

**TITLE: PLANNING OFFICER**

**CLASSIFICATION: LSO 3**

**JOB OVERVIEW**

*The Planning Officer is responsible for all the strategic and integrated planning processes required for the Business Area (BA). The position develops the Forest Stewardship Plan for the BA as well as participates in the development of higher level plans such as Land and Resource Management Plans. The Planning Officer identifies the fiduciary obligations of the BA with regard to First Nations groups and provides leadership to the consultation process. This position is accountable for ensuring that all planning initiatives are in compliance legislative requirements as well as represents the BA during planning audits.*

**ACCOUNTABILITIES**

- Supervise and lead a team of licensed and non-licensed professional and technical staff including, but not limited to recruitment, mentoring, training, assignment of work, development and evaluation of performance plans and approval of leave.
- Leads projects to address large-scale issues or initiatives and leads project planning sessions to determine project scope, define project deliverables and develop project charters.
- Coordinates and oversees planning activities as outlined by business objectives and governed by regulatory, safety and professional standards.
- Represents BCTS at inter-jurisdictional working groups and/or committees.
- Provides planning expertise and knowledge on local and provincial issues and directs staff in appropriate interpretation and application of relevant provincial legislation, policies, regulations and external professional standards
- Provides professional area input into the development of integrated resource management plans, provincial processes, provincial standards, regulations and/or policies.
- Responsible for the development of the business area's strategic and higher level operation plans (ie. Forest Stewardship Plan and Five Year Development Plan)
- Responsible for anticipating and proactively conducting analysis to foresee and manage impacts to BA operations arising from land-use or other decisions.
- Evaluates program delivery, identifies opportunities to improve effectiveness and makes recommendations to senior management.
- Prepares briefing notes, feasibility reports, project documents, evaluation reports and business development documents.
- Prepares and/or negotiates agreements and contracts, monitors performance and authorizes payment.
- Expense authority responsible to ensure that the planning budget is developed and managed.
- Responsible for long-term timber volume analysis to support the BA in achieving their sales plan goals. Develops and promotes working relationships with internal and external partners, including First Nations, stakeholders, and government agencies to achieve program objectives. Resolves conflicts as required
- Responsible for providing oversight and meeting the requirements, processes, and procedures for First Nations consultation including determination of Aboriginal Rights and Title, assessing cultural values, and Strength of Claim assertions to meet the legal and fiduciary responsibilities of government.
- Supports business endeavours with First Nations.

- May lead the development of Sustainable Forest Management Plan (SFMP) for the business area.
- Supports provincial and local EMS, SFM, and Safety certifications

### **JOB REQUIREMENTS**

- A Registered Professional Forester (RPF), or be eligible for registration as an RPF with the Association of BC Forest Professionals (ABC FP) and three years (gained within the last five years) of experience in operational forestry such as forest tenures, cut-block and road development, engineering, silviculture, harvest operations or compliance and enforcement.
- 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.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security 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**).

### **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**

- A Registered Professional Forester (RPF), or be eligible for registration as an RPF with the Association of BC Forest Professionals (ABC FP) and four years (gained within the last seven years) of experience in operational field forestry such as forest tenures, cut-block and road development, engineering, silviculture, harvest operations or compliance and enforcement.
- Forestry experience includes timber sales planning, forestry planning or integrated resource management.
- Experience in program administration including allocating resources, managing/supervising staff and administering budgets.

### **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 current First Nations case law and provincial First Nations negotiations and reconciliation.
- Knowledge of related legislation and regulations and the ability to interpret and apply legislation, policy and procedures.
- Knowledge of integrated resource management and planning processes.
- Knowledge in one or more of the following forestry fields: planning, timber development, appraisals, or silviculture inventory, silviculture, timber harvesting, tenures, engineering and timber pricing.
- Knowledge of timber supply review, timber supply analysis modeling, yield prediction, harvest flow and forecasting.
- Knowledge of external stakeholders and consultation processes and responsibilities.

- Knowledge of contract administration, monitoring and quality control concepts and activities.
- Ability to articulate goals, gain commitment, secure resources and accomplish goals.
- Ability to use computer applications (such as GIS software, 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 manage direct or indirect reports and/or work team performance by setting goals and standards, evaluating performance and correcting where applicable.
- Ability to oversee, manage and coordinate several complex concurrent initiatives.
- Ability to develop, review, analyze and monitor goals, strategies and business plans to ensure program objectives and commitments are met.
- Ability to identify, analyze, develop and implement new and creative solutions to complex problems and provide advice and recommendations.
- Ability to communicate clearly and effectively both verbally, in writing (respond to public inquiries, drafting professional reports and briefing materials), and or as a public presentation.
- Ability to establish and maintain respectful, productive and cooperative working relationship which may include effective use of conflict resolution skills with ministry staff, public and private stakeholders, contractors, licensees and First Nations.

#### **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. (L4)
- Business Acumen is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs. (L3)
- Empowerment is the ability to share responsibility with individuals and groups so that they have a deep sense of commitment and ownership. People who practice empowerment participate and contribute at high levels, are creative and innovative, take sound risks, are willing to be held accountable and demonstrate leadership. They also foster teamwork among employees, across government and with colleagues, and, as appropriate, facilitate the effective use of teams. (L4)
- Holding People Accountable involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions. (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. (L4)
- Planning, Organizing and Coordinating 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. (L4)
- 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. (L5)

- 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. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views. (L5)