

TITLE: CERTIFICATION STANDARDS OFFICER

CLASSIFICATION: STO 21

JOB OVERVIEW

The Certification Standards Officer (CSO) is responsible for the co-ordination, implementation, monitoring, and improvement of forest certification systems and safety across BCTS. The CSO must ensure the alignment of the BCTS program with provincial programs through the employment of leadership and influence skills. This position is the primary contact for internal and third party forest certification audits to evaluate adherence to and the performance of, prescribed standards and processes.

ACCOUNTABILITIES

- Manages and monitors the certification systems implemented within BCTS business areas (BAs) and trains staff on these systems.
- Evaluates operational practices to ensure they meet specified standards and determines any changes necessary to ensure compliance, and analyzes and reports on BA performance to management.
- Conducts assessments and internal reviews to ensure forest certification and safety standards are being properly addressed throughout the BA.
- Defines monitors and reports on certification activities to ensure delivery within scope, schedule, budget and specified quality.
- Chairs and participates in variety of provincial and local BA working groups, task teams, committees, and projects.
- As a member of the Provincial CSO working group, provides criteria, measures, and controls and co-ordinates, monitors and evaluates all elements of the certification systems.
- Plans, organizes, evaluates and makes recommendations for improving work procedures, policy, methods, and practices that applies to internal and external stakeholders.
- Leads the planning, implementation, co-ordination, and monitoring of certification systems in the BA, including the development of policies, procedures, and guidelines, ensuring compliance with standards and legislation.
- Provides expert advice as the BA specialist in certification systems.
- Provides expert advice regarding occupational health and safety, within a shared ministry workplace and provides training and guidance to internal staff and provides information to external stakeholders regarding safety issues affecting workers.
- Develops options, strategies and approaches to address issues and service/program delivery needs using techniques such as cost benefit analysis and workload analysis.
- Monitors and evaluates BA performance, operational practices, resources, processes and progress for certification requirements, identifies risks and obstacles to achieving objectives and targets, and takes action or recommends action to address issues, shortfalls, and compliance with standards.
- Provide functional authority over staff, directing the implementation of standards and procedures related to Certification Standards, compiles statistics and develops actions; reviews the quality of the work of staff; and provides supervisors with direction to give their staff.
- Monitors to ensure that changes, improvements, corrective and preventative actions, are completed and address the root cause.

- Provides expert advice and investigates incidents and accidents related to the forest certification and safety systems in the BA.
- Responsible for integrity of the forest certification and safety data in systems for performance analysis and reporting.
- May plan and co-ordinate contract activities and acknowledge receipt of goods and services.
- Co-ordinates and is the primary contact for internal and third party forest and safety audits to evaluate adherence to and the performance of, prescribed standards and processes
- Tracks, co-ordinates and provides training and guidance to internal staff on certification management processes and reporting requirements. May provide training and information to external stakeholders on certification processes and requirements.
- Maintains effective and cooperative working relationships with internal and external stakeholders.
- Designs support tools, templates, processes and procedures to streamline operations.

JOB REQUIREMENTS

- Graduation from an approved technical institute with a diploma or a degree in resource or forestry management.
- Two years (within the last five years) of experience in one or more operational field-based forestry activities such as tenure development, road and block layout, silviculture, timber tenure administration and forestry contract administration.

Or

- An equivalent combination of education or experience such as, or five years of experience in one or more operational field-based forestry activities such as tenure development, road and block layout, silviculture, timber tenure administration and forestry contract administration.
- Applicants must be registered or eligible for registration with the Association of British Columbia Forest Professionals (ABCFP) as a Registered Forest Technologist or equivalent.
- Experience with Environmental Management Systems, Sustainable Forest Management and Safety Certification Systems.
- Must possess at minimum a valid Class 5 B.C. Driver's License that does not limit or restrict the ability to conduct the duties of the job.

PROVISOS

- Must be willing and able to withstand the rigors of fieldwork.
- Must be willing to work in adverse weather conditions.
- Must be willing and able to travel to meet job requirements.
- Must be willing and able to travel in fixed and or rotary winged aircraft and or watercraft.

PREFERENCE STATEMENTS

- Experience with auditing forest management activities and processes.
- Three years (within the last five years) of experience in one or more operational field-based forestry activities such as tenure development, road and block layout, silviculture, timber tenure administration and forestry contract administration.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of the structures and mandates of the Ministry of Forests, Lands and Natural Resource Operations and BC Timber Sales.
- Knowledge of related legislation and regulations and the ability to interpret and apply legislation, policy and procedures.
- Knowledge of contract and project administration.
- Knowledge of safety procedures and practices as they relate to forestry activities.
- Knowledge in one or more of the following forestry fields: timber development, engineering or silviculture.
- Ability to plan, organize, administer and monitor multiple projects and contracts simultaneously.
- Ability to manage data integrity related to certification and safety programs and use analytical tools to formulate an appropriate course of action.
- Ability to coordinate technical response for operational issues or audits and recommend or implement appropriate corrective action.
- Ability to communicate clearly and effectively both verbally, in writing (respond to public inquiries, drafting professional reports and briefing materials), and or as a presentation.
- Ability to use computer applications (such as spreadsheets, databases, electronic mail, and word processing) to enter and retrieve data and create and edit a variety of effective correspondence and reports.
- Ability to plan, organize and adapt to new and changing certification processes.
- Ability to train staff, licensees and clients in certification schemes used by BCTS.
- Ability to write clear reports with findings and recommendations for committee and Management Review.
- Ability to oversee, chair and co-ordinate working groups composed of operational staff, clients and licensees.
- Ability to communicate effectively and work respectfully with staff and a wide variety of clients, stake holders, contractors, first nations and audit teams.

BEHAVIOURAL COMPETENCIES

- Building Partnerships with Stakeholders is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder. (L3)
- Impact and Influence is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results. (L4)
- Improving Operations is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Ministry. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions. (L4)
- 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. (L3)

- Results Orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation. (L3)
- Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work group and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views. (L3)