resolution activities, public consultation processes and education initiatives to negotiate, address and resolve disputes among conflicting parties, including First Nations' groups, over the use of Crown resources to ensure decisions enact the best use of the natural resources.
- Provides decision support to statutory/delegated decision makers by ensuring that all relevant information is provided and considered, and decisions are coordinated and aligned with project timelines.
- Prepares and implements operational level plans, ensuring plans are consistent with strategic and legislated requirements.
- Coordinates site assessments and monitoring with other program staff/agencies to confirm and enforce compliance with resource plans and other approvals.

- Develops and implements new operational procedures, policies and standards, and provides guidance to staff carrying out related assignments.
- Recommends changes in regulations, policies, and procedures or inter-agency agreements to improve efficiency.
- Prepares and negotiates contracts, monitor performance and acts as qualified receiver.
- May supervise staff including assignment of work, training and development of staff, evaluation of employee performance and discussions of issues, and approval of leave. May mentor and coach staff.
- Lead the development and implementation of operational level plans; investigate, modify and implement procedures to support the natural resource management area.
- Prepare and administer a project budget (i.e., plans how funds will be used; includes all STOBs and time limited).
- Monitors, evaluates and reports on the effectiveness of prescriptions and plans.
- May make statutory decisions under various statutes.
- As Project Consultation Coordinator, acts as the primary contact for all First Nations involved and implements the coordinated consultation process including preparation of comprehensive consultation and accommodation records and issue tracking tables in support of decision makers.
- Directs comprehensive field reviews of plans to assess strategies, prescriptions or outcomes.
- Performs revenue, valuations and/or other related functions.
- Conducts resource management or stewardship activities as required.
- Provides expert advice at appeals and hearings.
- Analyses, evaluates, and determines the highest and best use of natural resources to minimize effects on other values. Determines appropriate tenure, real property valuation (rental/sale price), including land, timber or improvements.

## **JOB REQUIREMENTS**

### **Education and Experience:**

- Masters Degree in natural resource management, agrology, forestry, or a related discipline and at least one (1) year of \*recent, related experience; OR,
- Bachelor's Degree in natural resource management, agrology, forestry or a related discipline and at least three (3) years of \*recent, related experience; OR,
- Diploma in natural resource management, forestry, agrology, First Nations studies or a related discipline and at least seven (7) years of \*recent, related experience; OR,
- A combination of education, training and experience may be considered;

**\*Recent related experience is defined as experience gained within the last eight (8) years and must include all the following:**

- Experience working within and providing professional advice on resource management or infrastructure development.

- Experience working with natural resource management theories, legislation, practices, concepts and processes.
- Experience implementing legislation and/or policy in a natural resource sector.

**Preference may be given for one or more of the following:**

- Experience performing technical duties under and/or working with key statutes that support natural resource management (E.g. Land Act, Land Title Act, Water Sustainability Act).
- Experience working within crown land management, remediation/reclamation, or water management.
- Experience managing permitting, licensing and leasing documents, agreements and/or authorizations in a natural resource management or related field.
- Experience in consulting, negotiating and/or resolving conflicts with stakeholders and/or First Nations in natural resource management.
- Experience working within administrative law.
- Experience working in GIS systems.

**Knowledge, Skills and Abilities:**

- Knowledge of natural resource management theories, legislation, practices, concepts and processes
- Ability to communicate effectively, both orally and in writing.
- Knowledge of contract administration and management.

**Willingness Statements:**

- Willingness to conduct field work which may include travel to remote areas by vehicle, boat, air or foot, overnight or extended stay in rough camp conditions and outdoor work in all weather conditions. May involve pulling trailers behind vehicles.
- Valid Class 5 BC Drivers License or equivalent.
- Must be physically able to carry equipment and supplies in difficult terrain.
- May be required to operate field equipment (i.e., all-terrain vehicle, snowmobile).

**SECURITY STATEMENT**

- Successful completion of security screening requirements of the BC Public Service which may include a Criminal records check, and/or Criminal records Review Act (CCRA) check and/or enhanced screening checks as required by the Ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

**BEHAVIOURAL COMPETENCIES**

- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.

- **Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Commitment to Continuous Learning** involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.
- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Conflict Management** is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.
- **Self-Discovery and Awareness (IRBC)** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.