

TITLE: WOODLANDS MANAGER

CLASSIFICATION: BAND 3

JOB OVERVIEW

The Woodlands Manager identifies the necessary resources for the achievement of operational objectives, and issues and administers Timber Sale Licenses, and manages and monitors operations until free growing state is reached. The Woodlands Manager is responsible for implementing forestry and business practices reflective of the private sector to provide benchmark information for provincial timber pricing. The Woodlands Manager ensures resource management practices are performed and evaluated in accordance with operational and higher-level land use plans, legislative requirements and forestry certification standards.

ACCOUNTABILITIES

- Leads the development of the Business Area (BA) service plan and implements the operational component.
- Directs the operation of a BA including prioritizing and allocating the financial, human and physical resources; monitoring and reporting budget and performance measures; analyzing risk and negotiating shifts in resources; and implementing cost controls.
- Ensures internal and external resource management activities are cost effective and emulate the current activities undertaken by major licensees.
- Ensures TSL development activities optimize the revenue to cost ratio and the market pricing system generates appropriate revenues for the Crown.
- Guides TSL administration, reviewing recommendations and ensuring consistency within the BA and provides expertise to the Statutory Decision Maker (SDM) on statutory decisions.
- Manages the implementation of international and Canadian certification schemes ensuring the specifications and standards are met and emerging issues are resolved.
- Leads the development of technical forestry cost/benefit, business case, market and social analyses for operational initiatives and business area planning.
- Oversees the development and implementation of monitoring plans to assess licensee and service contractors' activities against legislation, policy and certification standards and requirements.
- Negotiates resource use and operational practices with a variety of forest resources partners and stakeholders and promotes participation in the resource management process and certification initiatives.
- Promotes an integrated approach to the management of the BA, establishes and coordinates cross functional groups and ensures strong internal communications.
- Leads continuous improvement activities to increase efficiencies and profitability.
- Provides expert advice supporting the development of provincial policies and advises on the interpretation and application of legislation, regulations, policy and procedures.
- Provides managerial oversight to contractors providing resource related services and ensures the services align with business area goals, ministry or sector wide plans and legislative and certification requirements.
- Supervises a multi-discipline team of professional and technical staff including assignment of work, safety and technical training, development and evaluation of performance plans, approval of leave, response to grievances and initiation of discipline processes.

JOB REQUIREMENTS

- University degree or diploma in a field related to forestry or resource management and five years (gained within the last seven years) of program and related forestry experience.
- Experience developing, managing and delivering resource management programs.
- Experience in program administration including allocating resources, leading and coaching diverse teams, supervising staff, and strategic business planning, procurement and financial management.

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 in a management capacity including business and organizational planning.
- Experience dealing with provincially significant issues and with developing policy, procedures and corporate practices.

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 the forest industry, such as market conditions, trade agreements, export log markets, and lumber manufacturing.
- Knowledge of the forest resource management, specifically, operational planning, silviculture, timber harvesting, tenures, engineering and timber pricing.
- Knowledge of the regulatory framework including the Forest Act, the Forest Range Practices Act, and other related legislation.
- Knowledge of business planning, budgeting and performance monitoring.
- Knowledge of contract administration, monitoring and quality control concepts and activities.
- Knowledge of external stakeholders and consultation processes and responsibilities.
- Ability to build and maintain cooperative and productive relationships and effectively liaise with internal and external stakeholders.
- Ability to oversee, manage and coordinate several complex concurrent initiatives.
- Ability to articulate goals, gain commitment, secure resources and accomplish goals.
- 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 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 lead direct or indirect reports and/or work team performance by setting goals and standards, evaluating performance and correcting where applicable.
- Ability to develop, review, analyze and monitor goals, objective and strategies to ensure program objectives and commitments are met.
- Ability to forecast, develop, manage and reconcile a 5-year budget and business plan to ensure program objectives and commitments are delivered.
- Ability to forecast, allocate and manage human resources to ensure program objectives and commitments are delivered.
- Ability to identify, analyze, develop and implement new and creative solutions to complex problems and provide advice and recommendations.
- 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. (L5)
- 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. (L4)
- Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization. (L5)
- 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. (L5)
- 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. (L5)
- Strategic Orientation is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices. (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)