

## CLASSIFICATION JOB INFORMATION

SAP Job ID:	90001383
Position/Classification Title:	Regional Director
Pay Grade:	EC 14
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	4/1/2009

## JOB INFORMATION

Job/Working Title:	Regional Director
Department:	Natural Resources & Renewables
Division/Section:	Regional Services
Reports To (Position Title):	
Exclusion Status:	Excluded

## OVERALL PURPOSE

This position is accountable for the delivery of Department programs through the effective and efficient use of Regional staff and financial resources, and the maintenance and operation of Regional Department infrastructure including camping and day use parks, Crown lands, trails, offices, fire towers and fire depots.

Operating from Bridgewater, Truro, and Coxheath the Regional Director coordinates, oversees and directs all Regional Services activities and programs within the Region and acts as advisor to the Executive Director, Regional Services on matters within the Region.

The Regional Director is responsible for the implementation of a complex and diverse set of programs which present major challenges. These programs and activities include occupational health and safety, forest protection including fire and insects, integrated resource management, wood production, wildlife, camping and picnicking, surveying and mapping of Crown land, geographic information system, land leases and permits, geological programs, extension/education, field work for Wilderness Areas, and enforcement. Undertakes ongoing policy analysis to ensure that the programs and activities are meeting client needs.

The Regional Director, is responsible for the effective utilization of financial and staff resources within the Region and for ensuring that all Regional work commitments that are outlined in the Branch Work Plan are in keeping with approved allocations. Provides overall leadership and direction to the Region's management team and follows up with ongoing Performance Measurements and evaluation. It should be noted that the Branch Work Plan Ibr the three Regions allocates the 294 permanent staff positions (294 FTE 's) and 507 seasonal staff positions (201 FTE's) to the delivery of Department programs. The Branch Work Plan data is then transfi2rred to detailed Regional Plans which clearly outline the deployment of all Regional staff. This is a very major challenge for the incumbent and the success is monitored through a work reporting system that measures program delivery and mirrors the Work Plan.

The Regional Director is responsible for working with all other Department Directors to ensure that their programs are delivered as efficiently and effectively as possible. Considering the broad scope of the Department's mandate and the very significant human and financial resources, this represents a very significant challenge. The key to effective program delivery is to be proactive, not reactive.

## KEY RESPONSIBILITIES

Administers and directs diverse activities within the Region through effective monitoring/reporting procedures and proactive action such as the operation of staff program groups.
Ensures that staff and other resources are utilized efficiently and effectively within the Region by coordinating and directing program activities and overseeing personnel functions such as Performance Reviews.
Ensures the health and safety of all staff by overseeing and directing the implementation of the Department's Occupational Health and Safety program.

Manages the regional budget by providing budget direction to budget managers and tracking budget expenditures to ensure the most efficient and effective use of funds within the Region through detailed monthly budget analysis and review.
Coordinates the effective and efficient implementation of Department programs and activities through the Work Plan/Work Report System within the Region. Programs include geology, camping parks, day use parks, land administration, private and crown land resource management, wildlife, extension/education, forest protection including fire and insects, surveys, enforcement including off highway vehicles, migration of Crown lands into the provincial land registration system, and wilderness area field work.
Develop detailed multi-year work plans for approved initiatives for all phases of a project, with clear deliverables and time-lines. Work Plans incorporate deliverables such as project scope and phasing, resource requirements, stakeholder involvements, partnership opportunities, operational impact assessment, communication requirements, training requirements, budget implications and evaluation/assessment plans.
Prepare regular reports on project progress to Executive Director, Senior Management and internal and external stakeholder groups. Prepare and present briefing materials to Deputy Minister, Minister and other senior Government officials.
Ensures the efficient operation and maintenance of a park system within the Region by working closely with the Parks Division, regional staff and being one of the five member Park Management Committee,
Ensures that field reports and recommendations are carried out in accordance with the Department's Integrated Resource Management approach where all resource values are considered in making sustainable resource or land-use decisions.
Reviews and recommends policies or changes to policies and procedures that will improve program delivery and level of client service. Advises the Executive Director on the impact of policy proposals affecting Departmental programs such as Parks, Crown lands, Forest Protection, Integrated Resource Management, Law Enforcement, and Wildlife. Also internal Branch policies are recommended to the Executive Director to ensure a balance of adequate resources across the three Regions. These include Work Plans, Permanent Staffing Plans, Casual Staffing Plans, and Equipment Evergreen Plans.
Build strong working relationships with internal and external stakeholders.
Lead and manage the region through on-going development and implementation of strategic and operational plans and where necessary provide recommendations for Executive Director, Deputy and Ministerial approvals.
Ensure the development and implementation of a Human Resource and Financial Management Plan within the Region, as well as, input into the Annual DNR Business Plan.
Participation on various internal and external committees, Boards and Associations,
Provide effective communication through on-going liaison with stakeholders, Senior officials and Management in all levels of Government and Agencies.
Responsible for providing recommendations, reports and information as required by the Executive Director, Deputy Minister, and Minister. Participates as a member of the Departments Senior management team to ensure Departmental communication, cooperation, and coordination.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

## SCOPE

<b>Contacts (Typical):</b>	The Regional Director works with all other Department Directors to ensure that their programs are delivered as efficiently and effectively as possible. Considering the very broad scope of the Department's mandate and the significant human and financial resources this represents a very significant challenge. Daily contact with the other two Regional Directors, Branch Executive Director and often the other Department Executive Directors, Management from other Departments such as Transportation and Public Works, Office of Health Promotion and Protection, and the Public Service Commission. Occasional contact with Deputy Minister and Minister. Also external contacts with First Nations Communities many N G's such as Ecology Action Center and companies such as Stora are required to monitor client views and satisfaction with DNR programs.
<b>Innovation:</b>	- There is the need to continually improve the efficiency of program delivery so that the demands of Department Program Directors and Department clients can be met as effectively as possible. This involves allocating the approximately 150 person years of staff resources in each Region to the programs in a fair manner and to be proactive rather than reactive. This involves working collaboratively with the Region's Management team and encouraging staff to seek innovations and positive changes to program delivery where possible. When Program Directors request that changes be made to the output of their program the Regional Director must work with staff in a positive manner to seek adaptions to

	<p>past procedures to get the desired results. One example of this would be tasking the Regional Program Group ( consisting of staff who deliver this program ) to develop options and present these to the Management Team for consideration. If adopted this new approach would then be shared with the Program Director and other two Regions. The Director also meets to resolve operational issues such as resource allocation, equipment needs, time lines, and the need for staff to multi-task.</p> <ul style="list-style-type: none"> <li>- Creativity and problem solving required. Achieve balance in the implementation and design of processes that ensure compliance to meet public objectives.</li> </ul>
<b>Decision Making:</b>	<p>The usual types of decisions made in this job and the types of problems or decisions that must be referred to a supervisor include:</p> <ul style="list-style-type: none"> <li>- Considering that the primary job responsibility is to deliver efficient Department Programs in the region the major decisions involve the use and allocation of financial (7.5 million dollars) and human resources( 150 FTE's) to the delivery of Department programs.</li> <li>- The Regional Director makes recommendations and decisions on the allocation of money to Regional and Branch priorities. For example should funds be spent on quickly refilling vacant positions or delaying to provide funds to meet budget pressures such as equipment purchases or improving park infrastructure.</li> <li>- Also what is the best use of staff resources such as the mix of staff classifications that will best fit the needs of program delivery. For example the Regional Directors have prepared a detailed Branch Staffing Plan which can be adjusted to change the mix of classifications. They consider program delivery demands and then collaboratively decide how to make staffing classification changes to best fulfill program delivery needs.</li> <li>- Decisions are often made in a dynamic environment consisting of variable client demands, resource shortages, public demands for new services, and changing program policy.</li> <li>- Decisions often relate to identification and prioritizing of projects and how to make the most efficient use of resources to complete these projects. Provides advice and recommendations on the best solution to meet project plans and budget.</li> <li>- Often the three Regional Directors will discuss these issues and jointly make recommendations to the Executive Director regarding policy changes, program delivery options, and resources required.</li> </ul>
<b>Impact of Results:</b>	<p>The typical impact of end results produced by this job are:</p> <ul style="list-style-type: none"> <li>- Results achieved relate to the efficient delivery of all Department programs and the sustainability of the regions and provinces natural resources thus insuring the rural economy vital to the provinces future success. Regional Services success directly impacts other Departments program delivery particularly Tourism, Economic Development, Environment and Labour and Fisheries. All Branches of the Department and Department clients are directly impacted by the results of this program delivery. Both the short term and long term success ensures that the Department fulfills its mandate of program delivery and service to the public of N S. The regions offices and their staff are the front line staff that provide the majority of direct contact and service to clients and the public.</li> </ul>

### **People Management:**

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	<p>This Job Reports to:</p> <p>This position, of which there are three, is one of seven (7) that reports to the Executive Director, Regional Services. The other six (6) are the two other Regional Directors, Director Enforcement Division, Director Resource Management Division, Director Operations Division, and Director Fleet Management Division.</p> <p>Regional Services with a primary mandate to efficiently implement and deliver the Department programs has staff and facilities fully decentralized within the three Regions of the Province.</p> <p>Job Titles and Number of Incumbents Reporting Directly to this Job:</p> <p>The specific functions of the thirteen (13) positions reporting to the Regional Director are:</p>	

	<p><b>Area Supervisor (4 positions):</b></p> <p>The Area Supervisor is responsible for the management of allocated staff and financial resources within the Area to achieve the implementation and delivery of programs and activities which include: geology, camping parks, day use parks, land administration, private and crown land resource management, wildlife, field reports for integrated resource management recommendations, extension/education, forest protection, and Wilderness Areas field work.</p> <p><b>Regional Clerk (2 positions):</b></p> <p>Regional Clerk undertakes clerical functions for regional administration, integrated resource management, and enforcement staff. Also assists Regional Director in rolling up regional information such as the monthly budget forecast submission and work report data.</p> <p><b>Enforcement Coordinator:</b></p> <p>The Enforcement Coordinator is responsible for the direction of the Region's 16 permanent and 14 Seasonal Conservation Officers who enforce all Department related acts and associated duties. Included in these duties are the Education and Enforcement component of the Off Highway Vehicles initiative. Also assist other agencies such as Department of Environment and Labour's Wilderness Areas Division and Department of Fishery's Sportfishing Division.</p> <p><b>Occupational Health and Safety Coordinator:</b></p> <p>The Occupational Health and Safety Coordinator oversees the Region's OH&amp;S program by being the Regional Director's Designate on OH&amp;S committees and tracking the Region's OH&amp;S program through the Implementation Manual and oversees and reports on shortcomings in procedures indicated by JOHS Committee and/or inspection teams. The OH&amp;S Coordinator also is the Regional Security Officer insuring staff are conscious of security matters and that government assets are protected.</p> <p><b>Regional Surveyors (4 positions):</b></p> <p>Regional Surveyor is responsible for the delivery of the Crown Land surveys program, boundary line establishment and maintenance, the migration of all Crown lands to the new land registration system, and the provision of surveying services for other Government Departments and agencies.</p> <p><b>Regional Resource Manager:</b></p> <p>The Regional Resource Manager is responsible for directing and coordinating the Integrated Resource Management programs of the Department within the Region. This is accomplished through directing and coordinating the activities of professional staff from several disciplines including: biology, forestry, geology, geographic information systems, land administration, and park planning.</p>
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## LICENSES/CERTIFICATIONS

<b>Data From Conversion:</b>	<p>Other important information that will assist the reader with a further appreciation of what is typical of this job:</p> <ul style="list-style-type: none"> <li>- New Program demands and related issues are very often being added to the responsibilities of the Regional Director. For example three new programs have been added to these responsibilities in the last year and include Crown lands migration to the new Land Registration system, the delivery of field services ( education and enforcement ) for Off Highway Vehicles, and the implementation of the Department of Environment and Labor's Camp Site Lease relocation policy. Existing resources are reallocated and new resources brought on to meet these new demands.</li> </ul>
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## WORKING CONDITIONS

### Physical Effort

Minimal - Work activities involve alternating positions of light physical activities, which cause little physical effort. Majority of time of spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety at easy muscle movements
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## **Physical Environment**

Minimal - Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, and/or a remote possibility of risk of accident or health hazards.

## **Sensory Attention**

Moderate - Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.

## **Psychological Pressures**

Moderate - Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent, e.g., pressure or deadlines, quotas or need for accuracy, unpleasant public or client contacts, probable concern about unpleasant situations, repetitious work, and or some disruption of personal life because of work, work schedules or need to travel.

Examples/ Additional Information:	
	<p>A Physical Environment: Minimal/Moderate Examples: - Is required to travel extensively in both the Region and throughout the province to attend to issues in Area offices, attend management meetings, and provincial program meetings.</p> <p>B Physical Effort: Minimal Examples: - The incumbent is required to be in office/board room environments most of the time and occasionally in the field at Department facilities or dealing with program delivery issues.</p> <p>C Sensory Attention: Considerable Examples: - There is the on-going need to analyze issues by quickly reviewing facts, reviewing operational considerations and then providing direction to staff regarding how to proceed with program delivery changes.</p> <p>D Mental Pressures: Moderate/Considerable Examples: - This position is under considerable pressure to ensure that Department programs are delivered in an efficient manner and on time. Program delivery outputs are identified in the Branch and Regional Work Plans and the Regional Director must work closely with the Region's Management team to ensure they are delivered as planned. Often resource adjustments and priorities must be changed to accomplish this.</p>
Data From Conversion:	